



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4562
Name: MD ROKIBUL ISLAM
Designation: SECURITY
Foreign Contact Number:

Passport\NIC No: EK0562672
Nationality: BANGLADESHI
Work Site:

TYPE OF LEAVE

☒ Annual Leave

☐ Emergency Leave

☐ Other

If Emergency (Please Specify):

From: 01/06/2025

To: 15/09/2025

Total No. Working Days: 90

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: 12/Apr/2021

Current Leave Entitlement: 30

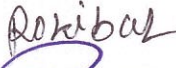
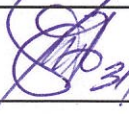


Last Leave Taken:

Leave Balance: -60

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)	 31/3/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 1/4/2025		