

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

(Senior Staffs)

EMPLOYEE INFORMATION (US		4					
ID:	1016	Passport\NIC No: A049542					
Name:	MOHAMED ABDUL RAHMAN			Nationality: MALDIVIAN			
Designation:	ASSISTANT MANAGER - PROCUREMENT			Work Site:			
,			•••••	•			
TYPE OF LEAVE							
✓ Annual Leave		Eme	ergency Leave			Other	
	If Emergency (Please Specify):						
From	n: 22/03/2025		`To:	05/04/2025	T	otal No.Working Days:	12
	,,						
CONTACT DETAILS WHILE ON	EAVE						
Mobile Phone 1:				Emergency Contact 1:			
Mobile Phone 2:				Emergency Contac <sup>®</sup> 2:			
Email:							
TICKET DETAILS (ROUTE)		2163533116512223					
Male-Trivandrum	Male-Chennai	Mal.	e-Delhi		lale-Dhaka	☐ Male-(	Colombo
			e Dellii	L_1 11	iaic-Di iaka	ridic (	301011100
Other Routes (please Specify)							
Ticket Type:	One way	Return Ticket				Own Ticket	
LEAVE ENTITLEMENT RECORD							
Date Of Join:	25/Jun/1996					Leave Entitlement:	30
Last Leave Taken:	18/05/2024 - 28/05/2024					Leave Balance:	18
Verified By:	Miuwan					Sign:	
MODING HANDONER TO		•					
WORKS HANDOVER TO:-	ect Name :						
Pending Works							
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SIGNATURES  REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	ling Works	Status	Action	APPROVEJ BY	- PROJECTS	Hand Over by	Take Over by
SIGNATURES REQUESTED BY - EMPLOYEE	ling Works	Status	Action	APPROVEJ BY	- PROJECTS	Hand Over by	Take Over by
SIGNATURES  REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)  APPROVED BY - HOD	ling Works	Status	Action	APPROVEJ BY DIRECTOR (SIGNAT	- PROJECTS FURE AND DATE)	Hand Over by	Take Over by
SIGNATURES  REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)  APPROVED BY - HOD (SIGNATURE AND DATE)		(8/21/	W	APPROVEJ BY	- PROJECTS FURE AND DATE)	Hand Over by	Take Over by
SIGNATURES  REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)  APPROVED BY - HOD	Oud 15/	(8/21/	W	APPROVED BY - N	- PROJECTS FURE AND DATE)	Hand Over by	Take Over by