

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. Afjal Miah

Designation: Asst. Officer

ID No: ND2103282287

Department: HRMD & Administration

Joining Date: 2017-12-05

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

Leave Applied For: Total Days: 1 From 2022-08-28 To 2022-08-28

Reason for leaves: My uncle was death

Address & Contact (During Leave):

Telephone/Mobile No: 01992077139

Apply Date:

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

Approved Date:

Chief Instructor /Controller Head/Coordinator

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

Type Recommended (Please Tick): ☒ Yes ☐ No Total Days: 1 ☒ With Pay ☐ Without Pay

Reason for not recommending :

Approved Date:

Vice Principal

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

Last leave enjoyed: Total Days From To

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	1						1
Leave Dues	13						

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

