



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3500 Passport\NIC No: N7297738
Name: PINTU RAY Nationality: INDIAN
Designation: LABOURER Work Site:
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 12/05/2025 To: 16/06/2025 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

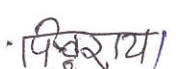
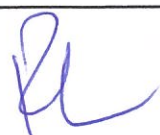
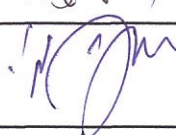
LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 27/Apr/2022 Current Leave Entitlement:
Last Leave Taken: 16.04.2024 - 28.05.2024 Leave Balance:

Verified By: shahidha

Sign: Shahidha

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)	