Subject: Two and a Half 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 31/08/2023 to 01/09/2023. It is therefore, requested to kindly sanction two days casual leave in favor of undersigned along with half day leave and permission to leave the duty station on 30-08-2023 at 12:00 pm.

Asim Munir

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

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

OK