

RESTRICTED

APPLICATION FORM FOR PERMISSION TO AVAIL EX-BANGLADESH LEAVE

(APPLICATION FORM SHOULD REACH NAVAL SECRETARIAT BEFORE 30 DAYS PRIOR TO LEAVE EFFECTIVE DATE)

1. Rank, Name and P No of the Applicant: _____
(in block letters)
2. Ship/Estb : _____ Appt/Duties: _____
3. Type and amount of total leave (PL/Furlough) requested (Journey time within BD to be included in the total amount) : _____
4. Date from which leave (PL/Furlough) desired: _____
5. Amount of Ex-Bangladesh leave requested (Including journey time from and to BD): _____
6. Date from which Ex-Bangladesh leave desired: _____
7. Details of all leave availed (if any) in the current year: _____
8. Mobile No: _____ E-mail: _____
9. Father's Name: _____
10. Scale of pay: _____
11. Country/countries of visit: _____
12. Purpose of visit: _____
13. If proceeding alone or with members of family or others: _____
14. Particulars of the family members or others accompanying (if any):

<u>Ser</u>	<u>Relation</u>	<u>Age</u>
a. _____		
b. _____		
c. _____		
15. Names and address of relative/friend in the visiting country with telephone no (If any):

16. The likely address during leave in visiting country: _____

17. Passport details: (Including all accompanying members stated above)

	a. Private/Official/Diplomatic
	b. No. _____ Date of issue: _____
18. When the Country was last visited and for what period: _____

19. Approximate Expenditure: _____

20. How the proposed visit would be financed: _____

Signature of the Applicant

Name _____
Designation _____
Date _____

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II

Relief required/not required. Recommendation of the Commanding Officer/Director

Signature_____

Designation _____

III

Comments of the PSO/Administrative Authority/Head of Organization

IV

Decision of the Approving Authority

To:

Naval Secretariat
Naval Headquarters
Banani, Dhaka-1213