

**Subject: Three Days Casual Leave**

It is stated that undersigned has some personal engagements at home (Charhoi, Kotli) due to which, he will be unable to attend office from 27/11/2023 to 29/11/2023. It is therefore, requested to kindly sanction three days casual leave for aforementioned dates in favor of undersigned along with permission to leave the duty station on 24/11/2023 afternoon, please.

Asim Munir

Assistant Chief (IT/IMD/R&D/BoS)

**The Chief (IT/IMD/R&D/BoS)**

AG (IT)

ok.

23/11/23

Enter in L.R pl.

23/11/23

Asst.