

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	TRJ Isubarna, ab
Designation	UCP
CNIC No	21701-0546105-1
District/UC	Punjab UC Zalia
Leave application date	28-06-2019 to 29-06-2019

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	
<input checked="" type="checkbox"/> Hajj	<input type="checkbox"/> Umrah/Ziarat
<input type="checkbox"/> Chilla, Tabligh, Ehkaf	<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 type="checkbox"/> Emergency Leave
<input type="checkbox"/> Vacations	<input type="checkbox"/> Others
Number of Days Leave Applied for <u>42</u>	
Leave start date <u>13.07.2019</u>	Leave end date <u>20.08.2019</u>
OIC Name and designation:	
Employee signature: <u>[Signature]</u>	Date: <u>28.6.2019</u>
PEO endorsement: <u>[Signature]</u>	Date: <u>11/07/2019</u>
PTL endorsement: For more than Two weeks	Date:
CTC final approval:	Date:

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed