

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Sajjad Hussain
Designation	UCPO
CNIC No.	3240386816455
District/UC	Rajanpur / Noor Pur Machiwala
Leave application date	6/1/2021

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"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/>
Number of Days Leave Applied for. 01	
Leave start date. 7/1/2021	Leave end date. 7/1/2021
OIC Name and designation:	
Employee signature: Sajjad Hussain	Date: 6/1/2021
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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Fwd: Leave application for urgent piece of work
 MASOUD-UL-HASSAN, MUHAMMAD <masoudulhassanm@who.int>
 Sent: Wed 6/1/2021 6:41 PM
 To: NAWAZ, Muhammad Yaseer; mhb55557@gmail.com
 Cc: hareem@ctc.org.pk; SACDN, Gul

Approved and FYI.
 Dr. M. Masoud-ul-Hassan
 PEO-WHO Rajapur
 Mobile - 03330345-5969151
 Email - masoudulhassan@who.int

Begin forwarded message:
From: Sajjad Hussain <mhb55557@gmail.com>
Date: 6 January 2021 at 6:21:31 PM GMT+5
To: masoudulhassan@who.int
Subject: Leave application for urgent piece of work

Respected sir,
 Request for one day leave due to urgent piece of work
 Thank you so much
 Regards:
 Sajjad Hussain
 UCPO - Noor Pur Machiwala

Today
 Mubeen Hassan UCPO UC...
 Fwd [EXT] RE: District Lahor...
 Application for sick leave...
 [EXT] Request for self isolat...