



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 5107 Passport\NIC No: P3394192
Name: SANGILI MALAIDURAI Nationality: INDIAN
Designation: STEEL FIXER Work Site:
Foreign Contact Number:

TYPE OF LEAVE

☐ Annual Leave ☒ Emergency Leave ☐ Other

If Emergency (Please Specify): emergency wedding (own)

From: 05/06/2025 To: 17/06/2025 Total No. Working Days: 10

TICKET DETAILS (FOR OFFICE USE)

Routes:

☐ Male - Trivandrum ☐ Male - Chennai ☐ Male - Delhi ☐ Male - Dhaka ☐ Male - Colombo

Other Routes (Please Specify):

Ticket Type:

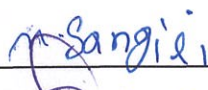
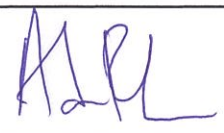

☐ One way ☐ Return Ticket ☒ Own Ticket

LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 24/Dec/2024 Current Leave Entitlement:
Last Leave Taken: Leave Balance:

Verified By: shahida 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 - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	