



**Employee Information**

<b>Employee No:</b>	2283	<b>Employee Name:</b>	MD MANIK MIA	<b>Passport / NIC No:</b>	A17695331
<b>Designation:</b>	LABOURER	<b>Department:</b>	Projects	<b>Nationality:</b>	BANGLADESHI
<b>Date Of Join:</b>	28-Feb-2016	<b>Passport/NIC Exp. Date:</b>	20-Jan-2035	<b>Visa Expiry Date:</b>	17-May-2025

**Leave Details**

<b>Leave Type</b>	Annual Leave	<b>Start Date</b>	01-Jul-2025	<b>End Date</b>	05-Aug-2025
<b>Total Days</b>	30	<b>Leave Balance</b>	60 Days	<b>Destination</b>	MALE - DHAKA

**Previous Leave Records**

22/01/2023 - 08/05/2023

**Contact Details While on Leave**

<b>Mobile</b>	X	<b>WhatsApp / Viber</b>	X	<b>Email</b>	X
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**WORK HANDOVER TO:**

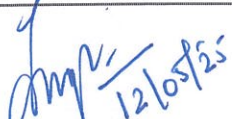

**Project:**

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

**Prepared and checked by**

<b>Name</b>	<b>Signature</b>
Abdulla Miuwan Rafeeq	

**Approvals & Signatures**

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
MANIK	 12/05/25	 13/5/2025	