


CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Jauhar Ali
Designation	TCSP
CNIC No.	2130351143939
District/UC	Upper Kurram
Leave application date	May 18, 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 checked="" 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 type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for: Three days self sick leave. May 19 to May 21,2020	
Leave start date: May 19, 2020	Leave end date: May 21, 2020
OIC Name and designation: Sajid Bangash TCSP	
Employee signature: Jauhar Ali	Date: May 18,2020
PEO endorsement: 	Date: 18-5-2020
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____