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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	INAM. ULLAH-KHAN
Designation	UCPO
CNIC No.	11201-6936528-9
District/UC	LAKKI MARWAT /BEHRAM KHEL
Leave application date	08.07.2020

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	

Reason		Reason	
☐	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	TWO DAYS.	
Leave start date 09.07.2020	Leave end date 10.07.2020	

OIC Name and designation:

Employee signature: _____   Date:_____

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