



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD  
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4365 Passport\NIC No: N8655093  
Name: THILAKARATHNA KAHAWALAGE Nationality: SRI LANKAN  
Designation: SHUTTERING CARPENTER Work Site:  
Foreign Contact Number: 9503901, 0715391609

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 08/04/2025

To: 13/05/2025

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



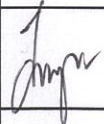

LEAVE ENTITLEMENT RECORD (FOR OFFICE USE)

Date Of Join: 23/Feb/2023 Current Leave Entitlement: 30  
Last Leave Taken: 16/03/2024 - 20/04/2024 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)	 13/03/25	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	 15/3/2025		