

**ISPAHANI**

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

**LEAVE APPLICATION FORM**

Date:.....

Name: (Mr) মোঃ মাহবুব আলী (২য় ফ্লোর) Designation: অফিস সহকারী Dept: পরিচালনা

Type of Leave PL/CL/ML from ১১-১১-১৭ To ১২-১১-১৭ Total ২ Days

Purpose of Leave কনজিগেশন

Address during Leave period সহী রাস্তা

মোঃ মাহবুব আলী

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 \_\_\_\_\_

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