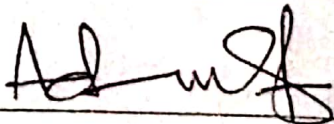# CHIP Training and Consulting (Pvt) Ltd
LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS

Employee Name	Adnan Umrani
Designation	UCPO
CNIC No.	41401-5371848-5
District/UC	Thatta -- Gazho
Leave application date	28-4-2021

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. 01

Leave start date. 29-4-2021   Leave end date. 29-4-2021

OIC Name and designation:

Employee signature: _[signature]_   Date: 28-4-2021

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