



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD

LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3173 Passport\NIC No: R9189046
Name: SURINDER SINGH Nationality: INDIAN
Designation: PLUMBER Work Site:
Foreign Contact Number: +960 9183417, +919781046054

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 19/04/2025

To: 24/05/2025

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



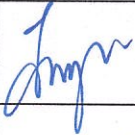

LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 25/Sep/2021 Current Leave Entitlement: 30
Last Leave Taken: 13/03/2024 - 17/04/2024 Leave Balance: 0

Verified By: Miuwan

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

| | | | |
|---|---|---|---|
| REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE) |  | APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE) |  |
| APPROVED BY - HOD (SIGNATURE AND DATE) |  23/02/25 | APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE) | |
| APPROVED BY - HRM (SIGNATURE AND DATE) |  23/2/2025 | | |