



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 Registrar)