



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4637
Name: THARINDU SADARUWAN COLAMBAGE
Designation: TINKER
Foreign Contact Number:

Passport\NIC No: N6192821
Nationality: SRI LANKAN
Work Site:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 25/05/2025

To: 29/06/2025

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: 14/Dec/2023

Current Leave Entitlement: 30

Last Leave Taken: 09/01/2025 20/01/2025

Leave Balance: 0

Verified By: shahida

Sign: *Shahida*

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	<i>Tharindu</i>	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	<i>PL</i>
APPROVED BY - HOD (SIGNATURE AND DATE)	<i>SH</i>	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	<i>Out 24/3/2025</i>		