

**LEAVE APPLICATION - OFFICERS**

(To be faxed to NHQ by the originator if the effecting is less than 5 working days from the date of signing).

1. Name (in block letters) \_\_\_\_\_

2. P No \_\_\_\_\_ Rank \_\_\_\_\_ Branch \_\_\_\_\_

3. Ship/Estb \_\_\_\_\_ Appt/Duties \_\_\_\_\_

4. Particulars of leave requested:

a. Type and amount of leave requested \_\_\_\_\_

b. Date from which desired \_\_\_\_\_

5. Special reasons, if any, for applying: \_\_\_\_\_

6. Leave Address  
(Blank not to be given) \_\_\_\_\_

a. Tel No (if any):

b. Mobile No (if any):

c. Email (if any):

7. Details of all leave availed if any in the current year \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

II

Endorsement No \_\_\_\_\_ Date \_\_\_\_\_

1. Forwarded for consideration, leave recommended/not recommended.

2. Relief required/not required.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

From:

To:

Info:

**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. Proposed 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
	_____                      _____
a.	_____
b.	_____
c.	_____
d.	_____
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