



CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Waseem akram
Designation	UCPO
CNIC No.	14102-0365320-9
District/UC	District Hangu, Union Council Thall Rural
Leave application date	22-6-2020

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, Tabeelgh, Ehtuka!	<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 type="checkbox"/> Emergency Leave
<input checked="" type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for = 4days	
Leave start date 23-6-2020	Leave end date 26-6-2020
OIC Name and designation:	
• Employee signature: 	Date - 22-6-2020
PEO endorsement: 	Date: 22/6/20
PTL endorsement _____ For more than Two weeks	Date: _____
CTC final approval _____	Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed