



Employee Information

|               |                      |                         |                    |                    |             |
|---------------|----------------------|-------------------------|--------------------|--------------------|-------------|
| Employee No:  | 2843                 | Employee Name:          | AAKASH SYANGTAN    | Passport / NIC No: | PA1735231   |
| Designation:  | ALUMINIUM FABRICATOR | Department:             | Aluminium Workshop | Nationality:       | NEPALESE    |
| Date Of Join: | 13-Mar-2021          | Passport/NIC Exp. Date: | 30-May-2033        | Visa Expiry Date:  | 13-Mar-2027 |

Leave Details

|            |              |               |             |             |              |
|------------|--------------|---------------|-------------|-------------|--------------|
| Leave Type | Annual Leave | Start Date    | 31-Jul-2025 | End Date    | 09-Oct-2025  |
| Total Days | 60           | Leave Balance | 0 Days      | Destination | Not Assigned |

Previous Leave Records

Contact Details While on Leave

|        |         |                  |   |       |                        |
|--------|---------|------------------|---|-------|------------------------|
| Mobile | 9195889 | WhatsApp / Viber | X | Email | syangtang523@gmail.com |
|--------|---------|------------------|---|-------|------------------------|

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) |
|-------------------------|-------------------|-------------------|--------------------------------|---------------------------|
|                         |                   |                   |                                |                           |