

The Assistant Chief,
IT & IMD Section,
Planning & Development Department,

Subject: Application for Half Day Leave on 22-08-2023

It is stated that due to sudden death in family, kindly approve half day leave in my favor.

Sincerely yours,



Abdul Shakoor, SG,
IT&IMD Section, P&DD

Recommended for approval, please.

The Chief /IT/IMD

Ak

allowed

Enter in LR pl.

Asst.

✓ 22/08/2023

720
22.8.23

✓ 22.8.23