

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Bilawal Ali Ashraf
Designation	UCPO UC-2
CNIC No.	35202-6196521-5
District/UC	Lahore UC-2
Leave application date	18/1/2021

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	
<input type="checkbox"/> Hajj <input type="checkbox"/> Chillah, Tableegh, Ehtikaf <input checked="" type="checkbox"/> Study/Exams <input type="checkbox"/> Family Wedding <input type="checkbox"/> Immediate Family Death <input type="checkbox"/> Immediate Family-Sick Leave <input type="checkbox"/> Accident/Sickness-while not at work <input type="checkbox"/> Vacations	<input type="checkbox"/> Umrah/Ziarat <input type="checkbox"/> Christmas, Diwali <input type="checkbox"/> Maternity <input type="checkbox"/> Self-Wedding <input type="checkbox"/> Self-Sick Leave <input type="checkbox"/> Accident/Sickness-while at work <input type="checkbox"/> Emergency Leave <input type="checkbox"/>
Number of Days Leave Applied for. 1 Day	
Leave start date. 18/1/2021	Leave end date. 18/1/2021
OIC Name and designation:	
Employee signature: Bilawal Ali Ashraf	Date: 17/1/2021
PEO endorsement: _____	Date: _____
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

CTC Remarks, if any _____

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NOTE: Leaves during campaign days are NOT allowed

The screenshot shows a Microsoft Outlook interface with an email thread. The selected email is from Ali Raza to Chaudhary Bilawal, dated Sun, 17 Jan 2021, 12:44 PM. The subject is 'Re: One Day Leave On Account Of Test On 18/1/2021'. The email content includes an approval from the recipient and a request for leave on 18/1/2021.

Re: One Day Leave On Account Of Test On 18/1/2021

Ali Raza <draliraza57@gmail.com>
 Sent: Sun 1/17/2021 6:55 PM
 To: Chaudhary Bilawal, hareem@ctc.org.pk
 Cc: Mansoor Ali, Aneeq Hameed, Muhammad Aam

Approved from my side.

On Sun, 17 Jan 2021, 12:44 PM Chaudhary Bilawal, <bilawal0002@gmail.com> wrote:
 Respected Sir,
 It is to state that I'm Bilawal Ali Ashraf working as UCPO in UC-2. I need to file my leave for 18/1/2021. on account of the reason that I have to appear for job test. I'll Complete my task today. I'll be highly obliged for your permission.

Thank You.

At the bottom of the email, there is a social network connection prompt for Ali Raza: "Connect to social networks to show profile photos and activity updates of your colleagues in Outlook. Click here to add networks. There are no items to show in this view."