

Employee Information

| Employee No: | 2491 | Employee Name: | SATHISH SIVAGNANAM | Passport / NIC No: | W9615277 |
|---------------|----------------|-------------------------|--------------------|--------------------|-------------|
| Designation: | CIVIL ENGINEER | Department: | Projects | Nationality: | INDIAN |
| Date Of Join: | 04-Oct-2018 | Passport/NIC Exp. Date: | 21-Feb-2033 | Visa Expiry Date: | 25-Dec-2026 |

Leave Details

| Leave Type | Annual Leave | Start Date | 20-May-2025 | End Date | 23-Jun-2025 |
|------------|--------------|---------------|-------------|-------------|--------------|
| Total Days | 28 | Leave Balance | 28 Days | Destination | Not Assigned |

Previous Leave Records

23/01/2025 - 09/02/2025

Contact Details While on Leave

| Mobile | 9771937 | WhatsApp / Viber | X | Email | sathish@rcc.com.mv |
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| WORK HAND | DOVER TO: | | | | |

Project:

| Pending Works | Status | Action Needed | Due date | Hand Over by | Take Over by |
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Prepared and checked by

| Name | Signature |
|-----------------------|-----------|
| Abdulla Miuwan Rafeeq | |
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Approvals & Signatures

| Requested By (Employee) | Approved By (HOD) | Approved By (HRM) | Approved By (Project Director) | Approved By (MD/Chairman) |
|----------------------------|-------------------|-------------------|-----------------------------------|------------------------------|
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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

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

Project:

| Status | Action Needed | Due date | Hand Over by | Take Over by |
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| | Status | Status Action Needed | Status Action Needed Due date | Status Action Needed Due date Hand Over by |

Prepared and checked by

| Name | Signature | |
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| Abdulla Miuwan Rafeeq | | |

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Leave Details

| Leave 1 | Гуре | no Pay | Start Date | 29-Jul-2025 | End Date | 01-Sep-2025 |
|---------|------|--------|---------------|-------------|-------------|--------------|
| Total D | ays | 30 | Leave Balance | N/A Days | Destination | Not Assigned |

Previous Leave Records

Contact Details While on Leave

| | | | | | |
|--------|-------------|------------------|---|--------|--------------------|
| Mobile | 9771937 | WhatsApp / Viber | X | Email | sathish@rcc.com.mv |
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