

Greentex Composite Mills Limited Satiachara, Jamurki, Mirzapur, Tangail.

LEAVE APPLICATION FORM

						Date :	
Name :				.Id No :	De	esignation :	
Shift :							
	, Weekly Holiday :, Date of last leave :, Total,						
_		-	-			ity at the end of Leave:	
Types of leave appl				•		•	
**					•		
Leave Status (To	be filled by o	ffice)* Until 31	December 202	Address du	ring leave	<u>:</u>	
Types Of Leave	Total Leave	Leave Availed	Leave Balance	1			
Casual Leave							
Sick Leave							
Earn Leave				Mobile No.	:		
Maternity Leave				(N.B: Plea	se attach tl	ne doctor's certificate for sick leave.)	
Admin Dept. Signature				Applicant's Signature			
Signature by the		Signature by t	he	Signature by	the	Approved by	
Shift/Sec. Head Dept. Head				HR/Admin Dept. Head Authority			
						Date :	
Vame:I				Id No : Designation :			
Shift:Section:				Department :			
Date of Joining:, Weekly Holiday:				, Date of last leave :,TotalDays			
Leave apply from: Total					Days. Return on duty at the end of Leave:		
Types of leave appl	ied for (√) : Ca	sual leave / Sick	leave / L.W.P/ Ear	n leave / Materr	nity leave /	other's leave.	
Reason of leave :							
T Gu (T)	1 (41) 11	001 \& TT (1) 04 1	D 1 202		1		
	To be filled by office)* Until 31 December 202			Address du	ring leave	<u> </u>	
Types Of Leave	Total Leave	Leave Availed	Leave Balance				
Casual Leave					•••••		
Sick Leave Earn Leave				Mahila Na	è		
				Mobile No.: (N.B: Please attach the doctor's certificate for sick leave.)			
Maternity Leave				(N.B: Plea	ise attach ti	ne doctor's certificate for sick leave.)	
Admin Dept. Signature				Applicant's Signature			
Signature by the Shift/Sec. Head		Signature by t		Signature by IR/Admin Dep		Approved by Authority	