

ISPAHANI

M. M. ISPAHANI LIMITED

Ispahani Building (2nd Floor)

14 – 15 Motijheel C/ A

Dhaka – 1000

LEAVE APPLICATION FORM


Dated: 16.06.2021

Name: Prince Mahmud Sazon Designation: Scientific Officer Dept: Biotech

Type of Leave PL/CL/ML from 19.06.21 To 20.06.21 Total 2 Days

Purpose of Leave Family Purpose

Address during Leave period Dhaka + Gazipur



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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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