



RASHEED CARPENTRY & CONSTRUCTION
Total Construction Solution

RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3326 Passport\NIC No: 10124537
Name: INDRA BAHADUR RANA MAGAR Nationality: NEPALESE
Designation: ALUMINIUM FABRICATOR Work Site:
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 22/04/2025 To: 02/07/2025 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): Katmandoo

Ticket Type:

☒ One way ☐ Return Ticket ☐ Own Ticket

LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 11/Jan/2022 Current Leave Entitlement: 90
Last Leave Taken: Leave Balance: 30

Verified By: Miuwan Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	<u>Indra</u>	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	<u>RL</u>
APPROVED BY - HOD (SIGNATURE AND DATE)	<u>Praj</u>	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	<u>Out 24/3/2025</u>		