



RASHEED CARPENTRY & CONSTRUCTION  
PVT. LTD.

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

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

ID: 4561  
Name: JEEVANANTHAM VEERASAMY  
Designation: SITE ENGINEER  
Passport/NIC No: Y6485660  
Nationality: INDIAN  
Work Site:

**TYPE OF LEAVE**

☒ Annual Leave

☐ Emergency Leave

☒ Other

If Emergency (Please Specify):

From: 10/04/2025

To: 21/06/2025

Total No. Working Days: 60 - 40

**CONTACT DETAILS WHILE ON LEAVE**

Mobile Phone 1: \_\_\_\_\_  
Mobile Phone 2: \_\_\_\_\_  
Email: \_\_\_\_\_  
Emergency Contact 1: \_\_\_\_\_  
Emergency Contact 2: \_\_\_\_\_

**TICKET DETAILS (ROUTE)**

☐ 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**

Date Of Join: 12/Sep/2023

Leave Entitlement: 30

Last Leave Taken: -

Leave Balance: -30

Verified By: Miuwan

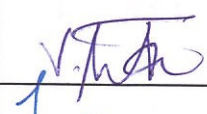



Sign: \_\_\_\_\_

**WORKS HANDOVER TO:-**

Project Name :

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

**SIGNATURES**

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)		APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)		APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 06/03/25 6/3/2025		