



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3995 Passport\NIC No: S7321787  
Name: RAMDHAN BANJARA Nationality: INDIAN  
Designation: SECURITY Work Site:  
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 18/05/2025 To: 22/06/2025 Total No. Working Days: 30

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: 18/Oct/2022 Current Leave Entitlement:  
Last Leave Taken: 09/04/2024 15/05/2024 Leave Balance:

Verified By: shahidha Sign: Shahidha

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	रामधन बनजारा	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	31/3/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	EL
APPROVED BY - HRM (SIGNATURE AND DATE)	Out 01/9/2025		