

10/04/2025



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 1999 Passport\NIC No: W8666905
Name: RATHAKRISHNAN PADMANABHA PILLAI Nationality: INDIAN
Designation: MASON Work Site: BATCHING PLANT
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave☐ Emergency Leave☐ Other

If Emergency (Please Specify):

Please consider as retirement with
its benefits due to his ongoing health challenges.

From: 22/02/2025

To: 29/03/2025

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: 21.09.2024

Current Leave Entitlement: 30

Last Leave Taken: 19.12.2023-23.01.2024

Leave Balance: 30

Verified By: SHAHIDA

Sign:
19/12/2024

APPROVAL (FOR HUMAN RESOURCE USE)

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)			