

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Sajjad Hussain
Designation	UCPO
CNIC No.	3240386816455
District/UC	Rajanpur / Noor Pur Machiwala
Leave application date	22/1/2021

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 type="checkbox"/>
Number of Days Leave Applied for. 01	
Leave start date. 22/1/2021	Leave end date. 22/1/2021
OIC Name and designation:	
Employee signature: Sajjad Hussain	Date: 22/1/2021
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:** Fwd: Urgent pice of work leave
- From:** MASOUD-UL-HASSAN, Muhammad <masoudulhassan@who.int>
- Sent:** Fri 1/22/2021 9:49 AM
- To:** NAWAZ, Muhammad Faraz; mfb55557@gmail.com
- CC:** BMDN, Gul; hareem@ctc.org.pk
- Attachments:** Message; Format - Leave application form.doc (45 KB); ATT00001.htm (395 B)

Approved and FYI:

Dr M.Masoud-ul-Hassan
PEO-WHO Rajanpur
Mobile:- 0333 0345- 5969151
Email:- masoudulhassan@who.int

Begin forwarded message:

From: Sajjad Hussain <mhb25557@gmail.com>
Date: 22 January 2021 at 8:57:55 AM GMT+5
To: dmasoudhassan@yahoo.com
Subject: Urgent pice of work leave

Respected sir,
Request for one day leave due to urgent pice of work
Thank you so much
Regards
Sajjad Hussain
UCPO- Noor Pur Machiwala

Left sidebar (Mail folders):

- hareem@ctc.org.pk (1)
- Inbox (1)
- Drafts
- Sent Items
- Deleted Items (4)
- Junk E-mail (5)
- EMPLOYMENT FORM
- Outbox
- RIS Feeds
- Search Folders
- hr.contract@ctc.org.pk
- Inbox (1)
- Contract Bill Dec 2020 (12)
- Drafts
- Sent Items
- Deleted Items
- Junk E-mail
- Outbox
- RIS Feeds
- Search Folders

Bottom status bar: 12:06 PM 1/22/2021