

# Padma Textiles Limited



## LEAVE APPLICATION OVERSEAS

To  
**The Country Director**  
Padma Textiles Limited  
House # 458 (3rd Flr.), 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
Annual						
Casual						
Sick						
Others						

Date: .....

\_\_\_\_\_  
Signature of Secretary

3. Recommended by Dept. Head:

4. Pre-approval by GM:

Date: .....

5. Approved & Not Approved

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

Date:

NAME:

ANNUAL LEAVE STATUS CARD 202\_

January				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					

February				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					

March				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					

April				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					

May				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					

June				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					

July				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					

August				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					

September				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					

October				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					

November				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					

December				PRE LEAVE	GM SIGNATURE
Kind Of Leave	Days Entitled	Days Used	Due Days		
Annual	30		30		
Casual	10		10		
Sick	14		14		
DIRECTOR SIGNATURE					