

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS

Employee Name	Sajjad Ahmad
Designation	UCFO
CNIC No.	17201-5779773-9
District/UC	Khan Sheer Ghari
Leave application date	20 December, 2021

SECTION 2: DETAILS OF LEAVE

Reasons of Leave Applied for (Tick in appropriate box)

- | | |
|--|--|
| <input type="checkbox"/> Hajj | <input type="checkbox"/> Umrah/Ziarat |
| <input type="checkbox"/> Chillah, Tabeegh, Ehtikat | <input type="checkbox"/> Christmas, Diwali |
| <input type="checkbox"/> Study/Exams/ Test | <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: 02

Leave start date: 22 January, 2021

Leave end date: 23 January 2021

Employee signature: 

Date: 20/12/2021

PIO endorsement:

Date:

PHI endorsement:

Date:

For more than Two weeks

CTC final approval:

Date:

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed