



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

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

ID: 5047 Passport\NIC No: N7845643  
Name: GAYAN CHATHURANGA GUNATHUNGA MAHAMUDHANNAY Nationality: SRI LANKAN  
Designation: STORE MANAGER Work Site: \_\_\_\_\_

**TYPE OF LEAVE**

☐ Annual Leave

☒ Emergency Leave

☐ Other

If Emergency (Please Specify): \_\_\_\_\_

From: 14/04/2025

To: 24/04/2025

Total No. Working Days: 10

**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: 07/Oct/2024

Leave Entitlement: 10

Last Leave Taken: \_\_\_\_\_

Leave Balance: 0

Verified By: shahida

Sign: *Shahida*

**WORKS HANDOVER TO:-**

Project Name :

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by
daily operation and stock count	ongoing	need to update and verify daily	-	once arrival i will check and complete	-
monthly goods issue.	ongoing	submit for the related persons	21/04/2025	-	-
transfer approval and goods issue approval	daily ongoing	need to transfer to Goriunda	12/04/2025	Ganyan	Goriunda

**SIGNATURES**

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	<i>[Signature]</i> 03/04/2025	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	<i>[Signature]</i>
APPROVED BY - HOD (SIGNATURE AND DATE)			
APPROVED BY - HRM (SIGNATURE AND DATE)	<i>[Signature]</i> 4/4/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	