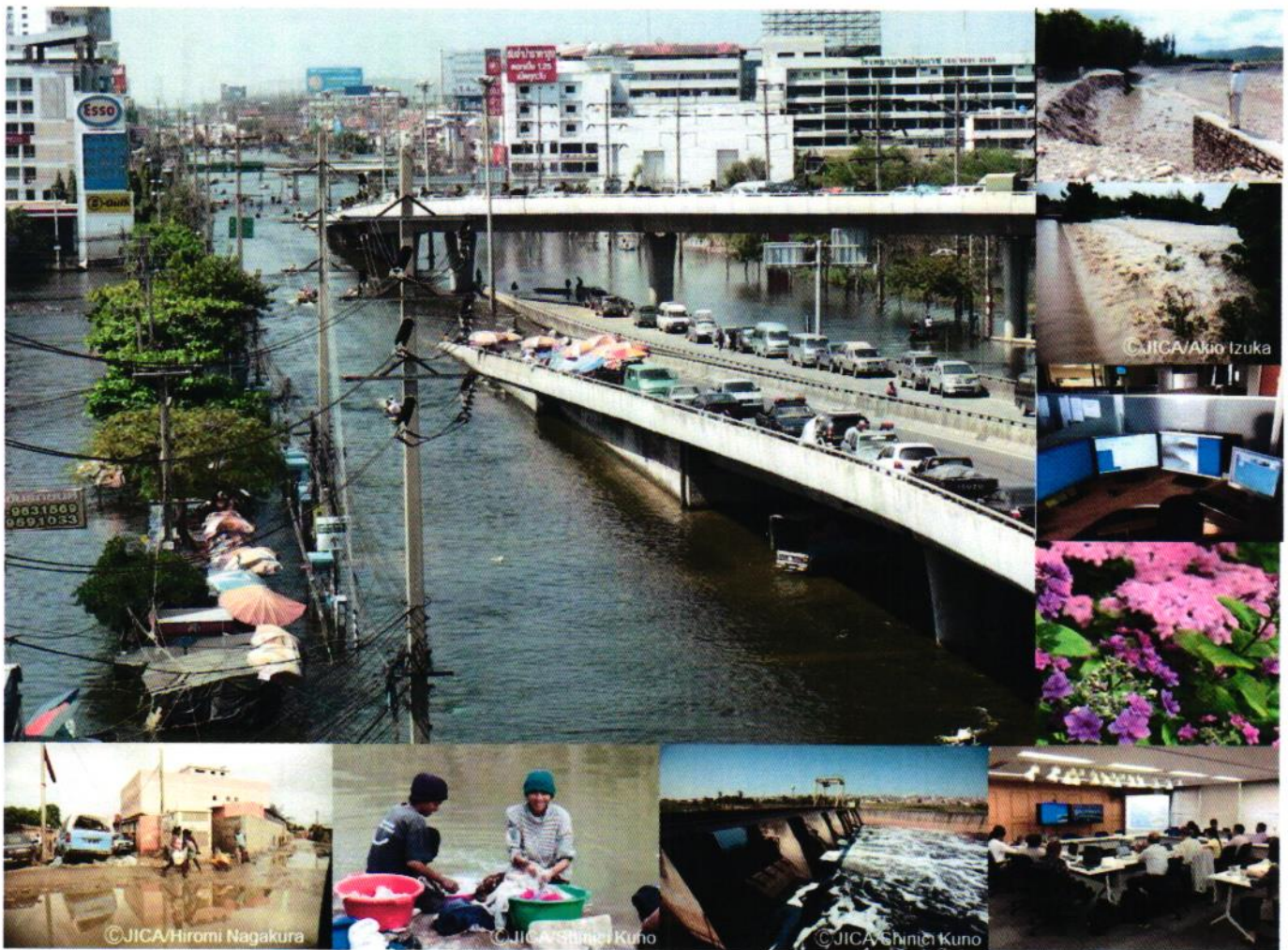




Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Strategic Utilization of Hydrological Data Observation Technology



Course Number : 202515165J001

Course Period : November 3- 19, 2026



How should we design, plan, conduct and evaluate hydrological observations for better flood and water resource management?

Gain insight into the essence of hydrological
observation technology in river basin management
in a practical and interactive way,
based on Japan's experience.

Outline



This program is designed for officials in charge of supervising in-situ observation, data processing / qualifying or planning & management of their system, to obtain and understand meanings, basic knowledge of technology and know-how of the hydrological observation as well as its relative analytical technique and application.

The sessions will be held face-to-face in Japan.

All the sessions are carried out in English.

The course period is from November 3 to 19, 2026.

Course Capacity: 7



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." We believe that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

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For What?

Background

Due to global warming in recent years, there have been a variety of effects of climate change worldwide, which have resulted in more flood and/or drought damages in many areas. This program is designed for officials, from in-situ observation supervising to its nationwide/local planning & managing level, to obtain and understand the importance, basic knowledge of technology and know-how of the hydrological observation as well as relative analytical technique and application.

Objectives

This program aims to enhance knowledge about the importance of hydrological observation in river basin management, and the method of hydrological observation and its qualification & management for flood control and water resources management in the long-term perspective.

To Whom?

Job Areas and Organizations

This program is designed for the River Basin Organizations (RBOs), administrative organizations or central/local governmental authorities responsible for river/water resources management conducting hydrological observations.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Targeted Countries

El Salvador, Nepal, Nicaragua, Panama, Pakistan, Philippines, Zambia

◆◆ (Note)
Some additional participations from the unlisted countries may join this course.

When? Where?

Program Period

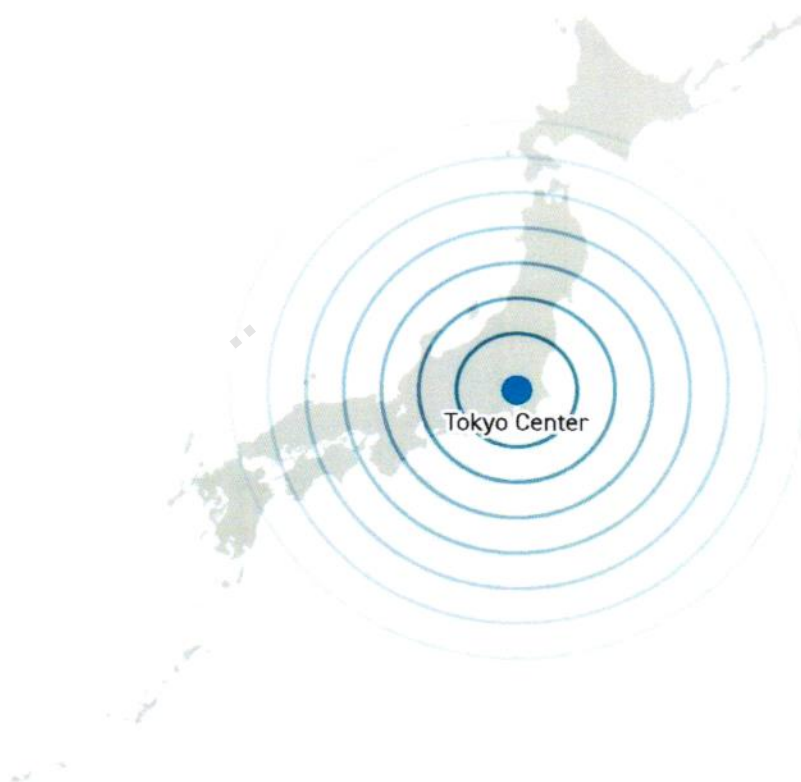
From November 3 to 19, 2026.



Face-to-Face (in Japan)

This course is carried out face-to-face in Japan, organized by JICA Tokyo Center.

You can enjoy not only learning experience with other participants from all over the world, but also a variety of cultural activities during your stay in Japan.



How?

How to Learn

- Lecture, Q&A & Discussion
- Presentation & Discussion
- Exercise
- Individual Consultation
- On Site Visit



Study



Experience



Discuss



Interact



Present

Language

English

Commitment to the SDGs



The JICA's position paper towards achieving SDGs: [JICA_torikumi_e.pdf](#)

Program Structure

<Overall Goal>

Rigorous, effective & efficient flood control and water resources management plans based on reliable and sustainable hydrological observation system and database are established in each participating country.

<Contents>

This program consists of the following components. Details on each component are given below.

(1) Preparation in participants' home countries		
Nominees and participants should submit necessary documents for the program.		
Purpose	Activities	
To identify and define work-related problems on hydro-meteorological data observation beforehand	For all nominees	To formulate and submit "Country Report" *This report will be used as one of the nominees' screening materials (Please refer to ANNEX I)
	For accepted participants	To formulate and submit "Country Report Presentation" (Please refer to ANNEX II)

(2) In-Japan program		
Modules	Subjects/Agendas	Methodology
Program orientation	- To understand key points to get fruitful training results in Japan - To mutually understand each participant's responsibilities and subjects to solve in each participant's country with each other	- A face-to-face orientation session - Country Report Presentation by each participant - Q & A
Lecture on Introduction of hydrological observation	- To understand the necessity and objective of hydrological observation and its database regarding river basin management. - To understand key issues to maintain reliable & sustainable hydrological observation system and its database.	- Participation in the lecture - Q & A, discussions

Lectures on hydrological observation technologies	- To understand both conventional and state-of-the-art technologies of rainfall, water-level (H), flow rate (Q: river discharge), including non-contact (remote-sensing) methods and H-Q rating curves - To understand key points of making installations / preparations, operations / works, & inspections / maintenance of those instruments and hydrological observation	- Participation in the lecture for each technology - Q & A, discussions
Lectures & exercises on verifications of hydrological observational data and their databases	To understand fundamental concepts and methods of validation, quality control, verification and archiving of hydrological data	- Listening to the lectures and making exercises using real hydrological data by each participant in the same sessions - Q & A, discussions
Exercise on grasping hydrological characteristics of river watershed	To understand typical methods to grasp hydrological & its relevant topographical/geological characteristics of a river watershed from hydrological data associated with GIS data	- Watching demonstrations of GIS analyses to get hydrological parameters using geographical data - Making exercises to evaluate hydrological indices using hydrological databases - Q & A, discussions

On site visit	To see real situations of installation, operation & management of measurement equipment & observations in the field of river watershed	Making one-day field trip by bus (TBD)
Summarization of the study through the program	- To review and find out the points and key issues what each participant has learned through the program - As the first step to apply your learnings to each participant's own work in his/her country, to draft each participant's "Achievement Report " to improve his/her work in terms of hydrological observation, its database management and/or their applications in each participant's country	- Presentation of "Achievement Report" including "Action Plan", by each participant - Q & A, discussions

Eligibility and Procedures

Expectations of the Applying Organizations

This program is designed primarily for the organizations that intend to address specific issues or problems identified in their operations. The applying organizations are expected to use this program for specific purposes.

This program is enriched with the contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the program to meet specific requirements of the applying organizations and effectively facilitate them toward solutions for the issues and problems.

In that sense, the applying organizations are expected to nominate the qualified candidates to address the said issues and/or problems, carefully referring to the qualifications below.

Nominee Qualifications

The applying organizations are expected to select nominees who meet the following qualifications.

【Remarks】

Each Organization is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

Disabilities: The organizations shall not exclude people with disabilities. They have an opportunity to apply for the program if they meet the required qualifications. However, some programs might have difficulty for them to participate due to environmental and other conditions. Reasonable accommodation will be considered for participants with disabilities. ("Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.)

Essential Qualifications

- 1) **Current Duties:** a responsible person or a person in charge (officer, engineer, researcher, etc.) of observation and management of hydrological data.
- 2) **Experience in the Relevant Field:** having several years' practical experience as an administrator in the field of river/water resources management including hydrological observation.
- 3) **Educational Background:** Bachelor's degree or equivalent.
- 4) **Language:** excellent English proficiency to make presentation, exchange and discuss ideas during the program equivalent to TOEFL iBT 100 or above. (This training requires active participation in discussions and a high level of English proficiency. Applicants are requested to submit an official English proficiency certificate, such as TOEFL or TOEIC.)
- 5) **Technical Requirements:** need to bring your own laptop meets below specs.
 - a. Hardware (Minimum Requirement)

Processor: Intel Core 2 Duo or higher; 2GHz or higher

Memory: 4GB of RAM or higher

Hard Drive Space: 5GB free disk space

Others: Webcam Microphone, and Audio output Device (Speaker or Headset)
 - b. Software

[OS] Latest version of Windows / Mac OS / Android

[Application] Latest and official version of Microsoft Office (Excel, PowerPoint) and web browser (Google Chrome/ Firefox/ Microsoft Edge /Safari)
- 6) **Health:** must be in good health to participate in the program in Japan. Participant's health and safety should be most respected. Preexisting conditions and pregnancy may lead to health problems due to stress from international travel, different climates, and new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out of pocket medical costs. Please take a moment to consider whether to participate after confirming your agreement to the points below.
 - ① Questionnaire ("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION") on Application Form

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

 - a. Chronic diseases (e.g., hypertension, diabetes)
 - b. Conditions currently under treatment
 - c. Past illnesses that have been resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
 - d. Pregnancy (for female applicants)

- ② **Medical certificate**
Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.
Applicable cases:
 - a. Chronic diseases (e.g., hypertension, diabetes)
 - b. Conditions currently under treatment
 - c. Past illnesses that have been resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
- ③ **Reporting changes**
If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.
- ④ **Insurance coverage**
Medical and additional living expenses related to pregnancy and preexisting conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.
 - * Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.
 - * Medical expenses in Japan could be a significant financial burden when not covered by insurance.

Recommended Qualifications

- 1) **Age:** preferred to be less than 45 years old
- 2) **Gender Equality and Women's Empowerment:** JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

Required Documents for Application

- 1) **Application Form:** The Application Form is available at the JICA overseas office (or the Embassy of Japan)
* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the form. Information will be reviewed and used for reasonable accommodation.

- 2) **Photocopy of Passport:** to be submitted with the application form which you will use when entering Japan for this program.
 *The following information should be included in the photocopy: Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date
 *Your passport should be valid for more than 6 months after the last day of the program.
- 3) **English Score Sheet:** to be submitted with the application form. (e.g., TOEFL, TOEIC, IELTS) *In case the nominee does not have it, JICA will take the English interview test.
- 4) **Country Report:** to be submitted with the application form. This report will be used as one of the nominees' screening documents (Please refer to ANNEX I).

Procedures for Application and Selection

1) Submission of the Application Documents

Closing date for applications: Please confirm the local deadline with JICA overseas office (or the Embassy of Japan).

(All the necessities documents must be collected at JICA Tokyo Center by September 23, 2026)

2) Selection

The primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving all the necessary documents. Final selection is made by JICA Tokyo Center with consultation by the concerned organizations.

Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine the applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration their duties, positions and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

3) Notice of Acceptance

The notification of result will be made by JICA overseas office (or the Embassy of Japan) **not later than October 7, 2026.**

Additional Document to be Submitted by Accepted Candidates

The accepted participants are required to make "Country Report Presentation" and



submit to JICA Tokyo Center **by October 21, 2026.**

(email address: Mori.Yoshinori2@jica.go.jp)

The participant is required to give the presentation on Day 1 of this course. (Please refer to ANNEX II)

Other Conditions for Participation

The accepted participants are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or any type of immoral conduct including sexual harassment, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in "Administrative Arrangements 3. Expenses (3)",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule,
- (13) to promptly notify JICA in case there are any changes in the health status (e.g. new injury, illness or discovery of pregnancy) from the time of application.

Completion Requirement

Certificate of completion will be presented by JICA when the conditions below are met.

- (1) to attend more than 70% of the whole program.
- (2) to submit all the assignments (report and questionnaire) requested by JICA.

Administrative Arrangements

1. Organizer (JICA Center in Japan)

- (1) Center : JICA Tokyo Center (JICA TOKYO)
 - (2) Program Officer : Mr. MORI Yoshinori (Mori.Yoshinori2@jica.go.jp)
-

2. Implementing Partner

Foundation of River & basin Integrated Communications
<http://www.river.or.jp/outlineoffrics.html>

3. Travel to Japan

- (1) Air Ticket : In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.
 - (2) Travel Insurance : Coverage is from time of arrival up to departure in Japan. Traveling outside of Japan (including damaged baggage during the arrival flight to Japan) will not be covered.
-

4. Accommodation in Japan

You will mainly stay at following facility in Japan.

JICA Tokyo Center (JICA TOKYO)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904

("81" is the country code of Japan, and "3" is the local area code)

Please refer to facility guide of JICA TOKYO below

<https://www.jica.go.jp/tokyo/english/office/index.html>

5. Expenses

The following expenses in Japan will be provided by JICA:



- (1) Allowances for meals, living expenses, and stopover.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are **not included**).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see "III. ALLOWANCES" of "KENSU-IN GUIDE BOOK," which will be given before departure for Japan.

*Link to JICA HP (English): [For participants](#) | [What We Do - JICA](#)

6. Pre-departure Orientation

A pre-departure orientation will be held at respective country's JICA overseas office (or the Japanese Embassy), to provide participants with details on travel to Japan, conditions of the course, and other matters.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw 
Part II: Introduction of JICA Centers in Japan	
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html  https://www.youtube.com/watch?v=qUsxpNG5p4E 

7. Reference

JICA's activity on Disaster Risk Reduction

For more information

[Disaster Risk Reduction](#) | [What We Do - JICA](#)

KENSHU-IN GUIDE BOOK

For more detailed terms and conditions

[JICA Knowledge Co-Creation Program\(KCCP\) | 研修事業 \(KCCP\) |](#)

Video: JICA Predeparture Briefing

For more information on life in Japan and KCCP

[JICA Knowledge Co-Creation Program\(KCCP\) | 研修事業 \(KCCP\) |](#)

JICA KCCP

For more information

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html



Annex I

Country Report

All the applicants are required to make and submit the Country Report with the Application Form to JICA overseas office (or the Embassy of Japan). It will be used as one of the screening documents.

“Country Report” should be made along the agenda below in the format of A4 size, maximum 6 pages in English. It is highly recommended to include the photos, graphics, maps and figures for easy understanding.

Agenda of the Country Report.

1. Country General Information
2. General Condition of Hydrology in your Country
 - 2-1. Hydrological Conditions
 - 2-2. Yearly Average Precipitation
 - 2-3. Isohyetal Line Map of Yearly Average Precipitation or Yearly Average Precipitation Distribution Map
 - 2-4. Monthly Variation of Average Precipitation in Capital City
 - 2-5. Main Water Induced Disaster (Multiple Answers Allowed)
 - ☐Flood, ☐Cyclone, Typhoon, ☐Landslide, ☐Bank Erosion, ☐Riverbed Erosion, ☐Debris Flow, ☐Riverbed Sediment, ☐Drought,
 - ☐Others _____
3. Profile of Organization
 - 1-1. Organization name
 - 1-2. Establishment Law or Policy for the Organization
 - 1-3. Organizational Chart
 - 1-4. Number of Officials of Total Organization
 2. Ways of Data Acquisition (Multiple Answers Allowed)
 - ☐Precipitation Observation, ☐Water Level Gauging, ☐Radar Rainfall, ☐Gauge System, ☐Meteorological Satellite
 - ☐Others _____
 3. Hydrological Data Uses for (Multiple Answers Allowed)
 - ☐River Basin Management Plan, ☐Flood Control Plan, ☐Water Use Plan,
 - ☐Precipitation Forecast, ☐Flood Forecasting & Early Warning ,
 - ☐Others _____
 4. 10 (Ten) Major Precipitation Gauge Stations under Control

5. 10 (Ten) Major Water Level Gauge Stations under Control

<Example>

Table-1 10 (Ten) Major Precipitation Gauge Stations under Control

s.l. No.	Gauge Station	River Basin	River	Location (lat/long/altitude)	Observing Period	Way to Gauge
1	(example) Manba	Tone River	Kanna River	036° 06' 56 (WGS) 138° 55' 10 (WGS) 320 m	From: Sept. 1965 To: Today	☐ manual ☐ automatic
2					From: To:	☐ manual ☐ automatic
3					From: To:	☐ manual ☐ automatic
4					From: To:	☐ manual ☐ automatic
5					From: To:	☐ manual ☐ automatic

Table-2 10 (Ten) Major Water Level Gauge Stations under Control

s.l. No.	Gauge Station	River Basin	River	From River mouth E.L. at Watermark 0 m	Observing Period	Way to Gauge
1	(example) Yattajima	Tone River	Tone River	181.45 km 44.4 m	From: Sept. 1923 To: Today	☐ manual ☐ automatic
2					From: To:	☐ manual ☐ automatic
3					From: To:	☐ manual ☐ automatic
4					From: To:	☐ manual ☐ automatic
5					From: To:	☐ manual ☐ automatic

6. Location Map of Precipitation Gauge Stations under Control
7. Location Map of Water Level Gauge under Control
8. Number of Officials in charge of Hydrological Affairs
9. Annual Budget for Hydrological and Meteorological Observation
4. Challenge / Issue to be Tackled

*Please explain in detail by focusing on Hydrological Observation and Data Management such as the target river basin where the issues are occurring, the background, causes, stakeholders, etc.

 1. Challenges of Your Organization and Yourself
 - What prevents you from conducting duties smoothly, what you are expected to do etc.
 - What kinds of observation equipment you use and its amount and location.

-How are the conditions of Data Acquisition (such as Observation Frequency, Data Accuracy, Data Storing, Equipment Maintenance) regarding Daily Precipitation and Daily Average Water Level at One Representative Gauging Station of your River Basins

-Attach the data tables of daily precipitation and average water level for the last 5 years at least. If you have missing data or dissipative data, please specify those data in the table.

2. Initial Expectations of this Program (*With clear objectives, reasons, detailed explanation on what and how to learn.)

Existing Documents explaining Strategy of Organization/Country.

It is required to attach existing documents explaining the strategy of organization and/or country with the Country Report.

Annex II

Country Report Presentation

The participant is required to give the 10 minutes presentation on Day 1 of this program to share the basic information about participant's country and work among all the participants including implementing partners which makes the program more fruitful.

The Presentation should be made along the same agenda as Country Report (ANNEX I) in the format of "Power Point", maximum 6 pages in English and **must be submitted to JICA Tokyo Center (email address: Mori.Yoshinori2@jica.go.jp)**.

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.



Correspondence

For enquiries and further information, please contact the JICA local office or Embassy of Japan.

Further, address correspondence to:

JICA Tokyo Center (JICA Tokyo)

Address: 49-5, Nishihara 2-chome, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7659 FAX: +81-3-3485-7904

("81" is the country code of Japan, and "3" is the local area code)

Jun-26

Daily Attendance Details

Naila Almas

Date	Day	Signature	ARRIVAL	LEAVE	TOTAL	O/T Hours	Objective
6/1	Mon						
6/2	Tue						
6/3	Wed						
6/4	Thu						
6/5	Fri						
6/6	Sat						
6/7	Sun						
6/8	Mon						
6/9	Tue						
6/10	Wed						
6/11	Thu						
6/12	Fri						
6/13	Sat						
6/14	Sun						
6/15	Mon						
6/16	Tue						
6/17	Wed						
6/18	Thu						
6/19	Fri						
6/20	Sat						
6/21	Sun						
6/22	Mon						
6/23	Tue						
6/24	Wed						
6/25	Thu						
6/26	Fri						
6/27	Sat						
6/28	Sun						
6/29	Mon						
6/30	Tue						

Available Leaves	Applied	Balance
1) Annual Leaves		
2) Casual Leaves		
3) Medical Leaves		
4) Short Leave		
5) Compensation Leave		
TOTAL		