

| Emplo | yee | Infor | mation |
|-------|-----|-------|--------|
|-------|-----|-------|--------|

| Employee No: | 2491 | Employee Name: | SATHISH SIVAGNANAM | Passport / NIC No: | W9615277 |
|--------------|----------------|----------------|--------------------|--------------------|----------|
| Designation: | CIVIL ENGINEER | Department: | Projects | Nationality: | INDIAN |

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|---------------|-------------|-------------------------|-------------|-------------------|---------------------------------------|
| Date Of Join: | 04-Oct-2018 | Passport/NIC Exp. Date: | 21-Feb-2033 | Visa Expiry Date: | 25-Dec-2026 |

Leave Details

| Leave Type | Medical Leave | Start Date | 23-Jun-2025 | End Date | 28-Jul-2025 |
|------------|---------------|---------------|-------------|-------------|--------------|
| Total Days | 30 | Leave Balance | 0 Days | Destination | Not Assigned |

Previous Leave Records

Contact Details While on Leave

| · | | · | ·g | | T |
|--------|---------|---|----|-------------|--------------------|
| Mobile | 9771937 | WhatsApp / Viber | X | Email | sathish@rcc.com.mv |
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WORK HANDOVER TO:

Project:

| Pending Works | Status | Action Needed | Due date | Hand Over by | Take Over by |
|---------------|---|---|---|---|--------------|
| | | | *************************************** | 7. | Anna . |
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Prepared and checked by

| Name | Signature |
|-----------------------|-----------|
| Abdulla Minuan Dafasa | |
| Abdulla Miuwan Rafeeq | |

Approvals & Signatures

| Requested By (Employee) | Approved By (HOD) | Approved By (HRM) | Approved By (Project Director) | Approved By (MD/Chairman) |
|----------------------------|-------------------|-------------------|-----------------------------------|---------------------------|
| 5.5mg. | m 12/04/25 | | Pah | |