


CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Asif Ali
Designation	UCPO
CNIC No.	43105-9387988-1
District/UC	Tajo Khoso
Leave application date	5/10/2021

SECTION 2: DETAILS OF LEAVE																																	
Reason of Leave Applied for (Tick in appropriate box)																																	
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"><input type="checkbox"/></td><td>Hajj</td></tr> <tr><td><input type="checkbox"/></td><td>Chillah, Tableegh, Ehtikaf</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>Study/Exams</td></tr> <tr><td><input type="checkbox"/></td><td>Family Wedding</td></tr> <tr><td><input type="checkbox"/></td><td>Immediate Family Death</td></tr> <tr><td><input type="checkbox"/></td><td>Immediate Family-Sick Leave</td></tr> <tr><td><input type="checkbox"/></td><td>Accident/Sickness-while not at work</td></tr> <tr><td><input type="checkbox"/></td><td>Vacations</td></tr> </table>	<input type="checkbox"/>	Hajj	<input type="checkbox"/>	Chillah, Tableegh, Ehtikaf	<input checked="" type="checkbox"/>	Study/Exams	<input type="checkbox"/>	Family Wedding	<input type="checkbox"/>	Immediate Family Death	<input type="checkbox"/>	Immediate Family-Sick Leave	<input type="checkbox"/>	Accident/Sickness-while not at work	<input type="checkbox"/>	Vacations	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px;"><input type="checkbox"/></td><td>Umrah/Ziarat</td></tr> <tr><td><input type="checkbox"/></td><td>Christmas, Diwali</td></tr> <tr><td><input type="checkbox"/></td><td>Maternity</td></tr> <tr><td><input type="checkbox"/></td><td>Self-Wedding</td></tr> <tr><td><input type="checkbox"/></td><td>Self-Sick Leave</td></tr> <tr><td><input type="checkbox"/></td><td>Accident/Sickness-while at work</td></tr> <tr><td><input type="checkbox"/></td><td>Emergency Leave</td></tr> <tr><td><input type="checkbox"/></td><td>Others</td></tr> </table>	<input type="checkbox"/>	Umrah/Ziarat	<input type="checkbox"/>	Christmas, Diwali	<input type="checkbox"/>	Maternity	<input type="checkbox"/>	Self-Wedding	<input type="checkbox"/>	Self-Sick Leave	<input type="checkbox"/>	Accident/Sickness-while at work	<input type="checkbox"/>	Emergency Leave	<input type="checkbox"/>	Others
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Number of Days Leave Applied for: One																																	
Leave start date: 7/10/2021	Leave end date: 7/10/2021																																
OIC Name and designation:																																	
Muhammad Bux (UCSP)																																	
	Date: 5/10/2021																																
Employee signature: _____	_____																																
PEO endorsement: _____	Date: _____																																
PTL endorsement: _____	Date: _____																																
For more than Two weeks	Date: _____																																
CTC final approval: _____	Date: _____																																

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed