



Bangladesh Public Administration Training Centre
Savar, Dhaka-1343

Subject: Application for leave.

i	Applicant's Name: Designation:		Substitute's Name: Designation:		Signature
ii	Name of Leave	Cause of Leave	Period of Leave		
			Beginning	Ending	
			Total: Day/Days		
ii	Address during the leave period:(Should be filled up by the applicant)				
	Telephone / Mobile No. (if any)		Signature of the Applicant Date:		
iv	(To be filled up by the administration department)				
	Admissibility of Leave: As per record the applicant has days leave on his/her credit.				
	Signature (of the authorized person)				
v	Recommendation of the concerned supervising officer:				
	Signature and seal				
vi	Decision of the authority				
	Sanctioned	<input type="text"/>			
	Not Sanctioned	<input type="text"/>			
vii	N.B. (a) Rector will grant leave of all MDS & Director. (b) MDS will grant leave of all 1 st class & 2 nd class officers within the wing. (c) Director (Admin.) will grant leave of all 1 st class & 2 nd class officers within Admin. wing. (d) No leave would be granted without leave availability certificates. (e) The applicant should not leave the Centre without sanction of the leave prayed for.				