



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4414
Name: SATRUGHNA JALI
Designation: LABOURER
Foreign Contact Number:

Passport\NIC No: P1785637
Nationality: INDIAN
Work Site:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 15/07/2025

To: 19/08/2025

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: 11/Apr/2023

Current Leave Entitlement: 30

Last Leave Taken: 05.06.2024- 13.07.2024

Leave Balance: 0

Verified By: SHAHIDA

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

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|---|--|---|--|
| REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE) | | APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE) | |
| APPROVED BY - HOD (SIGNATURE AND DATE) | | APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE) | |
| APPROVED BY - HRM (SIGNATURE AND DATE) | | | |