

National Institute of Engineering & Technology (NIET)

69/E, Green road, Panthapath, Dhaka-1215

LEAVE APPLICATION FORM

(Please fill up the form properly)

PART-A (To be filled up by the Applicant):

Name: Md. Nawab Ali

Designation: Junior Instructor

ID No: ND2201091218

Department: Department Of Automobile Technology

Joining Date: 2022-01-09

Type: ☐ Casual Leave ☒ Medical Leave ☐ Study Leave ☐ without pay Leave ☐ Earn Leave

Leave Applied For: Total Days: 8 From 2022-11-06 To 2022-11-13

Reason for leaves: denghu

Address & Contact (During Leave): 0

Telephone/Mobile No: 0174391758

Apply Date: 21-11-2022

PART-B (To be filled by Course Chief Instructor /Controller Head/Coordinator):

Approved Date: 21-11-2022, 3:43 pm

Abdullah Al Mahmud
Chief Instructor /Controller Head/Coordinator

PART-C (To be filled by Vice-Principal):

Type Recommended (Please Tick): ☒ Yes ☐ No Total Days: 8 ☒ With Pay ☐ Without Pay

Reason for not recommending :

Approved Date: 21-11-2022, 3:43 pm

Abdullah Al Mahmud
Vice Principal

PART-D (To be filled up by HRMD & Admin Department):

Last leave enjoyed: Total Days 1 From 2022-08-04 To 2022-08-04

Leave Details	Casual Leave	Sick Leave	Earned Leave	Maternity Leave	Extra-Ordinary Leave	Leave Without Pay(LWP)	Total Leave
Leave Authorized		14					
Leave Availed		0					
Leave Balance		14					
Leave Applied for		8					
Leave Dues		6					

Approved date:
Recommended By HRMD & Admin

PART-E (To be filled up by the concerned Approval Authority):

Signature of Concerned Approval Authority

PART-F (Pay Roll):

Leave notification copies to be sent to payroll/HR section, employee or faculty's concerned department

Note: Despite the approval of leave by the Approver, no employee or faculty shall proceed on leave until the issuance of leave notification from HR & Admin. HR & Admin shall maintain "Leave Card" for each entailing employee full record of leave transaction

