

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Rizwanullah
Designation	UCPO
CNIC No.	17301-1468026-7
District/UC	Peshawar / DANA
Leave application date	15-6-2019

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 Two

Leave start date 15-6-2019 | Leave end date 17-6-2019

OIC Name and designation:

A Amir Amin UCO

Employee signature: [Signature] Date: 14-6-2019

PEO endorsement: [Signature] Date: 14/6/19

PTL endorsement: _____ Date: _____
For more than Two weeks

CTC final approval: _____ Date: _____

Leave Application Form

To

The UPEC

SUBJECT: Application for (Sick / Medical / Annual / wedding / Maternity / Domestic Umrah / Hajj / Emergency) Leave
Note: Circle the type of leave

Respected Sir/Madam,

It is stated that, I Mr. Rizwan ulah working as UCPO in union council Daab request for leave for a period of Two days, starting from 15/6/19 to 17/6/19 on account of the subject cited above.

Name: Rizwan-ulah

Designation: UCPO

Union Council: Daab

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: _____



Recommended

14/6/19

Comments of AC/FC/HRO/DHCSO:

Signature: _____