CHIP Training and Consulting (Pvt) Ltd
LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Danish Ahmad Jan
Designation	UCPO
CNIC No.	17301-2091814-1
District/UC	Rawalpindi/UC37
Leave application date	15-12-20

SECTION 2: DETAILS OF LEAVE	

Reason of Leave Applied for (Tick in appropriate box)

☐	Hajj	☐	Umrah/Ziarat
☐	Chillah, Tableegh, Ehtikaf	☐	Christmas, Diwali
☐	Study/Exams	☐	Maternity
☐	Family Wedding	☐	Self-Wedding
☐	Immediate Family Death	Yes	Self-Sick Leave
☐	Immediate Family-Sick Leave	☐	Accident/Sickness-while at work
☐	Accident/Sickness-while not at work	☐	Emergency Leave
☐	Vacations	☐	Others

Number of Days Leave Applied for: 1

Leave start date 16-12-2020	Leave end date 16-12-2020

OIC Name and designation:

Employee signature:_____Danish_____   Date_15-12-2020_____

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