



RASHEED CARPENTRY & CONSTRUCTION  
TOTAL CARPENTRY & CONSTRUCTION

RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 2175  
Name: JAMAL?  
Designation: SHUTTERING CARPENTER  
Foreign Contact Number:  
Passport\NIC No: A17135135  
Nationality: BANGLADESHI  
Work Site: 20303

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 28/06/2025

To: 06/09/2025

Total No. Working Days: 60

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: 20/Aug/2015  
Last Leave Taken: 02/09/2022- 17/12/2022  
Current Leave Entitlement: 60  
Leave Balance: 0

Verified By: Azhan

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	JAMAL	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	 28/04/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 29/4/2025		