




CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	NEK Muhammad
Description	UCPO
CTC No.	1201-4166279-1
District/DC	WAIBORI
Leave application date	27-07-2020

SECTION 2: DETAILS OF LEAVE	
Type of Leave (Tick in appropriate box)	
<input type="checkbox"/> Casual	<input type="checkbox"/> Casual Leave
<input type="checkbox"/> Sallah, Tabligh, Etc.	<input type="checkbox"/> Christmas, Etc.
<input type="checkbox"/> Study Leave	<input type="checkbox"/> Maternity
<input type="checkbox"/> Family Wedding	<input type="checkbox"/> Family Wedding
<input type="checkbox"/> Immediate Family Death	<input type="checkbox"/> Family Leave
<input type="checkbox"/> Immediate Family Sick Leave	<input type="checkbox"/> Absence Expenses while at work
<input type="checkbox"/> Accident/Sickness while not at work	<input type="checkbox"/> Emergency Leave
<input type="checkbox"/> Others	<input checked="" type="checkbox"/> Others
Number of days leave applied for	
Leave start date 28-07-2020	Leave end date 28-07-2020
Officer name and designation	
Employee signature: 	
Date: 28-07-2020	
PII endorsement	
Date	
PII endorsement	
For more than two weeks	
Date	
CTC final approval	
Date	

CTC Remarks if any _____

NOTE: Leaves during campaign days are NOT allowed