

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Robina Syed
Designation	
CNIC No.	
District/UC	
Leave application date	

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"/>
Number of Days Leave Applied for.	
Leave start date.	Leave end date.
OIC Name and designation:	
Employee signature:	Date:
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

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The screenshot displays a Microsoft Outlook interface with an email thread titled "Fwd: Leave application". The email is from Dr. Nida Ali (divoislamabad@gmail.com) and is dated Tuesday, January 5, 2021, at 10:01 AM. The subject is "Leave application".

From: Dr. Nida Ali <divoislamabad@gmail.com>
To: robina shah
Cc: Anna Amjad, Dr Tahsur; Sumara Ahmed; hareem@ctc.org.pk

Dear Robina

Your leave is approved. Always copy FPA and CTC in leave emails and specify who will be responsible for any pending/upcoming activities in your zone.

Regards,
 Dr. Nida Ali
 Area Coordinator - Islamabad

----- Forwarded message -----
From: Anna Amjad <annaamjad@gmail.com>
Date: Tue, 5 Jan 2021, 9:31 am
Subject: Re: Fwd: Leave application
To: Dr Nida Ali <divoislamabad@gmail.com>
Cc: jhalobna6@gmail.com <jhalobna6@gmail.com>, Sumaira AHMED <sumad@shah>

Dear Dr. Nida,

Email received from robina UCPO is forwarded for ur consideration

Regards,
 Dr. Anna Amjad

----- Forwarded message -----
From: robina shah <jhalobna6@gmail.com>
Date: Tue, 5 Jan 2021, 7:49 AM
Subject: Leave application
To: <annaamjad@gmail.com>
Cc: <divoislamabad@gmail.com>

Dear sir / Madam

With respect It is stated that my uncle passed away yesterday. Kindly grant me leave for two days.

The screenshot also shows a list of other emails in the inbox, including various leave applications and administrative messages. The interface includes standard Outlook navigation tools like Home, Send/Receive, and Folder View.