



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4396
Name: MOHAMED IBRAHIM
Designation: SECURITY - MOSQUE
Foreign Contact Number:

Passport\NIC No: A072386
Nationality: MALDIVIAN
Work Site:

TYPE OF LEAVE

☒ Annual Leave

☐ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 07/04/2025

To: 23/04/2025

Total No. Working Days: 15

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: 15/Mar/2023

Current Leave Entitlement: 30




Last Leave Taken:

Leave Balance: 15

Verified By: shahida

Sign: Shahida

APPROVAL (FOR HUMAN RESOURCE USE)

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)			