



RASHEED CARPENTRY & CONSTRUCTION  
PVT. LTD.

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

**EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)**

ID: 4719 Passport\NIC No: W0822732  
Name: MATHAN KUMAR GUNARAJ Nationality: INDIAN  
Designation: SITE ENGINEER Work Site:

**TYPE OF LEAVE**

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 02/04/2025 To: 07/05/2025 Total No. Working Days: 30

**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):

Bangalore

Ticket Type: ☐ One way ☐ Return Ticket ☐ Own Ticket


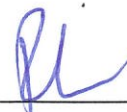
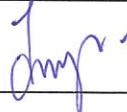

**LEAVE ENTITLEMENT RECORD**

Date Of Join: 14/Mar/2024 Leave Entitlement: 30  
Last Leave Taken: Leave Balance: 0  
Verified By: Miuean Sign:

**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)	 16/2/25	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	 06/02/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 2/2/2025		