



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4446 Passport\NIC No: U0753884
Name: BABULA RAUTRAY Nationality: INDIAN
Designation: LABOURER Work Site: PUMP GROUP
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 25/04/2025 To: 06/07/2025 Total No. Working Days: 60

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

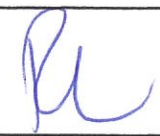
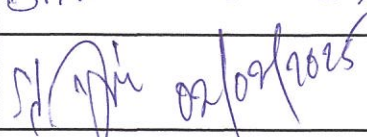
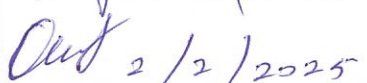
LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 19.04.2023 Current Leave Entitlement: 60
Last Leave Taken: NIL Leave Balance: 60

Verified By: SHAHIDA

Sign: 
02.02.2025

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	BABULA RAUTRAY	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - HOD (SIGNATURE AND DATE)	 02/09/2025	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 2/2/2025		