

CIIP Training and Consulting (Pvt) Ltd
LEAVE APPLICATION FORM-PIPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Shafqat Ullah Khan
Designation	UCPO
CNIC No.	14101-7589803-7
District/UC	ORAKZAI/ Upper Dabari
Leave application date	1/ 06/ 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

Leave start date: 2/ 06/ 2020

Leave end date: 4/06/ 2020

OIC Name and designation:

Employee signature: *Shafqat*

Date: 1 06 2020

PEO endorsement: *APPROVED & FORWARDED TO CTC, DR FAWAD*

Date: *02-06-2020*

PTL endorsement: _____

Date: _____

For more than Two weeks

CTC final approval: _____

Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed