



নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোং লিঃ
North-West Power Generation Co. Ltd.
(An Enterprise of Bangladesh Power Development Board)

Application for Casual Leave

I, undersigned hereby like to apply for casual leave from to
for days.

Reason for the leave : Family Purpose/ Personal/ Others

Name of the employee :

Designation :

Division/Department :

Contact address during leave :

Mobile No :

(Signature of Applicant with date)

Leave substitute:

Name.....Designation:

Leave Statement:

Total casual leavedays, consumed..... day/days, left..... day/days.

Deputy Manager (HRD)

Signature & Designation
(Controlling Authority)

Signature & Designation
(Approving Authority))