

### Leave Requisition Form

#### Part 1 ( To be filled by Employee )

Date of Initiation:

Full Name : Ammar Bahadur Thary

Job Title : Helper

Employee Code : 5886

Department : AFI

Business Unit : ~~AFI~~ Sales

#### 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. : 31304112

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 : 30-05-2019

Total leave taken : 93 days

Passport Expiry :

QID Expiry :

Leave Passage & Dependent Details:

Kathmandu economy ticket for self  
From 29/11/20 to 11/7/22 for 3156 days

Unit – HR & Admin

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

No of Days :

Signature :

Date :