CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS	
Employee Name	GHANI REHMAN
Designation	UCPO
CNIC No.	11101- 0573402-5
District/UC	Sokari
Leave application date	18-03-019

SECTION 2: DETAILS OF LEAVE

Reason of Leave Applied for (Tick in appropriate box)

☐	Hajj	☐	Umrah/Ziarat
☐	Chillah, Tableegh, Ehtikaf	☐	Christmas, Diwali
☐	Study/Exams	☐	Maternity
☐	Family Wedding	☐	Self-Wedding
☐	Immediate Family Death	☐	Self-Sick Leave
☐	Immediate Family-Sick Leave	☐	Accident/Sickness-while at work
☐	Accident/Sickness-while not at work	☐	Emergency Leave
☐	Vacations	☑	Others

Number of Days Leave Applied for

Leave start date 19-3-2019 | Leave end date 20-3-019

QIC Name and designation:

Employee signature: Ghani	Date: 18-03-019
PEO endorsement: Dr. Arsalan PEO-THQ.	Date: 18-03-019
PTL endorsement: For more than Two weeks	Date:
CTC final approval:	Date:

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed