1500

نزد

شركة زاد القابضة ...
Zad Holding Company ...

Leave Requisition Form

Part 1 (To be filled by Employee)		**Date of Initiation:**

Full Name	:	Nima Dorje		
Job Title	:	Driver	Employee Code	: 4483 ~~Type text here~~
Department	:	HP & Admin	Business Unit	: QFO

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:

Mig

....
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 : 10/4/2016	Total leave taken : —
Passport Expiry : —	QID Expiry : —

Leave Passage & Dependent Details:

Kathmandu economy ticket for self

from 11/4/22 to 12/3/23 for 30 days

.... 12/3/23
Unit – HR & Admin

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

No of Days :	Signature :	Date :

1 3 MAR 2023