


# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Mukhar Uddin
Designation	LCIO
CNIC No	17101-7088943-7
District / U	Charsadda/ Rashakai
Leave application date	1 <sup>st</sup> July 2019 to 3 <sup>rd</sup> July 2019 (Three Days)

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"/> Chullah, Fableegh, Ehtakat	<input type="checkbox"/> Christmas, Diwab
<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"/> Others
Number of Days Leave Applied for    03 days	
Leave start date    1 <sup>st</sup> July 2019	Leave end date    3 <sup>rd</sup> July 2019
OIC Name and designation:	
Dr Kamran Kamal PEO	
Employee signature 	Date: 02 July 2019
PEO endorsement	Date:
PTL endorsement For more than two weeks	Date:
<div style="border: 2px solid black; padding: 5px; transform: rotate(-5deg); display: inline-block;"> <p style="margin: 0;"><b>CHECKED</b></p> <p style="margin: 0;"><b>PEO-CHARSADDA-I</b></p> <p style="margin: 0; color: red; font-weight: bold;">02 JUL 2019</p> <p style="margin: 0;">Name: Dr. M Aijaz Khan</p> <p style="margin: 0;">Signature: <u>Aijaz</u></p> </div>	
CTC final approval	Date:

CTC Remarks, if any \_\_\_\_\_