

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

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muhammad irfan
Designation	UCPO
CNIC No.	42101-2407834-5
District/UC	Central/ UC 31 Naseerabad
Leave application date	30th june 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, Ehtikaf	<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 checked="" 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 5 days only	
Leave start date: 30th June 2021	Leave end date: 3 July 2021
<u>OIC Name and designation:</u> UCPO Osama	
Employee signature: Muhammad irfan	Date: 30 june 2021
PEO endorsement: _____ NA	Date:
PTL endorsement: _____ NA For more than Two weeks	Date:
CTC final approval: _____	Date:

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CTC Remarks, if any _____

NOTE:Leaves during campaign days are NOT allowed