



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3398 Passport\NIC No: C2278757
Name: PATHIPAN POTTUDURAI Nationality: INDIAN
Designation: SECURITY Work Site:
Foreign Contact Number: 7010967184, 9351342

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 26/05/2025

To: 05/08/2025

Total No. Working Days: 60

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/2022

Current Leave Entitlement: 90

Last Leave Taken:

Leave Balance: 30

Verified By: Miuwan

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	P. Pan Pottudurai	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	PL
APPROVED BY - HOD (SIGNATURE AND DATE)	13/3/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	18/3/2025		