

Leave KP

From: ASIF, Muhammad Fahad <masif@who.int>
Sent: Sunday, January 10, 2021 5:18 PM
To: Leaves KP
Cc: MUFTI, Amir
Subject: Approved leave application of UCPO

Follow Up Flag: Follow up
Flag Status: Flagged

Dear CTC

Please find attached approved leave application of UCPO Naveed Khan who is on leaves because of his sick child.


Please consider this email as approval.

Regards.

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Naveed Khan
Designation	Ucpo
CNIC No.	16102-8266476-5
District/UC	Mardan/AR Camp Jalala.
Leave application date	11-01-21

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"/> Others
Number of Days Leave Applied for _____	
Leave start date 11-01-2021	Leave end date 11-01-2021
OIC Name and designation: _____	
Employee signature: 	Date: 11-1-2021
PEO endorsement: _____	Date: _____
PTL endorsement: _____	Date: _____
For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

Dr. Muhammad Fahad Asif,
Polio Eradication Officer,
World Health Organization,
District Mardan, KPK.
+92 310 5400008