



RASHEED CARPENTRY & CONSTRUCTION
Total Construction Solution

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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4564 Passport\NIC No: N6352061
Name: ARUN ULLASAN Nationality: INDIAN
Designation: PROJECT ENGINEER Work Site:

TYPE OF LEAVE

☒ Annual Leave

☒ Emergency Leave

☐ Other

If Emergency (Please Specify): Need this leave for a medical purpose.

From: 05/06/2025

To: 17/06/2025

Total No. Working Days: 10

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: +91 - 9539 895708

Emergency Contact 1:

Mobile Phone 2:

Emergency Contact 2:

Email: arun ullasan@gmail.com

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: 18/Sep/2023

Leave Entitlement: 10

Last Leave Taken:

Leave Balance: 0

Verified By: shahida

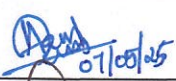

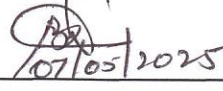

Sign:

WORKS HANDOVER TO:-

Project Name :

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by
10999 finishing works	ongoing		25/08/25		
20303 structural works 2nd floor slabs	"				
D1 renovation - finishing works	"				

SIGNATURES

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	 07/05/25	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	 07/05/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 8/5/2025		