



Chitral Training and Consulting (Pvt) Ltd
LEAVE APPLICATION FORM-PTPP Project

Employee Name	Mukhtiar Ali
Designation	UCPO
CNIC No.	41204-6272214-3
District/UC	Manjhand Jamshoro
Leave application date	10-03-2019

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
I had gone to Karachi for my personal work.	
Number of Days Leave Applied for. 02 days	
Leave start date: 11-03-2019	Leave end date: 12-03-2019
OIC Name and designation:	
Employee signature: 	Date: 10-03-2019
PEO endorsement: 	Date: 15-3-19
FTL endorsement: For more than Two weeks	Date:
CTC final approval:	Date:

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed