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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Adil Rehman
Designation	UCPO
CNIC No.	21302-5093394-1
District/UC	Pastawana
Leave application date	20-6-2020

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: 14 days

Leave start date: 20-6-2020   Leave end date: 4-07-2020

OIC Name and designation:

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

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed