

Leave Requisition Form

Part 1 (To be filled by Employee)

Date of Initiation: 30-03-2023

Full Name : Khila Raj Thapa

Job Title : Helper

Employee Code : 4502

Department : Sales

Business Unit : Q.F.M

Leave Type

 Annual ☒

 Encashment ☐

 Leave Without Pay ☐

 Leave With Pay ☒
Leave Information

Leave From: 04-05-2023

Leave up to: 04-06-23

No of Days : 30

Return to duty date: 05-06-2023

Contact Details while on vacation

Telephone No. :

Mobile No. : +9779808485979

Address : Kathmandu, Nepal

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 : 27/04/2016

Total leave taken : —

Passport Expiry : 8/11/2024

QID Expiry : 24/4/2024

Leave Passage & Dependent Details:

Kathmandu economy ticket for self

From 28/4/22 to 29/3/23 for 30 days

 2m2aib
20/04/23

Unit – HR & Admin

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

No of Days :

Signature :

Date :