

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

Original


SECTION 1: APPLICANT'S DETAILS	
Employee Name	Yashu Khan
Designation	UCPO - P/IC Mann Hall
ANIL No	1151-2293244-4
Postal Ex	Lucknowment
Leave application date	9-8-2020

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (tick on appropriate box)	
<input type="checkbox"/> Ill	<input type="checkbox"/> Unpaid / Casual
<input type="checkbox"/> Maternity / Paternity / Child	<input type="checkbox"/> Maternity / Paternity
<input type="checkbox"/> Study / Exams	<input type="checkbox"/> Self Working
<input type="checkbox"/> Family Working	<input type="checkbox"/> Self Sick Leave
<input type="checkbox"/> Immediate Family Death	<input type="checkbox"/> Absent / No known while not at work
<input type="checkbox"/> Immediate Family Sick Leave	<input checked="" type="checkbox"/> Emergency Leave
<input type="checkbox"/> Absent / No known while not at work	<input type="checkbox"/> Others
<input type="checkbox"/> Vacations	

Number of Days Leave Applied for only one day

Leave start date 9-8-2020 Leave end date 9-8-2020

Off Name and description _____

Employee signature		Date	<u>9-8-2020</u>
PTO endorsement		Date	
PTI endorsement (for more than 1500 weeks)		Date	
CTO Head approval		Date	

CTC Remarks if any _____

NOTE: Leaves during campaign days are NOT allowed