



**RASHEED CARPENTRY &
CONSTRUCTION PVT LTD**
Nector, Asaree Higun 20260, K. Male, Maldives

Leave Approval Form

Employee Information

| | | | | | |
|--------------------------|----------------------|-------------------------|------------------|--------------------|--------------|
| Employee No: | 2168 | Employee Name: | MOHAMMAD KAWSAR? | Passport / NIC No: | A06431421 |
| Designation: | SHUTTERING CARPENTER | Department: | Projects | Nationality: | BANGLADESHI |
| Work Permit Expiry Date: | 05-Jul-2025 | Passport/NIC Exp. Date: | 04-Jan-2033 | Visa Expiry Date: | 30-Nov--0001 |

Leave Details

| | | | | | |
|------------|--------------|---------------|-------------|-------------|--------------|
| Leave Type | Annual Leave | Start Date | 20-May-2025 | End Date | 04-Sep-2025 |
| Total Days | 90 | Leave Balance | 0 Days | Destination | MALE - DHAKA |

Previous Leave Records

10/06/2022 - 02/10/2022

Contact Details While on Leave

| | | | | | |
|--------|---------------|------------------|---------------|-------|---|
| Mobile | X 01831126671 | WhatsApp / Viber | X 01831126671 | Email | X |
|--------|---------------|------------------|---------------|-------|---|

WORK HANDOVER TO:




Project: KOMANDOO

| Pending Works | Status | Action Needed | Due date | Hand Over by | Take Over by |
|---------------|--------|---------------|----------|--------------|--------------|
| | | | | | |
| | | | | | |
| | | | | | |

Prepared and checked by

| Name | Signature |
|----------------------|-----------|
| Abdulla Miwan Rafeeq | |

Approvals & Signatures

| Requested By (Employee) | Approved By (MOD) | Approved By (HRM) | Approved By (Project Director) | Approved By (MD/Chairman) |
|----------------------------|--|---|--|------------------------------|
| Kawsar |  24/03/25 |  24/3/25 |  | |