

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

Abdul Basit

| SECTION 1: APPLICANT'S DETAILS | |
|--------------------------------|-----------------------|
| Employee Name | Abdul Basit |
| Designation | UCPO |
| CNIC No. | 14201_2136888_5 |
| District/UC | /Karak / BAHADUR KHEL |
| Leave application date | 10.12.20 |

| 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 checked="" 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 : 10.12.20 | Leave end DATE : 10.12.20 |
| OIC Name and designation: | |
| Employee signature: <u>ABDUL BASIT</u> | Date: <u>10.12.20</u> |
| PEO endorsement: <u>Dr. Nasir Samad</u> | Date: <u>10/12/2020</u> <i>[Signature]</i> |
| PTL endorsement: _____ For more than Two weeks | Date: _____ |
| CTC final approval: _____ | Date: _____ |

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed