

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

SECTION 1: APPLICANT'S DETAILS			
Employee Name	Atif Iqbal		
Designation	Union Council Polio Officer		
CNIC No.	14202-7993211-3		
District/UC	Karak / Latamber		
Leave application date	12/07/2020		

SECTION 2: DETAILS OF LEAVE						
Reason of Leave Applied for (Fick 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	\checkmark	Emergency Leave				
Vacations		Others				
Number of Days Leave Applied for: 1						
Leave start date: 13/07/2020	Lea	ave end date: 13/07/2020				
OIC Name and designation:						
Employee signature:	Date: 12 / 07 / 202	20				
PEO endorsement:	Date:					
PTL endorsement: For more than Two weeks	Date:					
		Date:				
CTC final approval:						

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed.



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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: 1					
Leave start date: 16/07/2020	Leave end date: 16/07/2020				
OIC Name and designation:					
Employee signature:	Date: 15 / 07 / 2020				
PEO endorsement:	Date: 15/07/2020				
TL endorsement:					
for more than Two weeks	Date:				
TC final approval:	Date:				

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed.