

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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muhammad Ilyas
Designation	UCPO
CNIC No.	21604-2614730-9
District/UC	Rahim Yar Khan/ Mohib Shah
Leave application date	13-05-2020

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. two days

Leave start date. 13-5-2020 | Leave end date. 14-5-2020

OIC Name and designation:

Employee signature: [Signature] Date: 13-05-2020

PEO endorsement: Approved & forwarded to for further CTC Li Date: 13/5/2020
[Signature] PEO Oratza

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

CTC final approval: _____ Date: _____

CTC Remarks, if any _____