



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 5075 Passport\NIC No: X4221852  
Name: ASLAM KHAN Nationality: INDIAN  
Designation: DRIVER Work Site:  
Foreign Contact Number:

TYPE OF LEAVE

☐ Annual Leave ☒ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 01/04/2025

To: 11/04/2025

Total No. Working Days: 9

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: 18/Nov/2024

Current Leave Entitlement: 10

Last Leave Taken:

Leave Balance: 1

Verified By: Miuwan

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	ASLAM KHAN	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	RESAVANTY 13/03/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	OND 13/3/2025		