



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: 3446 Passport/NIC No: V1789841
Name: KOUSHIK RAMADUGU Nationality: INDIAN
Designation: PLANNING ENGINEER Work Site: Head office

TYPE OF LEAVE

☒ Annual Leave ☒ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 12/04/2025 To: 28/05/2025 Total No. Working Days: 40

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: +9609779749 Emergency Contact 1:
Mobile Phone 2: +917659946464 Emergency Contact 2:
Email:

TICKET DETAILS (ROUTE)

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

Other Routes (please Specify):

Male - Hydeabad

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

LEAVE ENTITLEMENT RECORD

Date Of Join: 06/Apr/2022 Leave Entitlement: 40

Last Leave Taken: 02/05/2024 - 19/06/2024 Leave Balance: 0

Verified By: Miuwan Sign:

WORKS HANDOVER TO:-

Project Name :						
Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by	
Planning & Scheduling for 10999, 20303, 11589 (Kettybaby)		weekly update		Koushik	Vishnu	
Design coordination for HBL project & fire station	Design			Koushik	Vishnu	
Planning & Scheduling for Dhiddoor & Bandoor road		weekly update		Koushik	Vishnu	
N6534 School progress tracking & fire station scheduling		weekly update		Koushik	Vishnu	
Love side & lot 20034 - schedule sent for agreement				Koushik	Vishnu	

SIGNATURES

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	<u>[Signature]</u> 11/03/25	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	<u>[Signature]</u>
APPROVED BY - HOD (SIGNATURE AND DATE)	<u>[Signature]</u> 11/03/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	<u>[Signature]</u> 11/03/25		