

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Maira Aslam
Designation	UCPO
CNIC No.	38303-6372668-2
District/UC	Lahore/111
Leave application date	5 <sup>th</sup> January 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 checked="" 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. 14	
Leave start date. 5/1/2021	Leave end date. 19/1/2021
OIC Name and designation:	
Employee signature: Maira Aslam	Date: 5/1/2021
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**

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The screenshot shows an Outlook inbox with a selected email titled "Fw: [EXT] Leave application". The email is from Maira Aslam to Mubeen Hassan, dated January 5, 2021. The body of the email states that the sender has tested positive for COVID-19 and is requesting leave until recovery. The email thread includes several previous messages from other employees requesting various types of leave (wedding, emergency, family death, etc.).

**Search RESULTS (Ctrl-E)**

Subject	Date	Time
[EXT] Request for self isolation due to Covid symptoms	Wed	11:48 AM
[EXT] Self Wedding Leaves Mubeen Hassan UCPO Gulberg Town Lah...	Wed	11:10 AM
[EXT] Today emergency sick leave aysha usman UCPTOGBF	Wed	10:22 AM
Fwd: Leave application	Wed	9:41 AM
Application for three days leaves	Wed	12:24 AM
Tuesday		
UC OT LHR UCPO Leave Application	Tue	10:35 PM
UCPO 74 DGBF Lahore Leave Application	Tue	10:10 PM
Emergency Leave application	Tue	9:58 PM
Application for Emergency Leave for family death	Tue	9:26 PM
Application for emergency leave for Family Death	Tue	8:10 PM
[EXT] Leave application		
Application for on day leave	Tue	10:33 AM
Leave Application 05-01-2021	Tue	9:25 AM
Monday		
Request for correction of leaves	Mon	11:55 PM
Sunday		
Leave application	Sun	10:52 PM
Application for leave	Sun	7:23 PM
(no subject)	Sun	7:19 PM
Last Work		
Emergency leave	Fri	1:11

**Fw: [EXT] Leave application**  
 ALAM, Muhammad <malam@who.int>  
 Follow up. Start by Wednesday, January 6, 2021. Due by Wednesday, January 6, 2021.  
 You replied to this message on 1/6/2021 1:02 PM.  
 Sent: Tue 1/5/2021 5:36 PM  
 To: hareem@ctc.org.pk

**PFA**

**Best Regards,**

**Muhammad Alam**  
 Program / Data Assistant - Lahore Division,  
 World Health Organization,  
 Lahore  
 Cellular # (+92)300-499-6887  
 Cellular # (+92)334-973-4756

**From:** Maira Aslam <mairaaslam51@yahoo.com>  
**Sent:** Tuesday, January 5, 2021 5:24 PM  
**To:** Sadaf Pervez <dsadafpervez@gmail.com>  
**Cc:** Areej Naem <areej\_who@gmail.com>; ALAM, Muhammad <malam@who.int>  
**Subject:** [EXT] Leave application

**Dear Madam Sir**

It's very sad to inform you that I have tested positive for covid-19, As my husband tested positive earlier. We both are quarantined at home. So I am unable to perform my duties. Kindly grant me leaves until I got recovered. Thanks in anticipation.

**Yours truly**  
 Maira Aslam  
 UCPO UC 111 AIT Lahore  
[Sent from Yahoo Mail on Android](#)

See more about: Muhammad ALAM.