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

SECTION 1: APPLICANT'S DETAILS

Employee Name	Muhammad Arshad
Designation	CCPO
CNIC No.	21407-0160120-7
District/UC	Mohammad . umar khel Louer
Leave application date	15 to 16 oct 2020

SECTION 2: DETAILS OF LEAVE

Reason of Leave Applied for (Tick 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	[ ]	Emergency Leave
[ ]	Vacations	[ ]	Others

Number of Days Leave Applied for

Leave start date 15/10/20   Leave end date 16/10/20

OIC Name and designation:

Employee signature:	Date: 14/10/2020
Recommended for approval please PFO endorsement:	Date: 14/10/06
PTL endorsement: For more than Two weeks	Date:
CTC final approval:	Date:

CTC Remarks, if any _____