

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Abdul Quddos
Designation	UCPO
CNIC No.	7150194403167
District/UC	Tehsil juglote sai bala, District Gilgit
Leave application date	8/12/2020

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	
<input type="checkbox"/> Hajj <input type="checkbox"/> Chillah, Tableegh, Ehtikaf <input type="checkbox"/> Study/Exams <input type="checkbox"/> Family Wedding <input checked="" type="checkbox"/> Immediate Family Death <input type="checkbox"/> Immediate Family-Sick Leave <input type="checkbox"/> Accident/Sickness-while not at work <input type="checkbox"/> Vacations	<input type="checkbox"/> Umrah/Ziarat <input type="checkbox"/> Christmas, Diwali <input type="checkbox"/> Maternity <input type="checkbox"/> Self-Wedding <input type="checkbox"/> Self-Sick Leave <input type="checkbox"/> Accident/Sickness-while at work <input type="checkbox"/> Emergency Leave <input type="checkbox"/> Others
Number of Days Leave Applied for. 4	
Leave start date. 8/12/2020	11/12/2020
OIC Name and designation:	
Employee signature: Abdul Quddos	Date: 8/12/2020
PEO endorsement: _____	Date: _____
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

Absent seem

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed



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Approved from my side

On Tue, 8 Dec 2020, 09:31 Ab Quddos, <abquddos97@gmail.com> wrote:

Please find attached to my 4days leave application for uncle death.

Plz accept .

Regard quddos

Ucpo sai bala.

Thanks.