

M. M. ISPAHANI LIMITED

Ispahani Building (2nd Floor)

14-15, Motijheel C/A

Dhaka-1000

LEAVE APPLICATION FORM


Dated 09.03.20

Name Manik Chandira Borzom Designation Production Assistant Dept. Production

Type of Leave PL/ CL/ ML/ from 10.03.20 to 12.03.20 Total 03 days

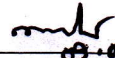
Purpose of Leave Personal

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  09.03.20

Recommendation Head of the Department _____

Approved by the authority _____

M. M. ISPAHANI LIMITED

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14-15, Motijheel C/A

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