

CHIP Training and Consulting (Pvt) Ltd
LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS

Employee Name	Naimat Shah
Designation	UCPO
CNIC No.	21107-3719705-5
District/UC	UC Arang
Leave application date	24-8-2019.

SECTION 2: DETAILS OF LEAVE

Reason of Leave Applied for (Tick in appropriate box)

<input type="checkbox"/>	Hajj	<input type="checkbox"/>	Umrah/Ziarat
<input type="checkbox"/>	Chillah, Tableegh, Ehtikaf	<input type="checkbox"/>	Christmas, Diwali
<input type="checkbox"/>	Study/Exams	<input type="checkbox"/>	Maternity
<input type="checkbox"/>	Family Wedding	<input type="checkbox"/>	Self-Wedding
<input type="checkbox"/>	Immediate Family Death	<input type="checkbox"/>	Self-Sick Leave
<input checked="" type="checkbox"/>	Immediate Family-Sick Leave	<input type="checkbox"/>	Accident/Sickness-while at work
<input type="checkbox"/>	Accident/Sickness-while not at work	<input type="checkbox"/>	Emergency Leave
<input type="checkbox"/>	Vacations	<input type="checkbox"/>	Others

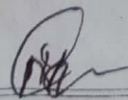
Number of Days Leave Applied for

Leave start date 24-8-2019

Leave end date 24-8-2019.

OIC Name and designation:

Employee signature:



Date: 23-8-19.

PEO endorsement:

Date:

PIL endorsement:

Date:

For more than Two weeks

CTC final approval:

Date:

CTC Remarks, if any

NOTE: Leaves during campaign days are NOT allowed