



RASHEED CARPENTRY & CONSTRUCTION
TOTAL CONTRACTOR SOLUTION

RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4916

Passport\NIC No: W9653538

Name: SHANAVAJ YASINSAB KALIPANAVAR

Nationality: INDIAN

Designation: SITE ENGINEER

Work Site: Lot 11589

Foreign Contact Number:

TYPE OF LEAVE

☐ Annual Leave

☒ Emergency Leave

☐ Other

If Emergency (Please Specify):

Land issues

From: 01/06/2025

To: 12/06/2025

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):

Male - Bangalore

Ticket Type:

☐ One way

☐ Return Ticket

☒ Own Ticket

LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 27/Jun/2024

Current Leave Entitlement: 10

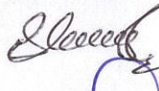

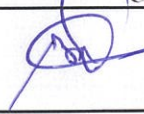
Last Leave Taken: NIL

Leave Balance: 0

Verified By: Azhan

Sign: 

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	 17/04/25	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)			