

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Muhammad Zubair Khattck
Designation	TPO
CNIC No.	37104-0220985-7
District/Tehsil	Attock /Jand
Leave application date	22.12.2021

SECTION 2: DETAILS OF LEAVE	
Reason of Leave Applied for (Tick in appropriate box)	
<input type="checkbox"/> Hajj <input type="checkbox"/> Chillah, Tableegh, Ehtikaf <input 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	<input type="checkbox"/> Umrah/Ziarat <input type="checkbox"/> Christmas, Diwali <input type="checkbox"/> Maternity <input type="checkbox"/> Self-Wedding <input checked="" type="checkbox"/> Self-Sick Leave <input type="checkbox"/> Accident/Sickness-while at work <input type="checkbox"/> Emergency Leave <input type="checkbox"/> Others
Number of Days Leave Applied for 02	
Leave start date:22-12-2021	Leave end date 23-12-2021
<u>OIC Name and designation:</u> <div style="text-align: center;">Dr.Benazeer (IO WHO)</div>	
Employee signature: <u>Zubair</u>	Date: _____
PEO endorsement: _____	Date: _____
PTL endorsement: _____ For more than Two weeks	Date: _____
CTC final approval: _____	Date: _____

CTC Remarks, if any _____



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NOTE: Leaves during campaign days are NOT allowed