

**ISPAHANI**

**M . M . ISPAHANI LIMITED**

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

14 – 15 Motijheel C/ A

Dhaka – 1000

**LEAVE APPLICATION FORM**

Dated: 7.12.2020

Name: Mrinmoy Biswas Designation: Scientific Officer Dept: IAL

Type of Leave PL/CL/ML from 8/12/2020 To 17/12/2020 Total 10 Days

Purpose of Leave My Wedding purpose

Address during Leave period Barishal

MRINMOY BISWAS

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