

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	15.12.20

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 : 15.12.20	Leave end DATE : 15.12.20
OIC Name and designation:	
Employee signature: <u>ABDUL BASIT</u>	
Date: <u>15.12.20</u>	
PEO endorsement: <u>D. Nasir Samad</u>	Date: <u>15/12/2020</u>
PTL endorsement: _____	Date: _____
For more than Two weeks	
CTC final approval: _____	Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed