



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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 5112  
Name: SHEKSHAVALI ADDIGERE  
Designation: HYDRAULIC MECHANICAL ENGINEER

Passport\NIC No: B8762014  
Nationality: INDIAN  
Work Site: Hukhmale

TYPE OF LEAVE

☐ Annual Leave

☒ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 28/03/2025

To: 01/04/2025

Total No. Working Days: 3

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: +91-9008690675  
Mobile Phone 2:  
Email: mm.vali45@gmail.com

Emergency Contact 1: +919008690675  
Emergency Contact 2:

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: 27/Dec/2024

Leave Entitlement: 10

Last Leave Taken:

Leave Balance: 7

Verified By: shahidha

Sign: A. Sub

Shahidha

WORKS HANDOVER TO:-

Project Name :

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

SIGNATURES

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	A. Sub 17/3/25	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	PL
APPROVED BY - HOD (SIGNATURE AND DATE)	STB 18/03/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	To Mr Rakheem Approved Out		