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

SECTION 1: APPLICANT S DETAILS

Employee Name	Sana ullah
Designation	UCPO
CNIC No.	11201-0365245-5
District/UC	City2, Lakki Marwat
Leave application date	19-7-19

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	☐	Other

Number of Days Leave Applied for : 1

Leave start date 19-7-19	Leave end date 19-7-19

OIC Name and designation:

Employee signature: _Sanaullah_	Date: 18-07-2019
PEO endorsement: _Dr. Waqar Ahmad_	Date: 18-7-19
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed