

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-ITPP Project

SECTION 1: APPLICANT'S DETAILS

Employee Name	Irshad Ali
Designation	UCPO
CNIC No.	2140724705035
District/UC	Mohmand TD/Asghar
Leave application date	3.06.2019

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 4

Leave start date 10.06.2019

Leave end date 13.06.2019

OIC Name and designation:

Employee signature: _____

Irshad Ali

Date: _____

03-06-2019

PEO endorsement: _____

Recommended for Approval please

Date: _____

7-06-2019

PTL endorsement: _____

Date: _____

For more than Two weeks

CTC final approval: _____

Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed