



RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 4614 Passport\NIC No: Y7008076
Name: PRADIP KUMAR BAL Nationality: INDIAN
Designation: BATCHING PLANT - OPERATOR Work Site:
Foreign Contact Number:

TYPE OF LEAVE

☒ Annual Leave ☐ Emergency Leave ☐ Other

If Emergency (Please Specify):

From: 17/05/2025 To: 21/06/2025 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: 24/Oct/2023 Current Leave Entitlement: 30
Last Leave Taken: 17/09/2022 - 22/11/2022 Leave Balance: 30

Verified By: shahidha Sign:

APPROVAL (FOR HUMAN RESOURCE USE)

REQUESTED BY - EMPLOYEE (SIGNATURE AND DATE)	Pradip Kumar Bal	APPROVED BY - PROJECTS DIRECTOR (SIGNATURE AND DATE)	PL
APPROVED BY - HOD (SIGNATURE AND DATE)	Shahidha	APPROVED BY - MD/CHAIRMAN (SIGNATURE AND DATE)	
APPROVED BY - HRM (SIGNATURE AND DATE)	16/3/2025		