



RASHEED CARPENTRY & CONSTRUCTION  
Total Construction Solution

**RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD**  
**LEAVE APPLICATION FORM**

**EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)**

ID: 3314 Passport\NIC No: U9587442  
Name: PAWAN KUMAR Nationality: INDIAN  
Designation: STORE KEEPER Work Site: LOT 10638  
Foreign Contact Number:

**TYPE OF LEAVE**

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 21/06/2025 To: 24/07/2025 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: 04/Dec/2021 Current Leave Entitlement: 30  
Last Leave Taken: 25/04/2024 Leave Balance: 0

Verified By: Azhan Sign:

**APPROVAL (FOR HUMAN RESOURCE USE)**

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	Pawan 20/04/25	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)	3/05/2025		