

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

Date of Initiation: 06.04.2023

Full Name : Bin Bahadur Sunar

3593

Job Title : Merchandiser

Employee Code : 3593

Department : Sales

Business Unit : AFI

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):

Kasab

Signature of Department Head

Date

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

DOJ : 21/5/2013

Total leave taken : 55 days

Passport Expiry :

QID Expiry : —

Leave Passage & Dependent Details:

Kathmandu economy ticket for self

From 23/5/22 to 18/5/23 for 30 days

Zamrudi

Signature

Unit – HR & Admin

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

No of Days :

Signature :

Date :