



### Leave Requisition Form

<b>Part 1 (To be filled by Employee)</b>		Date of Initiation: 27.06.2024
Full Name : Sajeevan KV		
Job Title : Baker	Employee Code: 2449	
Department : Production	Business Unit : Ummsaid Bakery	
<b>Leave Type</b>		
Annual [ <input checked="" type="checkbox"/> ]	Encashment [ <input type="checkbox"/> ]	Leave Without Pay [ <input type="checkbox"/> ]
Leave with Pay [ <input type="checkbox"/> ]		
<b>Leave Information</b>		
Leave From: 27.07.2024	Leave up to: 04.09.24	No of Days: 40
Return to duty date: 05.09.24		
<b>Contact Details while on vacation</b>		
Telephone No. :	Mobile No. : +919895187723	
Address: Puthyaparambath, Calicut, Kerala	Email ID :	
Backup employee during leave period based on discussion with Dept. Head:  AJAYAN PS 2478	Signature of backup employee:  	
 <b>Sajeevan KV</b> Signature of Employee		
<b>Part 2 (Department Approval – to be filled by Department Head )</b>		
Remarks (if any):  .....		
Signature of Department Head 	27/06/24	29-8-24 Date
<b>Part 3 ( Leave Eligibility – to be filled by HR)</b>		
DOJ : 15/Dec/2008	Total leave taken :	
Passport Expiry : 6/Mar/25	QID Expiry : 12/Dec/24	
Leave Passage & Dependent Details: from 15/12/22 to 15/11/23 = 30 days Doha - mumbai - Doha economy class air ticket for self.		
 11/7/24 Unit – HR & Admin		
<b>Part 4 ( Final Approval – to be filled by CEO/GM/VP)</b>		
No of Days :	Signature : 	Date :

Fare sheet for the Month of Nov 2023						
HYDERABAD	INDIA	1700	1380	350	2800	2300
ISTANBUL	TURKEY	1750	1420	300	2750	2250
JAIPUR	INDIA	1320	1180	200	2980	2500
ISLAMABAD	PAKISTAN	1000	850	240	1980	1700
KARACHI	PAKISTAN	1050	900	240	1900	1680
KATHMANDU	NEPAL	1150	920	280	2580	2150
KANPUR	INDIA	1100	1100	330	2200	2200
KABUL	AFGANISTAN	1550	1230	260	3350	3350
KHARTOUM	SUDAN	2080	1720	380	3450	2750
KUALALUMPUR	MALAYSIA	2950	2300	350	5050	4040
KOLKOTTA	INDIA	1500	1250	350	2500	2050
LAGOS	NIGERIA	2550	2000	460	4400	3530
LUKNOW	INDIA	1100	900	300	2600	2100
LAHORE	PAKISTAN	1000	880	230	1860	1510
MOGADISHU	SOMALIA	2260	1820	420	3820	3020
MUMBAI	INDIA	1400	1150	350	2280	1900
MANILA	PHILIPPINES	1850	1500	450	2900	2350
MADURAI	INDIA	1350	1060	200	2770	2220
MANGALORE	INDIA	1050	850	280	2450	2220
MUSCAT	OMAN	1350	1100	260	2200	1800
NAIROBI	KENYA	1850	1480	350	3000	2460
NAGPUR	INDIA	1400	1160	280	2250	1800
PUNE	INDIA	1220	1080	200	2670	2120
PATNA	INDIA	1320	1060	220	2750	2150
PESHAWAR	PAKISTAN	1000	880	230	1800	1460
SANA'A	YEMEN					
SRINAGAR	INDIA	1550	1350	230	2830	2200
TEHRAN	IRAN	2180	1730	400	3400	2680
TRICHY	INDIA	1300	1080	200	2450	2020
THRIVANTHAPURAM	INDIA	1400	1150	300	2400	2000
TUNIS	TUNISIA	2750	2160	480	4250	3400
						780

State Of Qatar		دوّلّة قطر
Residency Permit		رخصة إقامة
ID.No:	27035623941	الرقم الشخصي:
D.O.B.:	25/04/1970	تاريخ الميلاد:
Expiry:	12/12/2024	الصلاحية:
Nationality:	INDIA	الجنسية:
Occupation:	فني	المهنة:
الاسم: ساجيفون كويامبارث فيدو		
Name: SAJEEVAN KOYAMBARTH VEEDU		
Passport Number:	N7800939	رقم جواز السفر:
Passport Expiry:	10/02/2026	تاريخ انتهاء الجواز:
Serial No:	31827035623941	الرقم المسري:
Residency Type:	عمل	نوع الرخصة:
Employer:	شركة زاد القابضة ( فن ف )	المستلم:
مدير عام الإدارة العامة للجوازات General Director of the General Directorate of Passports		توقيع حامل المبلغة Holder's signature
		 