



RASHEED CARPENTRY & CONSTRUCTION

RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 2244 Passport\NIC No: S7715214  
Name: JAYAN YESUDHAS? Nationality: INDIAN  
Designation: STORE KEEPER Work Site:  
Foreign Contact Number: +960 9569429, 9486609532

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 15/04/2025

To: 20/05/2025

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: 19/Oct/2015

Current Leave Entitlement: 30



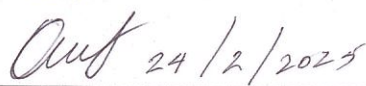
Last Leave Taken: 14/01/2024 - 05/03/2024

Leave Balance: 0

Verified By: Miuwan

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

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