



RASHEED CARPENTRY & CONSTRUCTIONS

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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3440 Passport\NIC No: P1894461
Name: KAVINITHI KARUNANITHI Nationality: INDIAN
Designation: SITE ENGINEER Work Site:

TYPE OF LEAVE☒ Annual Leave☐ Emergency Leave☐ Other

If Emergency (Please Specify):

From: 02/04/2025

To: 12/06/2025

Total No. Working Days: 60

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: 9609668521 Emergency Contact 1:
Mobile Phone 2: 918807555721 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: 06/Oct/2021 Leave Entitlement: 30
Last Leave Taken: 15/07/2024 - 18/08/2024 Leave Balance: 0
Verified By: Miuwan Sign:

WORKS HANDOVER TO:-

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

SIGNATURES

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	10.6.25	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	12
APPROVED BY - HOD (SIGNATURE AND DATE)	13/02/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	13/2/2025		

* Going for wedding.