

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	Yusra Anwar
Designation	UCPO
CNIC No.	17201-0184053-8
District/UC	Nowshera/Khair Abad
Leave application date	10-8-2019

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 checked="" 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 type="checkbox"/> Others

Number of Days Leave Applied for: forty days

Leave start date: 19-8-2019

Leave end date: 27-9-2019

OIC Name and designation:

Employee signature: Ysra Anwar

Date: 10-8-2019

PEO endorsement:

Date:

PTL endorsement:

For more than Two weeks

Date:

CTC final approval:

Date:

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed