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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Qadir Ali Khan
Designation	UCPO
CNIC No.	42201-8943748-7
District/UC	Central/ 25 Bufferzone I
Leave application date	20-05-2021

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	☐	Others

Number of Days Leave Applied for 1

Leave start date: 20-05-2021	Leave end date: 20-05-2021

OIC Name and designation:

Owais Ahmed Ucpo

Employee signature:_____	Date:
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