



RASHEED CARPENTRY & CONSTRUCTION

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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 2406 Passport/NIC No: C0283380
Name: ANISH ROBERT SINGH ROBERT Nationality: INDIAN
Designation: SUPERVISOR Work Site:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 07/05/2025

To: 11/06/2025

Total No. Working Days: 30

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: 91144671 Emergency Contact 1:
Mobile Phone 2: Emergency Contact 2:
Email:

TICKET DETAILS (ROUTE)

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

Other Routes (please Specify):

Ticket Type: ☐ One way ☐ Return Ticket ☐ Own Ticket

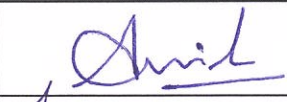

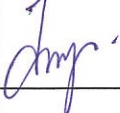

LEAVE ENTITLEMENT RECORD

Date Of Join: 20/Apr/2017 Leave Entitlement: 30
Last Leave Taken: 04/07/2024 - 16/07/2024 (Emergency) Leave Balance: 0
Verified By: Miuwan Sign:

WORKS HANDOVER TO:-

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

SIGNATURES

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)		APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	 19/03/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 19/3/2025		