



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4587  
Name: SURAJ RAJBHAR  
Designation: ELECTRICIAN  
Foreign Contact Number:  
Passport\NIC No: S5426857  
Nationality: INDIAN  
Work Site:

TYPE OF LEAVE

☐ Annual Leave ☒ Emergency Leave ☐ Other

If Emergency (Please Specify): FOR MARRIAGE / CARD ATTACHED WITH FORM

From: 15/05/2025 To: 26/05/2025 Total No. Working Days: 10

TICKET DETAILS (FOR OFFICE USE)

Routes:

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

Other Routes (Please Specify):

Ticket Type:

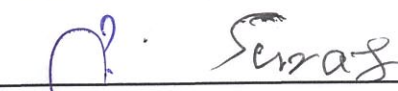
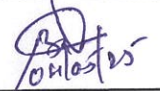
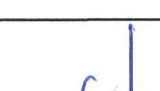
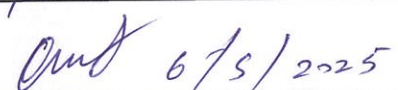
☐ One way ☐ Return Ticket ☒ Own Ticket

LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 25/Sep/2023 Current Leave Entitlement: 10  
Last Leave Taken: 10/12/2024 14/01/2025 Leave Balance: 0

Verified By: shahida Sign: Shahida

APPROVAL (FOR HUMAN RESOURCE USE)

|   |  |   |   |
|---|--|---|---|
| REQUESTED BY - EMPLOYEE<br>(SIGNATURE AND DATE) |           | APPROVED BY - PROJECTS DIRECTOR<br>(SIGNATURE AND DATE) |   |
| APPROVED BY - HOD<br>(SIGNATURE AND DATE)       |           | APPROVED BY - MD/CHAIRMAN<br>(SIGNATURE AND DATE)       |  |
| APPROVED BY - HRM<br>(SIGNATURE AND DATE)       |  6/5/2025 |   |   |