

# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

| SECTION 1: APPLICANT'S DETAILS |                                       |
|--------------------------------|---------------------------------------|
| Employee Name                  | Aijaz Ali                             |
| Designation                    | UCPO                                  |
| CNIC No.                       | 4420415387937                         |
| District/UC                    | P I B C o l o n 3 /Gulshan Iqbal East |
| Leave application date         | 29-10-2021                            |

| 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 checked="" 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 2 0                         |  |
| Leave start date 0 1 -Nov-2021                               | Leave end date 2 0 - N o v -2021                         |
| OIC Name and designation:                                    |  |
| UCCSO Mehwish  |  |
| Employee signature: _____ Aijaz Ali _____                    | Date: <u>29-10-2021</u>                                  |
| PEO endorsement: _____                                       | Date: _____  |
| PTL endorsement: _____<br>For more than Two weeks            | Date: _____  |
| CTC final approval: _____                                    | Date: _____  |

CTC Remarks, if any \_\_\_\_\_

**NOTE: Leaves during campaign days are NOT allowed**