

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Zubair khattak
Designation	UCPO
CNIC No.	37104-0220985-7
District/UC	Atock Jand Urban
Leave application date	22.12.2020

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 checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Cousins 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 03	
Leave start date.23.12.2020	Leave end date.25.12.2020
<u>OIC Name and designation:</u>	
Employee signature: Zubair khattaK	Date: <u>22.12.2020</u>
PEO endorsement: _____	Date: _____
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

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CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed

Application tasks

Mail Contacts Settings

Fwd: Leave application

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[Back](#) [Compose](#) [Reply](#) [Reply all](#) [Reply-all options](#) [Forward](#) [Forwarding options](#) [Delete](#) [Move](#) [Print](#) [Mark](#) [More](#)

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- [Inbox](#)
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- [Sent](#)
- [Junk](#)
- [Trash](#)
- [spam](#)

Message navigation

Message 2 of 879 [Previous](#) [Next](#)

[change-format](#)[change-format](#)

Subject:Fwd: Leave application

From [Khuram Shahzad](#)
To hareem@ctc.org.pk
Cc [SYED, Najmul](#) , zubairraza83@yahoo.com
Date Today 11:00

Attachments

- [196663 \(~17 KB\)](#)Show options

Message Body

Respected Madam,
Plz find attached leave application of UCPO Mr. Zubair for 03 days (23 to 25 Dec. 2020) for kind record.
Thanks
Regards
Dr. Khuram Shahzad
PEO-Attock

----- Forwarded message -----

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From: **Zubair Khattak** <warisraza1182@gmail.com>

Date: Tue, 22 Dec 2020, 3:14 pm

Subject: Leave application

To: <hareem@ctc.org.pk>

Cc: <khuram1211@gmail.com>

Respected Seniors

Please find attached file of leave application(Cousin Marriage).

zubair khattak
UCPO JAND
03215721182