ABSENCE REPORT: UNION COUNCIL POLIO OFFICER

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| **Name: Tahir Muhammad** |
| **Designation: Union Council Polio Officer.** |
| **Program:** *Polio Eradication Initiative.* |
| **Duty Station (District / Union Council): SWTD WADAN** |
| **Attachment (Medical Report, Umrah/Hajj Flight Confirmation, Date Sheet, etc )** |
| **Absence From (Date): 24 September Absence To(Date):28 September 2019** |

Reason of Absence:

With kind regards it is stated that I have a case in court about a job and also some other urgent works.

Dear honourable sir , I have already informed you about this leave via telephonic conversation Few days before and you told me that when you reached in the net area than leave application must be send for further processing.

So, Now I request you sir, that please grant me leave for the above mentioned days.

I will be very thankful for this act of kindness

Your obedient

Tahir Muhammad

Ucpo UC WADAN

Makin SWTD.

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Signature of UCPO

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**Comments & Approval of Polio Eradication Officer (Name, Signature, Date)**

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**Comments & Approval of Area Coordinator (Name, Signature, Date)**

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**Approval Team Lead.**