



# Dr. Momtaz Begum University of Science and Tecnology

Banshgari, Bhairab, Kishoreganj, Bangladesh

## Application for Leave

### 1. Personal Details:

Name	
Designation	
Department / Branch	

### 2. Type of Applied & Purpose of Leave:

Type of Leave	Casual: <input type="text"/> Earned : <input type="text"/> Medical : <input type="text"/> Other: <input type="text"/>
Dates	From: <input type="text"/>
Total days	<input type="text"/>
Purpose of Leave	<input type="text"/>

### 3. Contact Address During Leave:

Address	Email:	<input type="text"/>
	Mobile:	<input type="text"/>

Date: .....

(Signature of Applicant)

### 4. Recommendation of the Head of Dept/Section/Branch:

Recommended: <input type="text"/>	Not Recommended : <input type="text"/>	Recommended for (days): <input type="text"/>	
Name & Designation	<input type="text"/>	Signature	<input type="text"/>

### 5. Total days of Leave availed this year (To be filled up by office):

CL	EL	ML/SL	DL/Other	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 6. Approval of the Leave:

Sanctioned:  Not Sanctioned:  Sanctioned for:

Date:

(Signature of the Vice Chancellor)