



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD

LEAVE APPLICATION FORM

(Senior Staffs)

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4406
Name: MANIKANDAN ALAGAR SAMY
Designation: SITE ENGINEER
Passport/NIC No: R0981055
Nationality: INDIAN
Work Site: H/H - Nellore

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other
If Emergency (Please Specify):

From: 20/03/2025 To: 25/04/2025 Total No. Working Days: 30

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: +91 9436 601
Mobile Phone 2: +91 892 95 72605
Email: manikandan.alagar@gmail.com
Emergency Contact 1:
Emergency Contact 2:

TICKET DETAILS (ROUTE)

☐ Male-Trivandrum ☐ Male-Chennai ☐ Male-Delhi ☐ Male-Dhaka ☐ Male-Colombo
Other Routes (please Specify): Male to Madurai or male to TRICHY.
Ticket Type: ☒ One way ☐ Return Ticket ☐ Own Ticket

LEAVE ENTITLEMENT RECORD

Date Of Join: 01/Apr/2023
Last Leave Taken:
Verified By: Miuwan
Leave Entitlement: 60
Leave Balance: 30
Sign:

WORKS HANDOVER TO:

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by
1) Rain water network work	95%	Follow up work to complete	2 days	A. V. S.	A. V. S.
2) Forks to be put in place	0%	We have to follow up for forks	-	A. V. S.	A. V. S.
3) Re plant Installation work	0%	We have to follow up for re plant	-	A. V. S.	A. V. S.
4) Pressure test work for water pipe network	0%	Re test - we have to follow up for re test	-	A. V. S.	A. V. S.
5) Water network Scaffolding opening work	0%	11	-	A. V. S.	A. V. S.

SIGNATURES			
REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	A. V. S. 15/03/25	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	PL
APPROVED BY - HOD (SIGNATURE AND DATE)	Amr 16/03/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	Out 17/3/2025		