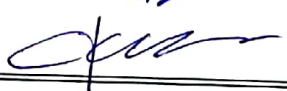**CHIP Training and Consulting (Pvt) Ltd**
LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT S DETAILS	
Employee Name	Muhammad Sadiq
Designation	TCSP
CNIC No.	12201-8851059-1
District/UC	Tank/Jandola Sub Division.
Leave application date	03/07/2020

SECTION 2: DETAILS OF LEAVE

Reason of Leave Applied for (Tick in appropriate box)

☐	Hajj	☐	Umrah/Ziarat
☐	Chillah, Tableegh, Ehtikaf	☐	Christmas, Diwali
☐	Study/Exams	☐	Maternity
☐	Family Wedding	☐	Self-Wedding
☐	Immediate Family Death	☐	Self-Sick Leave
☑	Immediate Family-Sick Leave	☐	Accident/Sickness-while at work
☐	Accident/Sickness-while not at work	☐	Emergency Leave
☐	Vacations	☐	Others

Number of Days Leave Applied for: 05 Days

Leave start date: 07/06/2020	Leave end date: 11/07/2020

OIC Name and designation:

Employee signature:	Date: 03/07/2020
PEO endorsement:	Date: 03/07/2020
PTL endorsement: For more than Two weeks	Date:
CTC final approval:	Date:

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed