

CHIP Training and Consulting (Pvt) Ltd


LEAVE APPLICATION FORM-PTPP Project

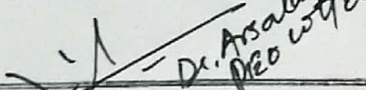
SECTION 1: APPLICANT'S DETAILS	
Employee Name	Ghulam Naeem Shah
Designation	UCPC
CNIC No.	11101-4070869-5
District/UC	Nutley Bannu
Leave application date	01/01/2020 to 03/01/2020

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 type="checkbox"/> Immediate Family-Sick Leave	<input type="checkbox"/> Accident/Sickness-while at work
<input type="checkbox"/> Accident/Sickness-while not at work	<input checked="" type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others

Number of Days Leave Applied for	
Leave start date 01/01/2020	Leave end date 03/01/2020

OIC Name and designation: _____

Employee signature: 	Date: 01/01/2020
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PEO endorsement: 	Date: 02/01/2020
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PTL endorsement: _____ For more than Two weeks	Date: _____
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CTC final approval: _____	Date: _____
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CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed