

Medical Leave Validation Fields:

Purpose: The letter is a formal request to approve and regularize the sick leave of an officer as commuted leave, based on his leave balance and submitted medical documents.

Variable List:

```
{  
  "Fields": [  
    {  
      "Field Name": "Name",  
      "Data Type": "String",  
      "Description": "Full name of the personnel submitting the form.",  
      "Validation Criteria": "Should contain only alphabets, periods (.) and spaces. No digits or special characters.",  
      "Required": "Yes"  
    },  
    {  
      "Field Name": "Date of Submission",  
      "Data Type": "Date",  
      "Description": "The date on which the document or request was submitted.",  
      "Format": "DD-MM-YYYY",  
      "Required": "Yes"  
    },  
    {  
      "Field Name": "Coy Belongs to",  
      "Data Type": "String",  
      "Description": "Indicates the company (Coy) or division the personnel belongs to.",  
      "Format": "Alphanumeric unit or company name (e.g., A Coy, B Coy, HQ Coy).",  
      "Validation Criteria": "Should clearly indicate the unit/company affiliation.",  
      "Required": "Yes"
```

},

{

"Field Name": "Rank",

"Data Type": "String",

"Description": "The official designation or rank of the personnel (e.g., PC, HC, SI).",

"Format": "Standard police ranks (abbreviations or full form).",

"Required": "Yes"

},

{

"Field Name": "Leave Reason",

"Data Type": "String",

"Description": "The stated reason for requesting or availing leave.",

"Format": "A descriptive sentence explaining the purpose (e.g., medical emergency).",

"Required": "Yes"

},

{

"Field Name": "Phone Number",

"Data Type": "String",

"Description": "The contact number of the individual for communication during leave or for official purposes.",

"Format": "10-digit mobile number (e.g., 9876543210).",

"Validation Criteria": "Must be a valid 10-digit Indian mobile number starting with 6-9.",

"Required": "Yes"

},

{

"Field Name": "Unit and District",

"Data Type": "String",

"Description": "Represents the full unit name and its associated district.",

"Format": "Unit name followed by district (e.g., 5th Bn. APSP, Vizianagaram).",

"Validation Criteria": "Must include both unit and valid district name.",

"Required": "Yes"

}

]

}

Document Status :

Status	How to Identify It
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Approved	<p>The document is considered Approved only when all required fields are present and each field meets its specified format and validation criteria as defined in the variable list. This means:</p> <ul style="list-style-type: none">• All mandatory fields ("Required": "Yes") are filled.• All values conform to their expected format.• Conditional fields are validated only if their criteria apply.• There are no mismatches or missing entries in required data.
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Disapproved	<p>The document is marked as Disapproved if any single required field is missing, invalid, or does not satisfy its format or validation rules. This includes:</p> <ul style="list-style-type: none">• Missing mandatory information.• Incorrect formats (e.g., wrong date format, missing prefix).• Invalid field values (e.g., Leave To Date earlier than Leave From Date).• Conditional requirements not met (e.g., PC No. missing for PC/HC ranks). <p>Even one such issue results in a Disapproved status.</p>
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