



নর্থ ইস্ট ইউনিভার্সিটি বাংলাদেশ

NORTH EAST UNIVERSITY BANGLADESH (NEUB)

SYLHET, BANGLADESH.

Leave Application Form

Name of the applicant						
ID Number						
Designation						
Date of Joining						
Signature of the Applicant (with date)						
Department / Office						
Type of leave						
Reason of leave						
Is station leave necessary? If yes, permission required from the authority, explain reason.						
Total Yearly Leave	Leave Already Enjoyed			Remaining Leave Due		
Leave starts	From		To		Number of Days	
During leave who will discharge the duty						
Address & Contact No.: (during the period of leave)						
Recommended by: (Head of the Dept./Dean/Office Head)						
Granted by: (Registrar/Vice Chancellor)	Leave with pay			Leave without pay		

Present address: Telihaor, Sheikghat, Sylhet-3100, Bangladesh.

Phone: 0821-710221-2, Fax : 0821-710223, Mobile : 01755-566994, E-mail: neubedu@gmail.com