



নর্থ-ওয়েস্ট পাওয়ার জেনারেশন কোম্পানী লিঃ
North West Power Generation Co. Ltd.
ISO 9001:2008, ISO 14001:2004 & OHSAS 18001:2007 Certified
(An Enterprise of Bangladesh Power Development Board)
UTC Building, Level-3&4, 8-panthapath, kawranbazar, Dhaka-1215

Application for Casual Leave

I, undersigned hereby like to apply for casual leave from...08.03.2023.....to 09.03.2023.....
for...02.....day/days.

Reason for the leave : Personal
Name of the employee : Raihan Md. Imtiaz
Designation : SDE
Division/Department : Procurement
Contact address during leave : Shewrapara, Dhaka
Mobile No : 01708152293

Imtiaz
07.03.2023
Signature of Application with date

Leave substitute:

Name...Shadman Anwar..... Designation AE / SDE / XEN / SE.

Leave Statement:

Total casual leave ...20.....days, consumed ...00.....day/days, left ...20.....day/days.

Deputy Manager (HRD)

Recommendation of controlling officer:.....

Signature & Designation

Recorded in
Register.....
ERP.....

Shadman Anwar
07.03.23
Signature & Designation
(Appointed Authority)