



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 2953 Passport\NIC No: C2352433  
Name: PANKAJ KUMAR VISHWAKARMA Nationality: INDIAN  
Designation: MASON STUCCO Work Site:  
Foreign Contact Number:

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

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: 09/May/2021 Current Leave Entitlement: 60 ✓  
Last Leave Taken: 14/10/2022 (35 days) Leave Balance: 0

Verified By: Miuwan Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	<i>Pankaj Vishwakarma</i>	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	<i>PL</i>
APPROVED BY - HOD (SIGNATURE AND DATE)	<i>Impr</i> 13/02/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	<i>Ans</i> 13/2/2025		

\* Please mention last leave taken details  
*Impr*