

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

SECTION 1: APPLICANT'S DETAILS

Employee Name	Syed. Kamal
Designation	UCPO
CNIC No.	21301-7883006-1
District/UC	Murram / Miralass
Leave application date	02-03-2020.

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 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 02

Leave start date 2/03/2020 | Leave end date 4/03/2020

OIC Name and designation:
M. RAZIQ IESP UC

Employee signature: [Signature] Date: 02-03-2020

PEO endorsement: [Signature] Date: 02-03-20

PTL endorsement:
For more than Two weeks Date: _____

CTC final approval: _____ Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed