

Leave Application Form

To

The PEO

SUBJECT: Application for (Sick / Medical / Annual /  Sceding / Maternity / Domestic Umrah / Hajj / Emergency) Leave

Note: Circle the type of leave

Respected Sir/Madam,

It is stated that, I Tahira Naz working as UCPO in union council Gari sherdad request for leave for a period of 7 days, starting from 17/6/19 to 24/6/19 on account of the subject cited above.

Tahira Naz

Designation: UCPO

Council: Gari sherdad

Comments from UPEC Chairman: -

The above leave request is hereby Endorsed/Recommended for approval, with the comments that the proposed leave will not affect the objective of the program and planned activities during the requested leave period.

Signature: [Signature]

[Signature] UPEC  
Chairman

[Signature]  
wedding leave


Comments of AC/FC/HRO/DHCSO:

Signature: \_\_\_\_\_

# CHIP Training and Consulting (Pvt) Ltd


## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Tahira Naz
Designation	UCPO
CNIC No.	17301-8140996-8
District/UC	Peshawar / Garisherdad
Leave application date	28/5/19

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 checked="" 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 : 7 days	
Leave start date 17/6/19	Leave end date 23/6/19
OIC Name and designation: Suleman Khan / UCPO	
Employee signature: <u>Tahira</u>	Date: 28/5/19
PEO endorsement: <u>Dr. Farrukh</u> 	Date: 03/06/19
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

CTC Remarks, if any \_\_\_\_\_

NOTE: Leaves during campaign days are NOT allowed

 PPKC  
 Allowed