



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3806 Passport\NIC No: P5545247
Name: ADIKKAN THIRUPATHI Nationality: INDIAN
Designation: ELECTRICIAN Work Site:
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave

☐ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 05/05/2025

To: 14/07/2025

Total No. Working Days: 60 30

09/06/2025

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: 29.08.2022

Current Leave Entitlement: 60 30

Last Leave Taken: 25/01/24 - 28/02/24

Leave Balance: 60

Verified By: SHAHIDA

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	T. Anu	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	02/05/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	03/02/2025		