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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muhammad Sharif
Designation	UCPO
CNIC No.	21301-8715752-5
District/UC	Kurram/Tindo
Leave application date	11/09/2019

SECTION 2: DETAILS OF LEAVE

Reason of Leave Applied for (Tick in appropriate box)

☐	Hajj	☐	Umrah/Ziarat
☐	Chillah, Tableegh, Ehtikaf	☐	Christmas, Diwali
☐	Study/Exams	☐	Maternity
☐	Family Wedding	☐	Self-Wedding
☐	Immediate Family Death	☐	Self-Sick Leave
☐	Immediate Family-Sick Leave	☐	Accident/Sickness-while at work
☐	Accident/Sickness-while not at work	☐	Emergency Leave
☑	Vacations	☐	Others

Number of Days Leave Applied for **two**

Leave start date: **13/09/2019**   Leave end date: **14/09/2019**

OIC Name and designation:

M- Shafiq TCSP UC

Employee signature: *For M-Sharif*   Date: 11/09/2019

PEO endorsement: *Dr M. Tahir*   Date: 13-9-2019

PTL endorsement: _____   Date: _____
For more than Two weeks

CTC final approval: _____   Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed