

Leave Application Form

- ☒ Applicant's Name: MD. Jahir Hasan
- ☒ Designation: Full stack Dev
☒ ID no.: 1059
- ☒ Joining Date: 24 Mar, 2021
☒ Confirmation Date:
- ☒ Company: Amana Group
☒ Branch: Uttara
- ☒ Department/Section: IT
- ☒ Type of Leave: Medical (ML)
- ☒ Praying for Leave: from 12-10-24 to 12-10-24
- ☒ Total Day(s): 01
- ☒ Purpose of Leave: Sickness
- ☒ Address during Leave: Uttara, Dhaka
- ☒ Duties to be carried out by: MD. Anwarul Islam Designation: Senior System Eng ID No.: 698

**Recommendation of Concerned
Organization/Dept./Sec. In-charge**

Jahir Hasan
Applicant's Signature
 Date: 26-10-24
 Mobile No.: 01851171505

Amir 698
Signature of Officer
 (By whom duties to be carried out)
 ID No.: 698

Signature: _____
 Name: MD. Woahid Hossain
 Designation: Director
 ID No.: _____

Applicant's Leave Record

(To be filled up by concerned office)

Type of Leave	Available Leave	Leave already Availed	Granted Leave (To be filled up after approval)	Total Leave Availed	Leave Balance	Remarks
Casual Leave						
Earned Leave						
Medical Leave						

.....Day (s) Leave may be granted.

Authorized Officer, Admin

In-charge, HR & Admin

Managing Director



Walid sir



1 page • 0.97 MB • PDF

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Today

আসসালামু আলাইকুম স্যার
আমি, গত ২৮-০৯-২০২৪(শনিবার) হাফ
দিন, ১২-১০-২০২৪(শনিবার) অসুস্থতার জন্য
এবং ১৯-১০-২০২৪(শনিবার) চাচার মৃত্যুর
জন্য ছুটি নিয়েছি। আপনি অনুগ্রহ করে
আমার এই ছুটিগুলো অনুমোদন দিবেন।
ধন্যবাদ স্যার।

9:54 am ✓✓

Approved

9:57 am



Message

