


# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Jalal Yousaf
Designation	UCPO
CNIC No.	1710176608337
District/UC	Koral urban 2
Leave application date	21/12/20

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 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 One day.	
Leave start date 21/12/20	Leave end date 21/12/20
OIC Name and designation:	
	Date: 21/12/20
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**



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

Dear Jalal

Before the leave is approved, please send proper request on the designated format.

Regards  
Dr Nida Ali

On Monday, December 21, 2020, 06:57:53 AM GMT+5, JALAL YOUSAF <[jalal.jan5252@gmail.com](mailto:jalal.jan5252@gmail.com)> wrote:

Respected sir,

I am writing to let you know that i am ill and can't perform my duty today.  
Please grant me leave for today so that I can take proper rest.  
I will come once my health comes back to normal.

Regard,  
Jalal Yousaf  
UCPO koral urban 02