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

SECTION 1: APPLICANT S DETAILS	
Employee Name	Muhammad Daulat Khan
Designation	UCPO
CNIC No.	11201-0406434-9
District/UC	Tajazai
Leave application date	07-11-19

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	☐ Other

Number of Days Leave Applied for : 2

Leave start dat: 09-11-19	Leave end date 11-11-19

OIC Name and designation:

Employee signature:__Muhammad Daulat Khan _____	Date:07.11.019
PEO endorsement:_____	Date:_____
PTL endorsement:_____ For more than Two weeks	Date:_____
CTC final approval:_____	Date:_____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed