



# ICT Cell

Chattogram Veterinary and Animal Sciences University  
Khulshi, Chattogram-4225

To  
Director  
ICT Cell  
Chattogram Veterinary and Animal Sciences University  
Khulshi, Chattogram-4225

**Subject: Application for Leave/Permission to be absent in the workplace**

1. **Name of Applicant:**.....
2. **Designation:** Senior Data Entry Operator /Senior Network Technician/  
Senior Hardware Technician/ Network Technician
3. **Leave/Absence required from:**.....To .....
4. **Total number of days:**.....
5. **Date of Application:**.....
6. **Type of Leave:** Casual Leave/Station Leave/Earned Leave/Study Leave/Maternity  
Leave/Extra Ordinary Leave/Others: .....
7. **Purpose of Leave:**.....
8. **Total Station Leave:**.....
9. **Emergency Contact Number:** .....

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**Signature of Applicant**

.....  
**Signature of Director**