



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 1231 Passport/NIC No: EL0826557  
Name: MOHAMMAD MANU MIAH Nationality: BANGLADESHI  
Designation: SUPERVISOR - ASSISTANT Work Site: \_\_\_\_\_  
Foreign Contact Number: \_\_\_\_\_

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify): I kindly request an additional 15 days of leave on top of my approved days. Reason: Licensure practice for my son  
From: 20/05/2025 To: 03/08/2025 Total No. Working Days: 63

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: 08/Jun/2006 Current Leave Entitlement: 63  
Last Leave Taken: 17/09/2022 - 22/11/2022 Leave Balance: 0

Verified By: Miuwan Sign: \_\_\_\_\_

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	<i>x</i> MANU MIAH	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	<i>PL</i>
APPROVED BY - HOD (SIGNATURE AND DATE)	<i>Impr</i> 27/03/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	<i>Quf</i> 27/3/2025		