



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4662 Passport\NIC No: R3047792
Name: SANTOSH KUMAR MAHAPATRA Nationality: INDIAN
Designation: LABOURER Work Site:
Foreign Contact Number:

TYPE OF LEAVE

☐ Annual Leave ☒ Emergency Leave ☐ Other

If Emergency (Please Specify): Mother passed away

From: 02/05/2025 To: 13/05/2025 Total No. Working Days: 10

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: 21/Dec/2023 Current Leave Entitlement: 30
Last Leave Taken: 26.04.2025 (came from leave) Leave Balance: 20

Verified By: shahida 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)	 28/04/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 29/4/2025		