CHIP Training and Consulting (Pvt) Ltd
LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Mariam Sadiq
Designation	UCPO
CNIC No.	35201 26927692
District/UC	Lahore / Gulberg/ 97
Leave application date	11-1-2021

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SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	

☐	Hajj	☐	Umrah/Ziarat
☐	Chillah, Tableegh, Ehtikaf	☐	Christmas, Diwali
☐	Study/Exams	☐	Maternity
☐	Family Wedding	☐	Self-Wedding
☐	Immediate Family Death	☐	Self-Sick Leave
☐	Immediate Family-Sick Leave	☐	Accident/Sickness-while at work
☐	Accident/Sickness-while not at work	☐	Emergency Leave
☐	Vacations	☐	**Others (covid isolation)**

Number of Days Leave Applied for: One day (s)

Leave start date : 11-1-2021	Leave end date: 11-1-2021

OIC Name and designation:

 Mubeen Hassan (UCPO)

Employee signature:_____Mariam Sadiq__	Date__13-1-2021__
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