



**Employee Information**

<b>Employee No:</b>	1612	<b>Employee Name:</b>	SUBRAMANIYAN MAHAMUNI	<b>Passport / NIC No:</b>	R9996608
<b>Designation:</b>	CIVIL ENGINEER	<b>Department:</b>	Projects	<b>Nationality:</b>	INDIAN
<b>Date Of Join:</b>	11-Jun-2009	<b>Passport/NIC Exp. Date:</b>	03-Sep-2027	<b>Visa Expiry Date:</b>	28-Nov-2025

**Leave Details**

<b>Leave Type</b>	Annual Leave	<b>Start Date</b>	02-Jul-2025	<b>End Date</b>	03-Jul-2025
<b>Total Days</b>	2	<b>Leave Balance</b>	28 Days	<b>Destination</b>	Not Assigned

**Previous Leave Records**

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**Contact Details While on Leave**

<b>Mobile</b>	X	<b>WhatsApp / Viber</b>	X	<b>Email</b>	xm@com
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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 Miawan Rafeeq	

**Approvals & Signatures**

<b>Requested By (Employee)</b>	<b>Approved By (HOD)</b>	<b>Approved By (HRM)</b>	<b>Approved By (Project Director)</b>	<b>Approved By (MD/Chairman)</b>
				