

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Mirza Amjad Iqbal
Designation	UCPO
CNIC No.	374053074502-9
District/UC	Rawalpindi, Chak Jalal Din
Leave application date	16-12-2020

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"/> Chillah, Tableegh, Ehtikaf	<input type="checkbox"/> Christmas, Diwali
<input type="checkbox"/> Study/Exams	<input type="checkbox"/> Maternity
<input checked="" 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 type="checkbox"/> Others
Number of Days Leave Applied for.	
Leave start date. 18-12-2020	Leave end date. 19-12-2020
OIC Name and designation: Dr. Najeeb, PEO Rawalpindi	
Employee signature: <u>Mirza Amjad Iqbal</u>	Date: <u>16-12-2020</u>
PEO endorsement: _____	Date: _____
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

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

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

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**Subject:Re: [EXT] Subject: Leave application for two days i.e. 18/12/20 & 19/12/20**

From [ULLAH, Najeeb](#)  
To [Mirza Amjad Iqbal](#)  
Cc [hareem@ctc.org.pk](mailto:hareem@ctc.org.pk) , [ALI, Furqan](#)  
Date Today 11:34

**Message Body**

Approved.

Thank you

On 16 Dec 2020 10:17 pm, Mirza Amjad Iqbal <mirzaamjadiqbal5@gmail.com> wrote:  
Respected Sir,

I have this wedding ceremony of my close relative. So please grant me leave for two days on 18-12-2020 and 19-12-2020. I will be obliged.

Regards,  
Mirza Amjad Iqbal  
UCPO Chak JalalDin, Rawalpindi.