

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	M.Zubair Zahoor
Designation	UCPO
CNIC No.	36302-42451757
District/UC	Multan / Ashraf Colony
Leave application date	20.01.2021

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 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: 02	
Leave start date: 21.01.2021	Leave end date 22.01.2021
OIC Name and designation:	
Employee signature: M.Zubair Zahoor	Date: 20.01.2021
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

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

The screenshot shows a Microsoft Outlook window with the following content:

Re: Leave Application
 Dr.Ghauri R <drzghauri@gmail.com>
 Sent: Wed 1/20/2021 7:25 PM
 To: Zubair Zahoor
 Cc: hareem@ctc.org.pk; saba.inhad3@gmail.com

Approved

On Wed, 20 Jan 2021 at 7:19 PM, Zubair Zahoor <zubair.zahoor.who@gmail.com> wrote:
 Respected Sir & Mam,
 Please find attachment of leave application form for your kind reference.

Regards,
 M. Zubair Zahoor
 UCPO Akeel Colony
 District Multan

Best wishes,
 Dr. Rashid Ghauri
 Polio Eradication Officer
 World Health Organization
 Cell: 192-213-0214444
 Email: dr_rghauri@gmail.com

The screenshot also shows a list of other emails in the inbox, including various leave applications and requests from different staff members.