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Corporate Office / Islamabad Node  
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**No. CIS-Admin-06**

## **TOUR APPROVAL PROFORMA**

Date: \_\_/\_\_/\_\_

Purpose of Journey: \_\_\_\_\_

\_\_\_\_\_

Name of Officer / Official: \_\_\_\_\_

Designation: \_\_\_\_\_

Type of Journey: \_\_\_\_\_

Destination:      From: \_\_\_\_\_ To \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_

From: \_\_\_\_\_ To \_\_\_\_\_

Date:      From: \_\_\_\_\_ To \_\_\_\_\_

Advance: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Approved / Not Approved

\_\_\_\_\_  
**Chief Executive Officer, CIS**