

FORM-PTPP

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Nasir Ali
Designation	UCPO
CNIC No.	35201-3220337-7
District/UC	Lahore/83
Leave application date	10-12-2020

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"/> Chillaah, Tabelegh, Ehtikat	<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 checked="" type="checkbox"/> Self-Sick Leave
<input checked="" 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 type="checkbox"/> Others

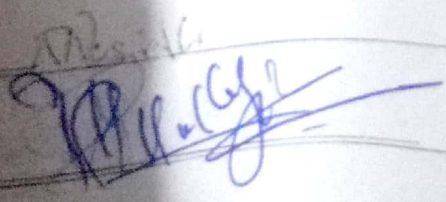
Number of Days Leave Applied for: 2

Leave start date: 10-12-2020

Leave end date: 11-12-2020

DIC Name and designation:

Nasir Ali UCPO

Employee signature: 

Date: 10-12-2020

PFO endorsement:

Date: 14/12/20

PTL endorsement:
For more than Two weeks

Date:

TC final approval:

Date: