



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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4691
Name: MUNNAWWAR MOHAMED DIDI
Designation: IT OFFICER
Passport\NIC No: A302966
Nationality: MALDIVIAN
Work Site:

TYPE OF LEAVE

☐ Annual Leave

☒ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 02/04/2025

To: 07/04/2025

Total No. Working Days: 5

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: 27/Jan/2024

Leave Entitlement: 10

Last Leave Taken:

Leave Balance: 5

Verified By: shahida

Sign: *Shahida*

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)	<i>Munna</i>	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	<i>PL</i>
APPROVED BY - HOD (SIGNATURE AND DATE)	<i>Lujain A. Motheen</i>	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	<i>Out 4/4/2025</i>		