



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM
(Senior Staffs)

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3347 Passport/VAC No: H6564080
Name: DHANUSHKA NISHAN SAMPATH DISSANAYAKE ERANAYAKE Nationality: SRI LANKAN
Designation: PROJECT ENGINEER Work Site: _____

TYPE OF LEAVE
☒ Annual Leave ☐ Emergency Leave ☐ Other
If Emergency (Please Specify) _____
From: 10/04/2025 To: 01/05/2025 Total No. Working Days: 18

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: _____ Emergency Contact 1: _____
Mobile Phone 2: _____ Emergency Contact 2: _____
Email: _____

TICKET DETAILS (ROUTE)

☐ Male-Thimashram ☐ Male-Chennai ☐ Male-Delhi ☐ Male-Dhaka ☒ Male-Colombo

Other Routes (please Specify) _____

Ticket Type ☐ One way ☐ Return Ticket ☐ Own Ticket

LEAVE ENTITLEMENT RECORD

Date Of Join: 26/Jan/2022 Leave Entitlement: _____
Last Leave Taken: _____ Leave Balance: _____
Verified By: SHAHIDA Sign: Shahida

WORKS HANDOVER TO:-

| Project Name : | Status | Action Needed | Due date | Hand Over by | Take Over by |
|----------------|--------|---------------|----------|--------------|--------------|
| Pending Works | | | | | |
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SIGNATURES

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| REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE) | <u>[Signature]</u> <u>13/03/2025</u> | APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE) | <u>[Signature]</u> |
| APPROVED BY - MOD (SIGNATURE AND DATE) | <u>[Signature]</u> <u>13/03/25</u> | APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE) | |
| APPROVED BY - HRM (SIGNATURE AND DATE) | <u>[Signature]</u> <u>15/3/2025</u> | | |

Phanushka leave
Please check out