


# CHIP Training and Consulting (Pvt) Ltd

## LEAVE APPLICATION FORM-PTPP Project

| SECTION 1: APPLICANT'S DETAILS |                  |
|--------------------------------|------------------|
| Employee Name                  | Noor Hasan       |
| Designation                    | UCPO             |
| CNIC No.                       | 21708-4365242-3  |
| District/UC                    | SWTD/Wacha Khura |
| Leave application date         | 20-12-2021       |

| 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 type="checkbox"/> Accident/Sickness-while not at work  | <input type="checkbox"/> Emergency Leave                                    |
| <input type="checkbox"/> Vacations  | <input checked="" type="checkbox"/> Others (Getting Duplicate Certificates) |
| Number of Days Leave Applied for: 04 Days   |   |
| Leave start date: 22-12-2021  | Leave end date: 25-12-2021  |
| <u>OIC Name and Designation:</u>  |   |
| Kaleem Ullah (UCSP)   |   |
| Employee signature:  | Date: _____   |
| 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**