



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4143
Name: MAHESH CHAND MEHERA
Designation: PAINTERS
Foreign Contact Number:
Passport\NIC No: P4952096
Nationality: INDIAN
Work Site:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 24/04/2025

To: 30/05/2025

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: 17.12.2022

Current Leave Entitlement: 30

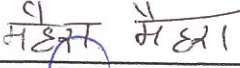
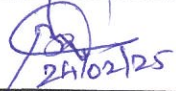


Last Leave Taken: 22.02.2024- 28-03-2024

Leave Balance: 30

Verified By: SHAHIDA

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

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|---|--|---|---|
| REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE) |  | APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE) | |
| APPROVED BY - HOD (SIGNATURE AND DATE) |  24/02/25 | APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE) |  |
| APPROVED BY - HRM (SIGNATURE AND DATE) |  25/2/2025 | | |