



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3487 Passport\NIC No: R8875721
Name: ASHISH TIWARI Nationality: INDIAN
Designation: LABOURER Work Site:
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

requesting direct flight

From: 10/06/2025

To: 19/08/2025

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: 26/Apr/2022

Current Leave Entitlement: 30

Last Leave Taken:



Leave Balance: -30

Verified By: shahida

Sign: Shahida

APPROVAL (FOR HUMAN RESOURCE USE)

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|---|---------------|---|--|
| REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE) | ASHISH TIWARI | APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE) | |
| APPROVED BY - HOD (SIGNATURE AND DATE) | 06/04/25 | APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE) | |
| APPROVED BY - HRM (SIGNATURE AND DATE) | 08/5/2025 | | |