

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Hamayat Ali
Designation	UCPO
CNIC No.	35202-6068018-7
District/UC	Lahore/07
Leave application date	6 Jan 2021 to 9 Jan 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 checked="" type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/>
Number of Days Leave Applied for. 04	
Leave start date. 06-01-2021	Leave end date. 09-01-2021
<u>OIC Name and designation:</u>	
Employee signature: Hamayat Ali	Date: 05-01-2021
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

The screenshot shows a Microsoft Outlook window with the following details:

- Subject:** Re: UC 07 LHR UCPO Leave Application
- From:** Ali Raza <draliraza57@gmail.com>
- Sent:** Tue 1/5/2021 10:35 PM
- To:** hareem@ctc.org.pk
- CC:** Muhammad Akbar Areej Naeem; Hamayat Ali

Message Content:

Approved from my side.
Dr. Ali Raza
10 Lahore

On Tue, Jan 5, 2021 at 2:21 PM Hamayat Ali <hamayat1@gmail.com> wrote:
Respected Sir/Madam,
It is stated that I am Hamayat Ali. Working as UCPO in UC-07 Lhr. I have emergency in my home. My nephew admitted in hospital critical condition. Therefore kindly grant me leave for four days dated 06-01-2021 to 09-01-2021.
I am very thankful to you.
Thanks & Regards,

Reply:
Dr. Ali Raza,
MBBS, APMC
PEO Lahore,
PAKISTAN.
0092 3004144320.
draliraza57@gmail.com
draliraza57@hotmail.com

Outlook Interface: The interface shows a list of emails on the left, with the selected email displayed in the main pane. The bottom of the window shows the Windows taskbar with the time 2:50 PM on 1/7/2021.