

APPLICATION FORM FOR PERMISSION TO AVAIL LEAVE
EX-BANGLADESH

1. Name and Rank of the Applicant : _____
(in block letters)
2. Father's Name : _____
3. Designation and office address : _____
4. Scale of pay : _____
5. Country of visit : _____
6. Purpose of visit : _____
7. Propose duration of visit : _____
8. If proceeding alone or with members of family or others : _____
9. If proceeding with members of family or others, their names

	Relation	Age
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
d. _____	_____	_____
10. If any relative/ friend in the visiting Country their names and address : _____
11. The likely address during leave in visiting Country : _____
12. If passport held

a.	International/India
b.	Private/ Gratis
c.	No. Date of issue
13. When the Country was last visited and for what period : _____
14. Approximate Expenditure : _____

15. How the proposed visit would be : _____
financed

Signature Applicant
Name

Designation

Date

II

Recommendation of the Commanding Officer

Signature _____

Designation _____

III

Comments of the Administrative Authorities

IV

Decision of the Approving Authority

Naval Secretariat
Naval Headquarters
Banani, Dhaka-1213