



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	<u>Name & Designation:</u>				<u>Signature & Date</u>
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		