



RASHEED CARPENTRY & CONSTRUCTION  
Pvt. Limited, Dhaka, Bangladesh

**RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD**  
**LEAVE APPLICATION FORM**

**EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)**

ID: 4568  
Name: NAYAN MIAH  
Designation: LABOURER  
Foreign Contact Number: \_\_\_\_\_  
Passport\NIC No: EK0848158  
Nationality: BANGLADESHI  
Work Site: \_\_\_\_\_

**TYPE OF LEAVE**

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify): \_\_\_\_\_

From: 01/06/2025 To: 11/08/2025 Total No. Working Days: 60

**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: 02/Aug/2021 Current Leave Entitlement: 30  
Last Leave Taken: \_\_\_\_\_ Leave Balance: -30

Verified By: shahida Sign: \_\_\_\_\_

**APPROVAL (FOR HUMAN RESOURCE USE)**

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	Nayan	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	25/03/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	PL
APPROVED BY - HRM (SIGNATURE AND DATE)	29/3/2025		