



Employee Information

Employee No:	4659	Employee Name:	MADAN LAL RAIGAR	Passport / NIC No:	C9201499
Designation:	SCAFFOLDER	Department:	Projects	Nationality:	INDIAN
Date Of Join:	21-Dec-2023	Passport/NIC Exp. Date:	02-Mar-2035	Visa Expiry Date:	24-Apr-2025

Leave Details

Leave Type	Annual Leave	Start Date	05-Jul-2025	End Date	10-Aug-2025
Total Days	30	Leave Balance	30 Days	Destination	Delhi

Previous Leave Records

NIL

Contact Details While on Leave

Mobile	7247096	WhatsApp / Viber	+9636745882	Email	suwasiyageetal@gmail.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

Name	Signature
Fathimath Shahidha	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
	 03/05/25	 6/5/2025		