



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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	ABDUL QADEER KHAN
Designation	UC PO
CNIC No.	17301-0513736-S
District/UC	Peshawar / Mehrai Terai 2
Leave application date	11/06/19

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 checked="" type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for 06	
Leave start date 12/06/19	Leave end date 17/06/19
OIC Name and designation:	
Employee signature: <i>Abdul Khan</i>	Date: 11/06/19
PEO endorsement: <i>Ahsan</i>	Date: 11/06/19
PTL endorsement: For more than Two weeks	Date:
CTC final approval:	Date:

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed