



Employee Information

Employee No:	4456	Employee Name:	SURESH BEHERA	Passport / NIC No:	V4898728
Designation:	LABOURER	Department:	Projects	Nationality:	INDIAN
Work Permit Expiry Date:	Not Available	Passport/NIC Exp. Date:	01-Mar-2032	Visa Expiry Date:	19-Apr-2025

Leave Details

Leave Type	Emergency Leave	Start Date	21-Mar-2025	End Date	03-Apr-2025
Total Days	10	Leave Balance	0 Days	Destination	Not Assigned

Previous Leave Records

--

Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	X
--------	---	------------------	---	-------	---

WORK HANDOVER TO:

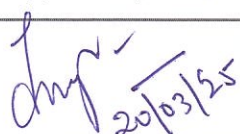

Project:

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)
Suresh	 20/3/25	 20/3/25		

Note: His father passed away