



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4822 Passport\NIC No: U8106531  
Name: ARUN KUMAR PALANIVEL Nationality: INDIAN  
Designation: DRIVER Work Site:  
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 28/04/2025 To: 02/06/2025 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:


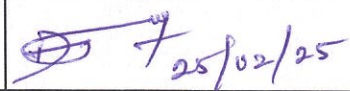


☒ One way ☐ Return Ticket ☐ Own Ticket


LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 11/Apr/2024 Current Leave Entitlement: 30  
Last Leave Taken: Leave Balance: 0

Verified By: Miuwan Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)		APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	 25/02/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 27/2/2025		

\* Appreciate if you can please approve.   
ISMAIL NISAHAM