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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muhammad Farooq
Designation	UCPO
CNIC No.	3240393255493
District/UC	DG Khan/Nawan
Leave application date	19.1.21

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	* ☐	Interview

Number of Days Leave Applied for.

Leave start date. 20.1.21	Leave end date. 20.1.21

OIC Name and designation:

Employee signature:	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

Re: Leave for interview

Dr Ali Sher Khan <ali110khosa@gmail.com>

Sent: Tue 1/19/2021 6:46 PM
To: M.Farooq Gondal
Cc: Hareem@ctc.org.pk

Approved

On Tue, Jan 19, 2021, 18:45 M.Farooq Gondal <farooqmfg@gmail.com> wrote:

Respected sir.

CTC has called me for the interview of TCO, please approve my leave for tomorrow 20.1.21.

Regards.
M.Farooq
UCPO UC Nawan