



**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 Registrar)