



RASHEED CARPENTRY & CONSTRUCTION
Total Construction Solution

RASHEED CARPENTRY & CONSTRUCTION'S (PVT) LTD
LEAVE APPLICATION FORM
(Senior Staffs)

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 2400 Passport\NIC No: N9186775
Name: PONSUGE NIPUNA ERANGA TISSERA Nationality: SRI LANKAN
Designation: ACCOUNTANT Work Site:

TYPE OF LEAVE

☐ Annual Leave

☒ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 19/03/2025

To: 23/03/2025

Total No. Working Days: 4

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: 03/Feb/2023

Leave Entitlement: 10

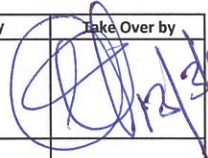
Last Leave Taken:

Leave Balance: 6

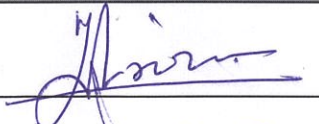


Verified By: Miuwan

Sign:

WORKS HANDOVER TO:-

Project Name :						
Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by	
Audit works .						
AP & AR Involve						
Approval (Daily)						

SIGNATURES

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)		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)	