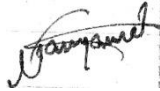


CHIP Training and Consulting (Pvt) Ltd
LEAVE APPLICATION FORM-PTPP Project

Abdul Basit

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Abdul Basit
Designation	UCPO
CNIC No.	14201_2136888_5
District/UC	BAHADUR KHEL
Leave application date	29.07.20

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 type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for	
Leave start DATE : 29.07.20	Leave end DATE : 29.07.20
OIC Name and designation:	
Employee signature: _____ ABDUL BASIT _____	
	Date: 29/05/2020
PEO endorsement: _____ 	Date: 30 / 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