



RASHEED CARPENTRY & CONSTRUCTION
Total Construction Solution

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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 1002 Passport\NIC No: A053310
Name: AHMED RASHEED Nationality: MALDIVIAN
Designation: MANAGER - PURCHASING Work Site:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 20/03/2025

To: 07/04/2025

Total No. Working Days: 15

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: Emergency Contact 1:
Mobile Phone 2: Emergency Contact 2:
Email:

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: 10/Jun/1987 Leave Entitlement: 47
Last Leave Taken: 30/09/2024 - 10/10/2024 Leave Balance: 32
Verified By: Miuwan Sign:

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)		APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	PL
APPROVED BY - HOD (SIGNATURE AND DATE)			
APPROVED BY - HRM (SIGNATURE AND DATE)	Out 18/3/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	