



Dr. Momtaz Begum University of Science & Technology

Banshgori, Bhairab, Kishoreganj, Bangladesh

Application for Leave (Officer & Staff)

1. Personal Details:

Name	
Designation	
Department / Branch	

2. Type of Applied & Purpose of Leave:

Type of Leave	Casual: <input type="checkbox"/>	Earned: <input type="checkbox"/>	Medical/Sick: <input type="checkbox"/>	Exchange: <input type="checkbox"/>
Dates	From:		To:	
Total Days				
Purpose of Leave				

3. Contact Address During Leave:

Address		Email	
		Mobile	

Date:.....

(Signature of Applicant)

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

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

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

CL	EL	ML/SL	DL/Other	Remarks

6. Approval of the Leave:

Sanctioned

Not Sanctioned

Sanctioned for

Date:.....

(Signature of the Registrar)

