



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4557  
Name: MD ASADUL HAQUE  
Designation: LABOURER  
Foreign Contact Number:

Passport/NIC No: EL0653458

Nationality: BANGLADESH

Work Site: Nallaidhoo Sewerage  
project

TYPE OF LEAVE

☒ Annual Leave

☐ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 15/04/2025

To: 05/09/2025

Total No. Working Days: 120

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: 19/Aug/2019

Current Leave Entitlement: 120

Last Leave Taken: -

Leave Balance: 0

Verified By: Miuwan

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	ASADUL 22/3/2025	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)			