



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM
(Senior Staffs)

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 2938
Name: MOHAMED ASHRAF AHMED
Designation: MANAGER - BATCHING PLANT
Passport\NIC No: A007440
Nationality: MALDIVIAN
Work Site:

TYPE OF LEAVE

☒ Annual Leave

☐ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 09/05/2025 To: 24/05/2025 Total No. Working Days: 13

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: Emergency Contact 1:
Mobile Phone 2: Emergency Contact 2:
Email:

TICKET DETAILS (ROUTE)

☐ 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

Date Of Join: 03/May/2021 Leave Entitlement: 10

Last Leave Taken: Leave Balance: -3

Verified By: shahidha Sign: Shahidha

WORKS HANDOVER TO:-

Project Name :	Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

SIGNATURES

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)			

Subject to mr Rakheem.