



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4129 Passport\NIC No: W3423176
Name: DAMODAR BAIRWA Nationality: INDIAN
Designation: MASON STUCCO Work Site: _____
Foreign Contact Number: _____

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify): _____

From: 28/04/2025

To: 02/06/2025

Total No. Working Days: 30

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: 15/Dec/2022

Current Leave Entitlement: 30

Last Leave Taken: 30/01/2024 - 16/02/2024

Leave Balance: 0

Verified By: Miuwan

Sign: _____

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	<u>21/2/25 23/21</u>	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	
APPROVED BY - NOD (SIGNATURE AND DATE)	<u>Impr. 04/03/25</u>	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	<u>Out 4/3/2025</u>		<u>[Signature]</u>