



RASHEED CARPENTRY & CONSTRUCTION
Total Construction Solution

RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4715
Name: RAKTHIB HUSSAIN MALKU MOHAMMED
Designation: DIESEL MECHANIC
Foreign Contact Number: _____
Passport\NIC No: N7330991
Nationality: SRI LANKAN
Work Site: _____

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify): _____

From: 24/05/2025 To: 28/06/2025 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

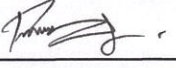


LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 10/Mar/2024
Last Leave Taken:

09/04/2024	15/05/2024
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03/10/2024 14/10/2024
Current Leave Entitlement: _____
Leave Balance: _____
Verified By: shahidha
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 - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)			