


CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Irfan Khan
Designation	UCPO (UC 09 City)
CNIC No.	37405-46524687
District/UC	Rawalpindi / 09 City (Bangash Colony)
Leave application date	22-01-2021

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 type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input checked="" type="checkbox"/> Others
Number of Days Leave Applied for _____	
Leave start date: 22-01-2021	Leave end date: 22-01-2021
<u>OIC Name and designation:</u>	
Employee signature: 	Date: 22-01-2021
PEO endorsement: _____	Date: _____
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

CTC Remarks, if any _____

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

- Subject:** Re: [EXT] Leave Approval (22-01-2021)
- From:** ULLAH, Najeeb <nullah@who.int>
- To:** Irfan Khan
- CC:** ALJ, Furgan; hareem@ctc.org.pk; ARBARI, Shumla
- Sent:** Fri 1/22/2021 8:19 AM

Message Body:

Dear,

Approved.

Thanks

On 22 Jan 2021 12:52 am, Irfan Khan <irfik88@gmail.com> wrote:
Respected Sir / Madam,

Respectfully it is stated that I have a test tomorrow dated 22th Jan.2021.
So, I can't join the office dated 22th Jan 2021. Kindly approve my leave mention date.

Looking forward your kind reply

Thank you
Regards
Irfan
UCPO(UC 09 City)
Cell : 0311-7771823

Attachments: ULLAH, Najeeb

Calendar: January 2021

Task List:

- LEAVE APPLICATION DATE...
- Explanation on poor perf...
- Leave application, Marjam...
- Leave application form...
- Leave Application
- Leave for interview
- I am sharing "Format - Lea...
- One day leave approval re...
- UCPO's Attendance For Jan...