

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-DM

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Asad Ullah
Designation	District Monitor, Islamabad
CNIC No.	16101-2461929-5
District/UC	Islamabad
Leave application date	Jan 21, 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 checked="" 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"/>
Number of Days Leave Applied for. 2 days	
Leave start date. 22 Jan, 2021	Leave end date. 23 Jan, 2021
OIC Name and designation: Dr. Farah Naz (Technical Officer, Islamabad)	
Employee signature: Asad Ullah	Date: 21 Jan, 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

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

- Subject:** RE: [EXT] Application for leave (Family sick leave)
- From:** NAZ, Farah <nazf@who.int>
- Sent:** Fri 1/22/2021 12:26 AM
- To:** Asad Ullah
- CC:** Hareem Naz, Ayesha.naeem@ctc.org.pk

Dear Asadullah,

As per our telephonic conversation your leaves granted.

Best Regards,
Farah

From: Asad Ullah <asadamaza72@gmail.com>
Sent: Thursday, January 21, 2021 12:27 PM
To: NAZ, Farah <nazf@who.int>
CC: Hareem Naz <hareem@ctc.org.pk>; Ayesha.naeem@ctc.org.pk
Subject: [EXT] Application for leave (Family sick leave)

Dear Dr. Farah!

Referring to the aforementioned subject you are requested to grant me 2 days leave (Jan 22-23, 2021). Application form is attached herewith for your endorsement.

Regards,
Asad Ullah
District Monitor Islamabad

NAZ, Farah

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.

Left Sidebar (Folders):

- harem@ctc.org.pk (1)
- Inbox (20)
- Drafts
- Sent Items
- Deleted Items (4)
- Junk E-mail (5)
- EMPLOYMENT FORM
- Outbox
- RSS Feeds
- Search Folders
- hr.contracts@ctc.org.pk
- Inbox (1)
- Contact @ Dec 2020 (129)
- Drafts
- Sent Items
- Deleted Items
- Junk E-mail
- Outbox
- RSS Feeds
- Search Folders

Bottom Taskbar:

- Time: 10:46 AM, 1/22/2021
- System tray icons: Network, Volume, Battery, Safely Remove Hardware