



# Manarat International University

## Leave Application Form

(Casual, Earned, Medical and Duty Leave)

1. Name of the Applicant & Designation:

(a) In Bengali:.....

(b) In English (Capital Letter):.....

(c) Designation:.....

(d) Department/Division:.....

2. Type of leave (enclosed necessary papers, if any): .....

3. Required number of days From -To

(If there is a government/university holiday  
before or after, permission of the authority  
is required for adjustment)

4. Permission for station leave

(if necessary) with causes:

5. Purpose of leave: (Medical Certificate

for Medical leave & Invitation letter for duty leave):

6. In case of going abroad:

(a) Last travelling records :

(b) Number of days (date to be mentioned):

(c) Type of leave (earned /on duty / without pay):

(d) Date of joining (After leave):

7. I do hereby commit to refund the overdrawn  
to the University (if applicable):

Temporary Charge (if applicable)

Applicant's signature and date

Signature & date of Head of the department

**Office use:**

8. Report of the Registrar Office:

(a) Date of first joining:.....

(b) Remaining days of leave: Condition for approval of leave (if necessary)

Sl	Nature of leave	If applicable
A	Casual leave	
B	Medical leave	
C	Earned leave	
D	Study leave	N/A
E	Ex-Bangladesh leave	N/A
F	Maternity leave	N/A
G	Hajj leave	N/A
H	Extra-ordinary leave	

**As on:**

Year	Month	Day

9. Order of sanctioning authority: (if applicable)

\_\_\_\_\_  
Signature & Designation with date

10. Recorded at page .....of the leave book.

\_\_\_\_\_  
Admin Assistant / Officer  
Date:

\_\_\_\_\_  
Accounts Officer (if applicable)  
Date:

\_\_\_\_\_  
HR Section of the Registrar Office  
Date: