

**ISPAHANI**

**M . M . ISPAHANI LIMITED**

Ispahani Building (2<sup>nd</sup> Floor)

14 – 15 Motijheel C/ A

Dhaka – 1000

**LEAVE APPLICATION FORM**

Dated: 5.12.19

Name: Yeas Arfin Designation: P.A Dept: Seed

Type of Leave PL/CL/ML from 7.12.19 To 8.12.19 Total 02 Days

Purpose of Leave PERSONAL

Address during Leave period Dhanbari, Tangail.

[Signature]  
Signature of Applicant

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

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

Recommendation of Supervisor [Signature]

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

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

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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