



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 1335 Passport\NIC No: A08721281
Name: HASAN MIAH Nationality: BANGLADESHI
Designation: BARBENDER Work Site:
Foreign Contact Number: +960 9120935, 01720119627

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☒ Other

If Emergency (Please Specify):

From: 20/05/2025

To: 23/02/2025

Total No. Working Days: 80

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: 28/Jun/2007 Current Leave Entitlement: 60
Last Leave Taken: 09/12/2022 - 24/03/2023 Leave Balance: 0

Verified By: Miuwan Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	<i>M. Hasan</i>	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	<i>PL</i>
APPROVED BY - HOD (SIGNATURE AND DATE)	<i>Imf</i> 13/03/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	<i>Out</i> 15/3/2025		