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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Abdulsattar
Designation	UCPO
CNIC No.	3510227803419
District/UC	Lahore
Leave application date	20-1-2021

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

Number of Days Leave Applied for

Leave start date- 20-1-2021	Leave end date-21-1-2021

OIC Name and designation:

Employee signature:abdulsatar	Date:20-1-2021
PEO endorsement:_____	Date:_____
PTL endorsement:_____ For more than Two weeks	Date:_____

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CTC final approval:_____	Date:_____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed