



RASHEED CARPENTRY & CONSTRUCTION

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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 1666 Passport\NIC No: Y6322089
Name: NARENDRAKUMAR BALASUBRAMANIAN Nationality: INDIAN
Designation: PROJECT MANAGER Work Site:

TYPE OF LEAVE☒ Annual Leave☐ Emergency Leave☐ Other

If Emergency (Please Specify):

From: 17/05/2025

To: 22/05/2025

Total No. Working Days: 6

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: 0385690485

Emergency Contact 1: 9080033576

Mobile Phone 2:

Emergency Contact 2:

Email:

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: 11/Jan/2010

Leave Entitlement: 10

Last Leave Taken:

Leave Balance: 4

Verified By: shahidha



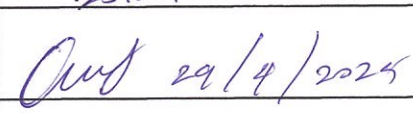
Sign: Shahidha

WORKS HANDOVER TO:-

Project Name :

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

SIGNATURES

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	 28/05/25	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	 29/4/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)			