



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4660 Passport\NIC No: Y8684069  
Name: GANGADHAR RATAM Nationality: INDIAN  
Designation: WELDER Work Site:  
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 05/06/2025

To: 10/07/2025

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: 21/Dec/2023

Current Leave Entitlement: 30

Last Leave Taken:

Leave Balance: 0

Verified By: shahida

Sign: Shahida

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	Gangadhar	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	PL
APPROVED BY - HOD (SIGNATURE AND DATE)	03/04/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	Out 5/4/2025		