

RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD LEAVE APPLICATION FORM

(Senior Staffs)

EMPLOYEE INFORMATION (USF								
ID:	1004			Pa	Passport\NIC No: A044152			
Name:	ABDULLA ASIF			Nationality: MALDIVIAN				
Designation:	SENIOR SUPERVISOR	Work Site:						
TYPE OF LEAVE								
Annual Leave		✓ Emergency Leave				Other		
If Emergency (Please Specify):								
				47/02/2025		to I No I Washing Barrer	A	
From	: 13/03/2025		10:	17/03/2025	10	tal No.Working Days:	4	
CONTACT DETAILS WHILE ON LEAVE								
Mobile Phone 1:		Emergency Contac 1:						
Mobile Phone 2: Email:			Emergency Conta. 2:					
				40:				
TICKET DETAILS (ROUTE)			7			Male-Dhaka Male-Colombo		
Male-Trivandrum	Male-Delhi Male-Dhaka			ale-Dhaka				
По-		Male to Kochin			Own Ticket			
Ticket Type:	ne way	Red	Return Ticket			OWN TICKEL		
Date Of Join:	10/Jan/1993					Leave Entitlement:	10	
Last Leave Taken:	25/11/2024 - 25/12/2024						6	
Verified By:	Miuwan					Sign:		
WORKS HANDOVER TO:-			0100					
Project Name :								
Pending Works		Status	Status Action Needed Due date		Due date	Hand Over by	Take Over by	
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REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	1	8.		APPROVED 3Y - PROJECTS DIRECTOR (SIGNATURE AND DATE)				
APPROVED BY - HOD (SIGNATURE AND DATE)	James.	12/03/25				Y -		
APPROVED BY - HRM (SIGNATURE AND DATE)	Out 13/3/2025			APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)				