

# ISPAHANI

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

## LEAVE APPLICATION FORM

Name: শ্রীঃ আব্দুল হামিদ Designation: অিনিঃ সেকারন ব্রিঃ Dept: স্বাক্ষর  
Dated: ০৬/০৭/২০২০  
Type of Leave PL/CL/ML from ০৭/০৭/২০ To ০২/০৮/২০ Total ০৪ Days  
Purpose of Leave পারিবারিক কারনে  
Address during Leave period ভাঙ্গন পোঃ চাঁদমা, ডাকঘরঃ দামুড়পুড়া জেলাঃ বগুড়া

[Signature]  
Signature of Applicant

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

[Signature]  
Signature of HRD

Recommendation of Supervisor [Signature]

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

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

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Dated : .....

Mrs. \_\_\_\_\_  
are granted \_\_\_\_\_ days PL / CL/, ML with pay / without pay with effect from \_\_\_\_\_  
Total \_\_\_\_\_ day.

[Signature]  
Signature of Authority