



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4514 Passport\NIC No: W0642928  
Name: ANGAD KUMAR LODHI Nationality: INDIAN  
Designation: COOK Work Site:  
Foreign Contact Number: +919651893564

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 15/04/2025

To: 20/05/2025

Total No. Working Days: 30

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: 19/Jun/2023

Current Leave Entitlement: 30

Last Leave Taken: -

Leave Balance: 0

Verified By: Miuwan

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	Angad Kumar	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	17/02/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	19/2/2025		