

1500

ZAD HUMAN RESOURCES



شركة زاد
Zad Holding Company

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
*2m2ndi
29/01/23*
From 6/6/21 to 26/12/22 for 31.56 days
Unit – HR & Admin
Part 4 (Final Approval – to be filled by CEO/GM/VP)
No of Days :
Signature :
Date :