



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 1367 Passport\NIC No: A15293301
Name: MAZNU MIAH Nationality: BANGLADESHI
Designation: SHUTTERING CARPENTER Work Site:
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 01/06/2025 To: 15/09/2025 Total No. Working Days: 90

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/Oct/2007 Current Leave Entitlement: 30
Last Leave Taken: 09/01/2019 16/01/2019
05.04.2019 16.06.2019
Leave Balance: -60
Verified By: shahida Sign: Shahida

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	MAZNU MIAH	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	27/03/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	SL
APPROVED BY - HRM (SIGNATURE AND DATE)	27/3/2025		