



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3357
Name: MD KIRON MIR
Designation: LABOURER
Foreign Contact Number: _____

Passport\NIC No: EJ0744644
Nationality: BANGLADESHI
Work Site: _____

TYPE OF LEAVE

☐ Annual Leave ☒ Emergency Leave ☐ Other

If Emergency (Please Specify): _____

From: 20/04/2025

To: 30/04/2025

Total No. Working Days: 10

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: 20/Sep/2020

Current Leave Entitlement: 30

Last Leave Taken: _____

Leave Balance: 20

Verified By: shahida

Sign: _____

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	MDKIRON	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	16/04/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)			