



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 5029
Name: ARUNKUMAR VIJAYAN
Designation: MECHANICAL ASSISTANT
Foreign Contact Number:

Passport\NIC No: X6998147
Nationality: INDIAN
Work Site:

TYPE OF LEAVE

☐ Annual Leave

☒ Emergency Leave

☐ Other

If Emergency (Please Specify): mother is admitted in serious condition/ supporting documents attached

From: 14/05/2025

To: 25/05/2025

Total No. Working Days: 10

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: 20/Sep/2024

Current Leave Entitlement: 10

Last Leave Taken:

Leave Balance: 0

Verified By: shahida

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

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)			