



RASHEED CARPENTRY & CONSTRUCTION
Leave Application Form

RASHEED CARPENTRY & CONSTRUCTIONS (PVT) LTD
LEAVE APPLICATION FORM
(Senior Staffs)

EMPLOYEE INFORMATION (USE BLOCK LETTERS TO FILL THE FORM)

ID: 3685 Passport\NIC No: V5982710
Name: GURUMOORTHY LAKSHMANAN Nationality: INDIAN
Designation: PROCUREMENT OFFICER Work Site:

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

CONTACT DETAILS WHILE ON LEAVE

Mobile Phone 1: Emergency Contact 1:
Mobile Phone 2: Emergency Contact 2:
Email:

TICKET DETAILS (ROUTE)

☐ Male-Trivandrum ☐ Male-Chennai ☐ Male-Delhi ☐ Male-Dhaka ☐ Male-Colombo

Other Routes (please Specify):

Ticket Type: ☒ One way ☐ Return Ticket ☐ Own Ticket

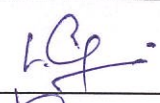
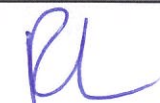

LEAVE ENTITLEMENT RECORD

Date Of Join: 23/Jun/2022 Leave Entitlement: 30
Last Leave Taken: 26/04/2024 - 10/06/2024 Leave Balance: 0
Verified By: Miuwan Sign:

WORKS HANDOVER TO:-

Project Name :					
Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

SIGNATURES

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)	