

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

| SECTION 1: APPLICANT'S DETAILS |                      |
|--------------------------------|----------------------|
| Employee Name                  | Waqar Younas         |
| Designation                    | UCPO                 |
| CNIC No.                       | 35201-9153968-1      |
| District/UC                    | Lahore / Gulberg/ 96 |
| Leave application date         | 13-01-2021           |

| 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 checked="" 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"/> Others                          |
| Number of Days Leave Applied for: 2 days                     |  |
| Leave start date : 19-01-2021                                | Leave end date: 20-01-2021                               |
| <u>OIC Name and designation:</u><br>M. Waqar Ilyas           |  |
| Employee signature: _____ Waqar Younas _____                 | Date: 13-01-2021   |
| PEO endorsement: _____                                       | Date: _____  |
| PTL endorsement: _____<br>For more than Two weeks            | Date: _____  |
| CTC final approval: _____                                    | Date: _____  |

CTC Remarks, if any \_\_\_\_\_

**NOTE: Leaves during campaign days are**

**Fwd: Family Wedding Leave Application**  
 Dr Tahirah Atif <attif.tahirah@gmail.com>  
 Sent: Sat 1/16/2021 11:15 AM  
 To: waqar younis  
 Cc: Areej Naeem; NAZEER, Qasim; hareem@ctc.org.pk  
 Message: Leave Application Form for PTPP staff.docx (30 KB)

Dear Waqar,  
 Approved from my side and forwarded for further submission  
 Regards

----- Forwarded message -----  
 From: waqar younis <waqaroda7@gmail.com>  
 Date: Wed, 13-01-2021 at 22:57  
 Subject: Family Wedding Leave Application  
 To: <attif.tahirah@gmail.com>  
 CC: Areej Naeem <areej.naeem@gmail.com>

Respected Madam,  
 It is stated that the marriage ceremony of my cousin is going to be arranged on 19-01-2021. To attend this marriage I have to go outside Lahore. It is a humble request that 02 days leave (19-01-21 to 20-01-21) may be granted to attend this event.  
 Thanks and regards,  
 Waqar Younis  
 UCPO-56  
 GULBERG TOWN

**NOT allowed**