



RASHEED CARPENTRY & CONSTRUCTION (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 2503 Passport\NIC No: S2803580
Name: RAJA CHINNADURAI Nationality: INDIAN
Designation: SHUTTERING CARPENTER Work Site:
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 04/05/2025

To: 08/06/2025

Total No. Working Days: 30

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: 27/Dec/2018 Current Leave Entitlement: 30
Last Leave Taken: 27/12/2023 - 12/02/2024 Leave Balance: 0

Verified By: Miuwan Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	<i>C. Raja</i>	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	<i>Impr</i> 06/03/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	<i>EJ</i>
APPROVED BY - HRM (SIGNATURE AND DATE)	<i>Amr</i> 6/3/2025		