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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:

.....
Khila Raj
Signature of Employee

Part 2 (Department Approval – to be filled by Department Head)

Remarks (if any):

Karlos

Signature of Department Head

Date

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

DOJ: 27/01/2016	Total leave taken : —
Passport Expiry: 08/11/2024	QID Expiry: 21/01/2024

Leave Passage & Dependent Details:

Kathmandu economy ticket for self

2023
20/04/23

From 28/04/22 to 29/04/23 for 30 days

Unit - HR & Admin

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

No of Days :	Signature :	Date :
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