



RASHEED CARPENTRY & CONSTRUCTION  
"The Construction Solution"

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

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

ID: 1440 Passport\NIC No: A15980846  
Name: ZABER Nationality: BANGLADESHI  
Designation: BARBENDER Work Site:  
Foreign Contact Number:

**TYPE OF LEAVE**

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

He wants to retire on 10th May.

From: 10/05/2025

To: 19/07/2025

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: 05/Apr/2008 Current Leave Entitlement: 30  
Last Leave Taken: 08.01.2021 7.4.2021 Leave Balance:

Verified By: shahida

Sign: Shahida

**APPROVAL (FOR HUMAN RESOURCE USE)**

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	ZABER	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	PA
APPROVED BY - HOD (SIGNATURE AND DATE)	10/03/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	11/3/2025		