



Chattogram Veterinary and Animal Sciences University
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Application form for leave/permission to be absent in the workplace for all employee

To

Chattogram Veterinary and Animal Sciences University, Khulshi, Chattogram-4225

Through:

Subject: An application for leave/permission to be absent in the workplace

Name:

Designation:

Leave/absence required from:

to

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Types of leave:

Purpose of leave:

Emergency contact address:

Emergency cell number:

Alternative arrangements:

For international travel, is relevant office order is presented or not?

Date of application:

Signature and seal of the applicant

Signature and seal of the Approver