



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 2985 Passport\NIC No: T2082662
Name: ANKIT KUMAR MISHRA Nationality: INDIAN
Designation: LABOURER Work Site: BRICK FACTORY
Foreign Contact Number:

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

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: 24.02.2023-01.04.2023

Current Leave Entitlement: 30

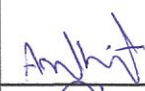
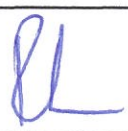
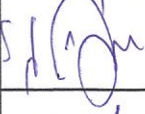
Last Leave Taken: 29.07.2021

Leave Balance: 30

Verified By: SHAHIDA

Sign: 
02.03.2025

APPROVAL (FOR HUMAN RESOURCE USE)

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)	