



RASHEED CARPENTRY & CONSTRUCTION
The Construction Solution

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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 5098
Name: SALMAN KHAN
Designation: MEP ENGINEER
Passport\NIC No: T2125098
Nationality: INDIAN
Work Site:

TYPE OF LEAVE

☒ Annual Leave

☒ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 05/06/2025

To: 17/06/2025

Total No. Working Days: 10

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: +91 9911293406

Emergency Contact 1:

Mobile Phone 2:
Email: salman.k.bsr@gmail.com

Emergency Contact 2:

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: 15/Dec/2024

Leave Entitlement: 10

Last Leave Taken:

Leave Balance: 0

Verified By:

shahida

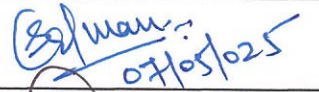
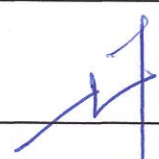
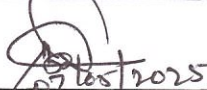
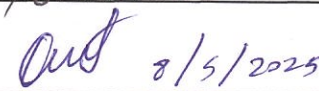
Sign:

WORKS HANDOVER TO:-

Project Name :

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by
N6-34 Phase-2 school					
20303- Slab Conduit					
11589- Slab Conduiting					
D1- Renovation					
Maintanance					

SIGNATURES

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	 07/05/2025	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	 07/05/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 08/05/2025		