



RASHEED CARPENTRY & CONSTRUCTION
TRUST CONSTRUCTION SOLUTION

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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4913 Passport\NIC No: N8332435
Name: NAWARATHNA BANDA RAJANAYAKA MUDIYANSELAGA WEI Nationality: SRI LANKAN
Designation: HR MANAGER Work Site:

TYPE OF LEAVE

☐ Annual Leave ☒ Emergency Leave ☒ Other

If Emergency (Please Specify):

From: 05/04/2025 To: 17/04/2025 Total No. Working Days: 12

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: Emergency Contact 1:
Mobile Phone 2: Emergency Contact 2:
Email:

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: 22/Jun/2024 Leave Entitlement: 10
Last Leave Taken: 08/10/2024 - 25/10/2024 (Medical) Leave Balance: -2
Verified By: Miwan Sign:

WORKS HANDOVER TO:-

Project Name :						
Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by	

SIGNATURES

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	 15/3/2025	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)			