



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

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 2938 Passport\NIC No: A007440
Name: MOHAMED ASHRAF AHMED Nationality: MALDIVIAN
Designation: MANAGER - BATCHING PLANT Work Site:

TYPE OF LEAVE

☐ Annual Leave

☒ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 01/04/2025 To: 06/04/2025 Total No. Working Days: 5

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/May/2021 Leave Entitlement: 30

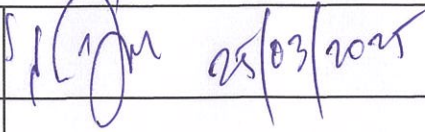
Last Leave Taken: Leave Balance: 25

Verified By: shahida Sign:

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)		APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)		APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	