

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Syed Kaleem Hassnain
Designation	UCPO
CNIC No.	61101-7139214-5
District/UC	Phulgran-ICT
Leave application date	21 December 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 checked="" type="checkbox"/> Family Wedding <input 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. 3 days	
Leave start date 29 Dec 2020	Leave end date. 31 Dec 2020
OIC Name and designation:	
Employee signature: _____ Syed Kaleem Hassnain _____	Date: 21 Dec 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

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Subject:Re: Leave Application

From [Amna Amjad](#)

To kaleem.sherazi110@gmail.com , [kaleem sherazi](#)

Cc ahmedsu@who.int , hareem@ctc.org.pk , razikazmi@yahoo.com

Date Today 11:38

Message Body

Approved.

[Sent from Yahoo Mail on Android](#)

On Mon, Dec 21, 2020 at 10:37 PM, kaleem sherazi

<kaleem.sherazi110@gmail.com> wrote:

Respected Ma'am!

With due reverence, it is to state that my brother wedding is planed in last of this month at my native home (Plan Enclosed)

It is therefore, requested to allow me leave from 29th Dec,2020 to 31st Dec, 2020 with permission to leave the station.

It is also pretain to mention that Mr Rizwan Kazmi, Ucpo Bharakhu will b available in my absence in case of emergency.

Your cooperation in this regards will b highlly appreciated.

Regards,

Syed Kaleem Hassnain
UCPO, Phulgran