



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3044

Passport\NIC No: M8337192

Name: UMESH KUMAR

Nationality: INDIAN

Designation: BARBENDER

Work Site: PROJECTS

Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave

☐ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 30/04/2025

To: 04/06/2025

Total No. Working Days: 30

TICKET DETAILS (FOR OFFICE USE)

Routes:

☐ Male - Trivandrum

☐ Male - Chennai

☒ Male - Delhi

☒ Male - Dhaka

☐ Male - Colombo

Other Routes (Please Specify):

Ticket Type:

☒ One way

☐ Return Ticket

☐ Own Ticket

LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 02.09.2021

Current Leave Entitlement: 30

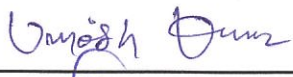


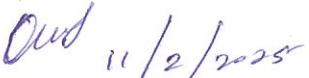
Last Leave Taken: 20.06.2023- 28.07.2023

Leave Balance: 30

Verified By: SHAHIDA

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)		APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)			
APPROVED BY - HRM (SIGNATURE AND DATE)		APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	