



Employee Information

Employee No:	4869	Employee Name:	MD SAGIR	Passport / NIC No:	W3302999
Designation:	BLOCK PLASTER MASON	Department:	Projects	Nationality:	INDIAN
Date Of Join:	28-Mar-2024	Passport/NIC Exp. Date:	23-Aug-2032	Visa Expiry Date:	28-May-2026

Leave Details

Leave Type	Emergency Leave	Start Date	26-May-2025	End Date	08-Jun-2025
Total Days	10	Leave Balance	0 Days	Destination	Not Assigned

Previous Leave Records

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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 Miuwan Rafeeq	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
SAGIR		 10/5/2025		