



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3627 Passport/NIC No: V6781590
Name: JAVEETH ANGOOR BASHA Nationality: INDIAN
Designation: ELECTRICIAN Work Site: _____
Foreign Contact Number: _____

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify): _____ **CHAIRMAN APPROVED**

From: 04/06/2025 To: 16/06/2025 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: 09/Jun/2022 Current Leave Entitlement: 0
Last Leave Taken: _____ Leave Balance: 0

Verified By: SHAHIDA Sign: _____

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	<u>A. Javeeth</u> <u>A. Javeeth</u> <u>25/5/25</u>	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	<u>[Signature]</u>
APPROVED BY - HOD (SIGNATURE AND DATE)	<u>[Signature]</u> <u>27/05/25</u>		
APPROVED BY - HRM (SIGNATURE AND DATE)	<u>[Signature]</u> <u>27/5/2025</u>	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	