

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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	AKBAR-ALI-JUNEJO
Designation	TPO
CNIC No	45301-9008574-3
District UC	N. Feroze Kandiaro
Leave application date	24-06-2021

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, Ehtikat	<input type="checkbox"/> Christmas, Diwali
<input type="checkbox"/> Study / Exams	<input type="checkbox"/> Maternity
<input checked="" 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 type="checkbox"/> Others
Number of Days Leave Applied for <u>03</u>	
Leave start date <u>30-06-2021</u>	Leave end date <u>2-07-2021</u>
OIC Name and designation:	
Employee signature <i>Ahmed</i>	Date <u>24-06-2021</u>
PFO endorsement <i>Approved from My side</i>	Date <u>24/06/2021</u>
PIL endorsement: For more than Two weeks	Date:
CTC final approval:	Date:

CTC Remarks, if any \_\_\_\_\_

NOTE: Leaves during campaign days are NOT allowed