



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 1910 Passport\NIC No: P9614921
Name: AMIT KUMAR Nationality: INDIAN
Designation: ELECTRICIAN- FORMAN Work Site: PROJECTS
Foreign Contact Number:

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: 18.03.2012 Current Leave Entitlement: 30
Last Leave Taken: 01.11.2023 - 17-01-2024 Leave Balance: 30

Verified By: SHAHIDA

Sign: [Signature] 08-02-2025

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	[Signature: Amit Kumar]	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	[Signature]
APPROVED BY - HOD (SIGNATURE AND DATE)	[Signature] 08/02/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	09/2/2025 [Signature]		