



M. M. ISPAHANI LIMITED
Ispahani Building (2nd Floor)
14 – 15 Motijheel C/ A
Dhaka – 1000

LEAVE APPLICATION FORM

Dated: 30.11.19

Name: Surjan Ray. Designation: R&D Assistant Dept: Rice R&D

Type of Leave PL/CL/ML from 1.12.19 To 1.12.19 Total 01 Days

Purpose of Leave Personal

Address during Leave period Khansama Dingpur.

Surman
30.11.19
Signature of Applicant

He / She has got at his / her credit _____ days CL, PL, ML as son _____

Signature of HRD

Recommendation of Supervisor Alam
03.12.19

Recommendation Head of the Department _____

Approved by the authority _____

M. M. ISPAHANI LIMITED
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Dhaka – 1000

Dated :

Mr / Mrs _____
Your are granted _____ days PL / CL/, ML with pay / without pay with effect from
To _____ Total _____ day.

Signature of Authority