



				LEAVE & AIR TICKET REQUEST FORM			
Name	PRAKASH KIRAN LOBO			Ticket:	<input checked="" type="checkbox"/> Company Arrangement	<input type="checkbox"/> Own Arrangement	
Position	DOCUMENT CONTROLLER			Accounts Settlement		<input type="checkbox"/> Required	<input type="checkbox"/> Not Required
				Date of Travel	From	To	Flight# / Time
ID No.	4000926			12-SEP-2025	ABU DHABI	MANGALORE	IX 816 / 11:05 PM
Project	LTA 132, LTA 139 & COMMON			12- OCT-2025	MANGALORE	ABU DHABI	IX 815 / 7:45 PM
Type of Leave:	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Emergency <input type="checkbox"/> Personal <input type="checkbox"/> Compassionate			I shall resume duty on :		13-OCTOBER-2025	
Address & Contact No. While on Leave:				Signature : 			
PERIYAR HOUSE, ALLIPADE POST, BANTWAL TALUK				Date : 13-SEPTEMBER-2025			
DAKSHINA KANNADA, MANGALORE							
PIN - 574211							
FOR HR & ADMINISTRATION DEPARTMENT USE ONLY							
ENTITLEMENT Date of Joining No. of leave days / year Destination No. of ticket / year				ENTITLEMENT RECORD FOR THE CURRENT PERIOD Leave Due Leave Taken for Current Period Balance			
LAST LEAVE AVAILED From To No. of Days Reason				Tickets Due for this period	Tickets used for this Period	Balance Tickets	
Remarks:				Signature:			
				Date:			
ENDORSEMENT AT JOB LOCATION							
	DIRECT SUPERVISOR NAME: <u>Badr M AlFozan</u> SIGNATURE:  DATE: Aug 14, 2025		SUPERVISOR BUSINESS PROJECTS Yousef A Niyazi <u>Niyazi</u>		DEPARTMENT HEAD		
Authority Delegated to:				Required back on the same location: <input type="checkbox"/> Yes <input type="checkbox"/> No			
MANAGEMENT APPROVAL <small>DocuSigned by: Colinia Davide COO&HR Director</small>				Signature:			
				Date:			