

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

| SECTION 1: APPLICANT'S DETAILS |                         |
|--------------------------------|-------------------------|
| Employee Name                  | Muhammad Zain ul Abidin |
| Designation                    | UCPO                    |
| CNIC No.                       | 32102.0619024.5         |
| District/UC                    | DG Khan / Ramin         |
| Leave application date         | 05..1.2021              |

| 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"/> Y Emergency Leave               |
| <input type="checkbox"/> Vacations                           | <input type="checkbox"/>                                 |
| Number of Days Leave Applied for. 01                         |  |
| Leave start date. 05.01.2021                                 | Leave end date. 05.01.2021                               |
| OIC Name and designation:                                    |  |
| Employee signature: M Zain                                   | Date: 05.01.2021   |
| PEO endorsement: _____                                       | Date: _____  |
| PTL endorsement: _____<br>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 shows a Microsoft Outlook window with the following details:

- Subject:** Re: Application for on day leave.
- From:** Dr Ali Sher Khan <ali110khoa@gmail.com>
- Sent:** Tue 1/5/2021 10:33 AM
- To:** muhammad.zainulabidin
- CC:** hereem@ctc.org.pk

**Approved**

On Tue, Jan 5, 2021, 10:28 muhammad.zainulabidin <muhammadzainulabidin3@gmail.com> wrote:  
 Dear Respected Sir,  
 Today I have an urgent work please give me leave for today. Date 05.01.2021.

The left sidebar shows a list of folders including 'LEAVES', 'EMPLOYMENT FORM', and 'Inbox'. The main pane displays a list of emails related to leave applications, such as 'UC 07 LHR UCPO Leave Application' and 'Application for emergency leave for family death'.