

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

Date of Initiation:

Full Name :	Anmar Bahadur Tharu		
Job Title :	Helper	Employee Code :	5886
Department :	QFI	Business Unit :	QFI 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:
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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):

13-06-2022

Date

Signature of Department Head

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

2mairi
29/06/22

From 29/06/22 to 11/7/22 for 31-56 days

Unit - HR & Admin

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

No of Days :	Signature :	Date :
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