



ICT Cell

Chattogram Veterinary and Animal Sciences University
Khulshi, Chattogram-4225

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

Through: Proper Channel

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

1. **Name of Applicant** :
2. **Designation** : Computer Programmer/ Network Engineer
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

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Signature of Director