

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Nouman Shazhad
Designation	UCPO
CNIC No.	8130232552181
District/UC	Mirpur MC
Leave application date	29-12-20

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"/> Domestic / personal work in Rawalpindi
Number of Days Leave Applied for.	
Leave start date. 30-12-20	Leave end date. 30-12-20
<u>OIC Name and designation:</u> DR Maria Zulfiqar	
Employee signature: Nouman Shahzad	Date: 29-12-20
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

Fw: Leave Application

From [maria zulfiqar](#)
To hareem@ctc.org.pk
Date Today 12:23

Attachments

- [Format - Leave application form.doc \(~55 KB\)](#)Show options

Message Body

Dear Hareem,

FYI

Regards,
Dr Maria zulfiqar

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

From: Nouman qureshi <nouman_qureshi2001@yahoo.com>

To: Maria ZULFIQAR <drmariaajk@yahoo.co.uk>

Sent: Tuesday, 29 December 2020, 14:48:15 GMT+5

Subject: Leave Application

Pls madam find my leave application for one day leave and forward this to CTC officials too regards