

Leave Requisition Form**Part 1 (To be filled by Employee)**

Date of Initiation: 23.01.2023

Full Name : Chandra Bahadur

Job Title : DRIVER

Employee Code : 6161

Department : Sales

Business Unit : Qfi

Leave Type

Annual [] Encashment [✓] Leave Without Pay [] Leave With Pay []

Leave Information

Leave From:

Leave up to :

No of Days :

Return to duty date:

Contact Details while on vacation

Telephone No. :

Mobile No. :

Address :

Email ID :

Backup employee during leave period based on discussion with Dept. Head:

Signature of backup employee:



Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)

Remarks (if any):


Signature of Department Head

Date

Part 3 (Leave Eligibility – to be filled by HR)

DOJ : 05/12/2019

Total leave taken : 82 days

Passport Expiry : —

QID Expiry : —

Leave Passage & Dependent Details:

Kathmandu economy ticket for self
from 6/6/21 to 26/12/22 for 31.56 days


29/01/23

Unit – HR & Admin

Part 4 (Final Approval – to be filled by CEO/GM/VP)

No of Days :

Signature :

Date :