

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

| SECTION 1: APPLICANT'S DETAILS | |
|--------------------------------|--------------------|
| Employee Name | Aziz Ahmad |
| Designation | UCPO |
| CNIC No. | 216038401995-3 |
| District/UC | Orakzai/Yakhkandaw |
| Leave application date | 07-07-2020 |

| 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=1 | |
| Leave start date 07-07-2020 | Leave end date 07-07-2020 |
| OIC Name and designation: | |
| | |
| Employee signature: Aziz Ahmad | Date: 07-07-2019 |
| PEO endorsement: <i>Allowed & forwarded.</i> | Date: <i>08-07-2020</i> |
| PTL endorsement: <i>[Signature]</i> | Date: _____ |
| For more than Two weeks | Date: _____ |
| CTC final approval: | Date: _____ |

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed