

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Noman Akhtar
Designation	UCPO
CNIC No.	3630292351641
District/UC	Bhaini (Multan)
Leave application date	8-01-2021 to 09-01-2021

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"/> 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. . 02	
Leave start date. 08-01-2021	Leave end date. 10-01-2021
<u>OIC Name and designation:</u>	
Employee signature: Noman Akhtar	Date:
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 email client interface. The main window displays an email titled "Re: Emergency leave Application" from Dr. Ghauri R. The email content includes an approval notice, a respectful address, a request for leave due to a family emergency (son's hospitalization), and contact information for Dr. Rashid Ghauri, a Police Evacuation Officer at World Health Organization.

Re: Emergency leave Application
 Dr.Ghauri R <dr.ghauri@gmail.com>
 Sent: Thu 1/7/2021 8:05 PM
 To: Noman Akhtar
 Cc: hareem@ctc.org.pk; saba.irshad@gmail.com

Approved

On Thu, 7 Jan 2021 at 6:02 PM, Noman Akhtar <noman.noman611@gmail.com> wrote:

Respected Sir / Madam ,

Hope you all are fine and enjoying good health .
 Sir my son is not well and he is admitted in Lahore (Behis Town Hospital) So i am going lahore tonight in emergency . kindly grant me leave for two days . 08-01-2021 to 09-01-2021 .
 I will join office on Monday Insha Allah .

Regards
 Noman Akhtar
 UCPO
 Bhaini (Multan)

Best wishes,
 Dr. Rashid Ghauri
 Police Evacuation Officer
 World Health Organization
 Cell: +92-333-0214444
 Email : dr_r.ghauri@gmail.com

The interface also shows a list of other emails in the inbox, including various leave applications and administrative correspondence.