



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3356 Passport/WIC No: EH0900625  
Name: RAHIM MOLLA Nationality: BANGLADESHI  
Designation: MASON STUCCO Work Site: Aura Shoo  
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 15/04/2025 To: 31/07/2025 Total No. Working Days: 90

TICKET DETAILS (FOR OFFICE USE)

Routes:

☐ Male - Trivandrum ☐ Male - Chennai ☐ Male - Delhi ☒ Male - Dhaka ☐ Male - Colombo

49 Bangla

Other Routes (Please Specify):

Ticket Type:

☒ One way ☐ Return Ticket ☐ Own Ticket

LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 21/Mar/2021 Current Leave Entitlement: 120  
Last Leave Taken: - Leave Balance: 30  
Verified By: Miuwan Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	<u>20/2/25</u> 16/02/25	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	<u>16/02/25</u>
APPROVED BY - HOD (SIGNATURE AND DATE)	<u>20/02/25</u>	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	<u>22/2/2025</u>		