

ISPAHANI

M. M. ISPAHANI LIMITED

Ispahani Building (2nd Floor)

14 – 15 Motijheel C/ A

Dhaka – 1000

LEAVE APPLICATION FORM

Dated: 31.12.2020

Name: Md. Khademul Islam Designation: Scientific Officer (Dept: Biotech)

Type of Leave [✓] PL/CL/ML from 01.01.2021 To 15.01.2021 Total 15 Days

Purpose of Leave personal leave

Address during Leave period home Taraganj, Rangpur.

Khademul 31.12.2020
Signature of Applicant

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

Signature of HRD

Recommendation of Supervisor _____

Recommendation Head of the Department _____

Approved by the authority _____

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Dated :

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

Signature of Authority