


CHIP Training and Consulting (Pvt) Ltd
LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Qabil Hussain
Designation	UCPO
CNIC No.	21303-5444777-9
District/UC	Kurram (Ibrahim Zai)
Leave application date	24-1-2021

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 checked="" type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for	
Leave start date. 26.1.2021	Leave end date. 27.1.2021
OIC Name and designation:	
Employee signature: Qabil Hussain	Date. 24.1.2021
PEO endorsement: 	Date: 24.01.2021
PTL endorsement: _____	Date: _____
For more than Two weeks	
CTC final approval: _____	Date: _____

CTC Remarks, if any _____
NOTE: Leaves during campaign days are NOT allowed