



RASHEED CARPENTRY & CONSTRUCTION

RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4348 Passport\NIC No: PA0199881
Name: SHER JUNG RANA MAGAR Nationality: NEPALESE
Designation: ALUMINIUM FABRICATOR Work Site:
Foreign Contact Number: +960 9206775, 9827617708

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 22 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):

Male - Katmandoo

Ticket Type:

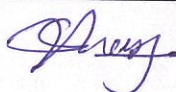
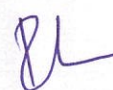

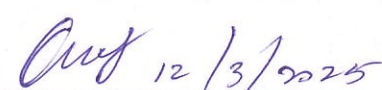
☒ One way ☐ Return Ticket ☐ Own Ticket

LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 15/Feb/2023 Current Leave Entitlement: 60
Last Leave Taken: - Leave Balance: 0

Verified By: Miuwan 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)	 12/3/2025		