



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 1624
Name: MOHAMED SHARIF
Designation: ALUMINIUM FABRICATOR
Foreign Contact Number:
Passport\NIC No: EF0813027
Nationality: BANGLADESH
Work Site: PROJECTS

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 08/04/2025

To: 18/06/2025

Total No. Working Days: 60

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: 25.07.2009

Current Leave Entitlement: 60

Last Leave Taken: 26.04.2022 - 12.09.2022

Leave Balance: 60

Verified By: SHAHIDA

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	SHARIF	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	SL
APPROVED BY - HOD (SIGNATURE AND DATE)	13/2/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	13/2/2025		