



Department of Pathology & Parasitology
Chittagong Veterinary and Animal Sciences University
Khulshi, Chittagong-4225.

Application for leave/permission to be absent in the workplace

To
Head
Department of Pathology & Parasitology
Chittagong Veterinary and Animal Sciences University.

1. Name: -----
2. Designation: Office Asst. Cum Computer Operator/Lab. Attendant/MLSS
3. Leave/Absence required from ----/----/-----Until-----/-----/-----
4. Total number of days: -----days
5. Date of application: -----
6. Type of leave (please encircle): Casual leave/Station leave/Earned
leave/Study leave/Deputation/Maternity leave/Extra ordinary leave/Others

7. Purpose of leave: -----

8. Station leave: -----
9. Emergency contacts address and Telephone no. -----

10. Replacement/Alternative arrangements in place? YES / NO

Signature and seal of the applicant