



RASHEED CARPENTRY & CONSTRUCTIONS  
PVT. LTD.

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

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

ID: 4350 Passport\NIC No: 11730695  
Name: SHER BAHADUR RANA MAGAR Nationality: NEPALESE  
Designation: ALUMINIUM FABRICATOR Work Site:  
Foreign Contact Number: +960 9206773, 9746833005

**TYPE OF LEAVE**

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 22 15/04/2025 To: 25/06/2025 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):**

Male - Katmandoo

**Ticket Type:**



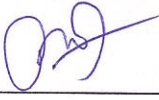
☒ One way ☐ Return Ticket ☐ Own Ticket

**LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)**

Date Of Join: 15/Feb/2023 Current Leave Entitlement: 60  
Last Leave Taken: - Leave Balance: 0

Verified By: Miuwan Sign:

**APPROVAL (FOR HUMAN RESOURCE USE)**

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)	