

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

| SECTION 1: APPLICANT'S DETAILS | |
|--------------------------------|-----------------|
| Employee Name | Ghulam Murtaza |
| Designation | UCPO |
| CNIC No. | 21303-4140847-1 |
| District/UC | Parachinar - A |
| Leave application date | 17/07/2019. |

| 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 checked="" 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>One Day</u> | |
| Leave start date <u>18/07/2019.</u> | Leave end date <u>18/07/2019</u> |
| OIC Name and designation: <u>Dr. Asfar-U-Shams; PEO.</u> | |
| Employee signature: <u>Ghulam Murtaza</u> | Date: <u>17/07/2019</u> |
| PEO endorsement: <u>[Signature]</u> | Date: <u>17/07/2019</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