



Dr. Momtaz Begum University of Science and Technology
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)