



RASHEED CARPENTRY & CONSTRUCTIONS

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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 2400 Passport\NIC No: N9186775
Name: PONSUGE NIPUNA ERANGA TISSERA Nationality: SRI LANKAN
Designation: ACCOUNTANT Work Site:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 12/04/2025 To: 30/04/2025 Total No. Working Days: 17

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: 03/Feb/2023 Leave Entitlement: 30
Last Leave Taken: Leave Balance: 13
Verified By: Miuwan Sign:

WORKS HANDOVER TO:-

Project Name :					
Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by
Daily Bank Works.					Mui's
Audit Works & Bank.					Naveen

SIGNATURES

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	 20/04/2025	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	 20/04/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 27/2/2025		