



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 1580 Passport/NIC No: A16600806
Name: KAWSAR Nationality: BANGLADESHI
Designation: PAINTER Work Site:
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 15/04/2025

To: 25/06/2025

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: 18/May/2009

Current Leave Entitlement: 60

Last Leave Taken: 07/05/2022 - 30/08/2022

Leave Balance: 0

Verified By: Chanaka

Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	KAWSAR	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	PL
APPROVED BY - HOD (SIGNATURE AND DATE)	Imr 28/01/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	Out 2/2/2025		