



RASHEED CARPENTRY &
CONSTRUCTION PVT LTD
Nector, Aschree Higur 70260, K. Male, Maldives

Leave Approval Form

Employee Information

Employee No:	2841	Employee Name:	MURUGESAN SHETTY	Passport / NIC No:	Z6716298
Designation:	MECHANIC	Department:	PROCUREMENT AND INVENTORY	Nationality:	INDIAN
Date Of Join:	28-Feb-2021	Passport/NIC Exp. Date:	24-Apr-2032	Visa Expiry Date:	29-Nov-2026

Leave Details

Leave Type	Annual Leave	Start Date	25-Jun-2025	End Date	03-Sep-2025
Total Days	60	Leave Balance	0 Days	Destination	Maldives

Previous Leave Records

04/05/2023 - 07/06/2023

Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	X
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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
Abdulla Miawan Rafeeq	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
Murugesan		23/5/2025		