



Employee Information

Employee No:	1615	Employee Name:	RUSTOM	Passport / NIC No:	A15053256
Designation:	FINISHING CARPENTER	Department:	Projects	Nationality:	BANGLADESHI
Work Permit Expiry Date:	12-Jun-2025	Passport/NIC Exp. Date:	27-Jul-2034	Visa Expiry Date:	01-May-2026

Leave Details

Leave Type	Annual Leave	Start Date	25-May-2025	End Date	05-Aug-2025
Total Days	60	Leave Balance	0 Days	Destination	MALE - DHAKA

Previous Leave Records

31/07/2022 - 11/11/2022

Contact Details While on Leave

Mobile	7597432	WhatsApp / Viber	01838146705	Email	X@c
---------------	---------	-------------------------	-------------	--------------	-----

WORK HANDOVER TO:

Project:

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

Prepared and checked by

Name	Signature
Abdulla Miawan Rafeeq	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
RUSTOM	Impr 29/03/25	Ans 31/3/2025	PL	