

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Mubeen Hassan
Designation	UCPO
CNIC No.	35202-2494295-9
District/UC	Lahore / Gulberg/ 75
Leave application date	05-01-2021

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"/> <b>Family Wedding</b>	<input checked="" type="checkbox"/> <b>Self-Wedding</b>
<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: 14 days	
Leave start date : 15-1-2021	Leave end date:28-1-2021
OIC Name and designation: M. Waqar Younus UCPO	
Employee signature: _____ Mubeen Hassan _____	Date: 05-01-2021
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**

**Fwd: [EXT] Self Wedding Leaves Mubeen Hassan UCPO Gulberg Town Lahore.**  
MEMON, Tahira Atif <tmemon@who.int>

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Wed 1/6/2021 11:09 AM  
To: mubeen hassan  
Cc: Areeb Hameed, NAJIB, Qasim, Hareem haz

Message: Leave Application Form Mubeen Hassan UCPO UC 75 Gulberg Town Lahore.docx (20 KB)

Approved from my side  
Regards  
Dr Tahira Atif

Sent from my iPhone

Begin forwarded message:

From: mubeen hassan <mubeenhassan83@gmail.com>  
Date: 5 January 2021 at 09:29:00 GMT+5  
To: "MEMON, Tahira Atif" <tmemon@who.int>  
Cc: hareem@ctc.org.pk, "ALAM, Muhammad" <malam@who.int>  
Subject: [EXT] Self Wedding Leaves Mubeen Hassan UCPO Gulberg Town Lahore.

Respected Madam,

Reference subject mentioned above. It is submitted that my marriage ceremony has been arranged in the month of January 2021. It is therefore, I need Allow leaves for my precious event of life. you are request to consider my 14 days leaves onwards from 15-01-2021 to 28-01-2021 as recommended by honorable Dr. Tahira Atif.

Thank You

Best Regards,

Mubeen Hassan  
UCPO  
UC-75 Bibi pak daman Gulberg Town Lahore.

See more about: MEMON, Tahira Atif.

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**Re: [EXT] Self Wedding Leaves Mubeen Hassan UCPO Gulberg Town Lahore.**  
ALAM, Muhammad <malam@who.int>

If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Tue 1/5/2021 10:25 AM  
To: mubeen hassan; MEMON, Tahira Atif  
Cc: hareem@ctc.org.pk

Dear Mr. Mubeen,

I discuss your leave case with Respected Madam Hareem. She is kind enough to go a mile to accommodate you. You are only eligible to avail 14 days leave with pay. Please adjust your wedding plans as per your vacations.

Best Regards,

Muhammad Alam,  
Program / Data Assistant - Lahore Division,  
World Health Organization,  
Lahore.  
Cellular # (+92)300-499-6567  
Cellular # (+92)334-973-4756

From: mubeen hassan <mubeenhassan83@gmail.com>  
Sent: Tuesday, January 5, 2021 9:28 AM  
To: MEMON, Tahira Atif <tmemon@who.int>  
Cc: hareem@ctc.org.pk <hareem@ctc.org.pk>; ALAM, Muhammad <malam@who.int>  
Subject: [EXT] Self Wedding Leaves Mubeen Hassan UCPO Gulberg Town Lahore.

Respected Madam,

Reference subject mentioned above. It is submitted that my marriage ceremony has been arranged in the month of January 2021. It is therefore, I need Allow leaves for my precious event of life. you are request to consider my 14 days leaves onwards from 15-01-2021 to 28-01-2021 as recommended by honorable Dr. Tahira Atif.

Thank You

Best Regards,

Mubeen Hassan  
UCPO  
UC-75 Bibi pak daman Gulberg Town Lahore.

See more about: ALAM, Muhammad.