



BANGLADESH
DATA CENTER
COMPANY LIMITED

Bangladesh Data Center Company Limited (BDCCL)

Information and Communication Technology Division
Ministry of Posts, Telecommunications and Information Technology
Bangabandhu Hi-Tech City, Kaliakoir, Gazipur.
www.bdcl.gov.bd

Leave Application Form

Section A: For the use by the applicant

Sl.No	Category	Particulars		
1.	Name:			
2.	Designation			
3.	Period of Leave and Days	From:	To:	Days:
4.	Type of Leave: (Please tick applicable)	Annual <input type="checkbox"/>	Special <input type="checkbox"/>	Sick <input type="checkbox"/>
		Home <input type="checkbox"/>	Maternity <input type="checkbox"/>	
5.	Purpose of Leave (For annual and special)			
6.	Address during leave			
Date: _____		Signature: _____ Applicant		

Section B: To be completed by the Administration

Sl. No	Leave Record	Particulars		No. of days
1.	Leave outstanding on			
2.	Plus Leave earned	From:	To:	
3.	Total accrued leave on			
4.	Leave taken on and balance			
5.	Less leave now applied for			
6.	Balance of leave on			

Calculation and attestation by Administrative Section: Signature

Recommendation by supervisory Head:

Recommended/ Not Recommended

Signature: _____

Section B: Approved by the Authority

Approved/ Not Approved

Date: _____

Signature: _____