



RASHEED CARPENTRY & CONSTRUCTION  
Total Construction Solution

**RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD**  
**LEAVE APPLICATION FORM**  
(Senior Staffs)

**EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)**

ID: 1016 Passport\NIC No: A049542  
Name: MOHAMED ABDUL RAHMAN Nationality: MALDIVIAN  
Designation: ASSISTANT MANAGER - PROCUREMENT Work Site:

**TYPE OF LEAVE**

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 22/03/2025

To: 05/04/2025

Total No. Working Days: 12

**CONTACT DETAILS WHILE ON LEAVE**

Mobile Phone 1: Emergency Contact 1:  
Mobile Phone 2: Emergency Contact 2:  
Email:

**TICKET DETAILS (ROUTE)**

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

Other Routes (please Specify):

Ticket Type: ☐ One way ☐ Return Ticket ☐ Own Ticket

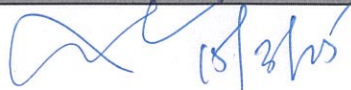
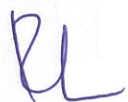
**LEAVE ENTITLEMENT RECORD**

Date Of Join: 25/Jun/1996 Leave Entitlement: 30  
Last Leave Taken: 18/05/2024 - 28/05/2024 Leave Balance: 18  
Verified By: Miuwan Sign:

**WORKS HANDOVER TO:-**

Project Name :					
Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

**SIGNATURES**

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)	