

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

### SECTION 1: APPLICANT'S DETAILS

Employee Name	Noor Hasan
Designation	UCPO
CNIC No.	21708-4365242-3
District/UC	SWTD/Zalwanai
Leave application date	26-11-2020

### 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 type="checkbox"/> Vacations	<input checked="" type="checkbox"/> Others <i>Testi</i>

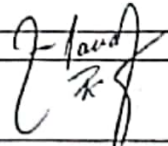
Number of Days Leave Applied for: 03 Days

Leave start date: 26-11-2020

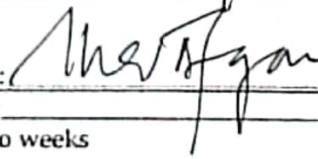
Leave end date: 28-11-2020

OIC Name and Designation:

Hafeez Ullah (UCPO)

Employee signature: 

Date: 26-11-2020

PEO endorsement: 

Date: 26/11/2020

PTL endorsement:

Date: \_\_\_\_\_

For more than Two weeks

CTC final approval: \_\_\_\_\_

Date: \_\_\_\_\_

CTC Remarks, if any \_\_\_\_\_

**NOTE: Leaves during campaign days are NOT allowed**