

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

LEAVE APPLICATION FORM

Dated 30.01.2021

Name MD. Ebrahim Khalil Designation Executive Dept. Accounts.

Type of Leave PL/ CL/ ML/ from 01.02.2021 to 04.02.2021 Total 04 days

Purpose of Leave Personal

Address during leave period Rangpur.



Signature of applicant

He/She has got at his/her credit \_\_\_\_\_ days CL, PL, ML as on \_\_\_\_\_.

\_\_\_\_\_  
Signature of HRD

Recommendation of Supervisor \_\_\_\_\_

Recommendation Head of the Department \_\_\_\_\_

Approved by the authority \_\_\_\_\_

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M. M. ISPAHANI LIMITED  
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Dhaka-1000

Dated \_\_\_\_\_

Mr. / Mrs. \_\_\_\_\_

You are granted \_\_\_\_\_ days PL/CL/ML with pay/without pay with effect from  
\_\_\_\_\_ to \_\_\_\_\_ Total \_\_\_\_\_ days.

\_\_\_\_\_  
Signature of Authority