

# Padma Textiles Limited



## LEAVE APPLICATION BANGLADESHI NATIONAL

To  
**The Country Director**  
Padma Textiles Limited  
House # 458 (3rd Floor), Lane # 8  
DOHS, Baridhara, Dhaka-1212

Date:

Name of the Applicant	Designation	Department	Kind of Leave	Date		Total Days
				From	To	

1. Reasons for Leave:

Date: .....

\_\_\_\_\_  
Signature of Applicant

2. Remarks by Secretary / Leave Record:

Kind of Leave	Days Entitled	Days Past	Days Present	Due Days	Excess Availed	Remarks
Casual	21					
Sick	14					
Others						

Date: .....  
Signature of Secretary:

3. Recommended by Dept. Head:

Recommended / Not Recommended / Remarks if any:

Date: .....

4. Approved / Not Approved by GM:

Note:

\_\_\_\_\_  
Signature of Authority:

Date:.....