CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTFP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muhammad Dawood Khan
Designation	UCDO
CNIC No	17301-1376179-1
District/UC	Takht Abad
Leave application date	07/11/2020

SECTION 2: TYPE OF LEAVE			
	Reason of Leave		
☐	Hajj		
☐	Chillah, Tableegh, Ehtikaf		
☐	Study / Exams		
☐	Family Wedding		
☐	Immediate Family Death	☐	
☐	Immediate Family-Sick Leave	☐	
☐	Accident/Sickness-while not at work	✓	
☐	Vacations		

Number of Days Leave Applied for: ONE

Leave start date: 07/11/2020 — 07/11/2020

OIC Name and designation:

Employee signature: Date: 06/11/2020

PEO endorsement: Date:

PTL endorsement: For more than Two weeks Date:

CTC final approval: Date:

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