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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	MIAN USMAN
Designation	UCPO
CNIC No.	3520223004405
District/UC	LAHORE/UC-29
Leave application date	12-03-2021

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	

☐	Hajj	☐	Umrah/Ziarat
☐	Chillah, Tableegh, Ehtikaf	☐	Christmas, Diwali
☐	Study/Exams	☐	Maternity
☐	Family Wedding	☐	Self-Wedding
☐	Immediate Family Death	☐	Self-Sick Leave
☐	Immediate Family-Sick Leave	☐	Accident/Sickness-while at work
☐	Accident/Sickness-while not at work	✔	Emergency Leave
☐	Vacations	☐	

Number of Days Leave Applied for. 1 Day

Leave start date. 13-03-2021	Leave end date. 13-03-2021

OIC Name and designation:

Employee signature: MIAN USMAN	Date: 12-03-2021
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