



RASHEED CARPENTRY & CONSTRUCTION
Total Construction Solution

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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4615 Passport\NIC No: A167091
Name: AIHAM ALI Nationality: MALDIVIAN
Designation: PROCUREMENT ASSISTANT Work Site:

TYPE OF LEAVE

☐ Annual Leave ☒ Emergency Leave ☐ Other

If Emergency (Please Specify):

Pen Doctor

From: 18/03/2025

To: 20/03/2025

Total No. Working Days: 3

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

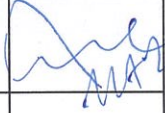
Other Routes (please Specify):

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


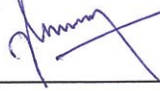


LEAVE ENTITLEMENT RECORD

Date Of Join: 25/Oct/2023 Leave Entitlement: 9
Last Leave Taken: 03/11/2024 - 03/11/2024 Leave Balance: 6
Verified By: Miuwan 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)	 17/3/2025	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	 17/03/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 17/3/2025		