



Employee Information

Employee No:	3375	Employee Name:	HEMRAJ	Passport / NIC No:	C7414963
Designation:	LABOURER	Department:	Projects	Nationality:	INDIAN
Date Of Join:	02-Mar-2022	Passport/NIC Exp. Date:	28-Jan-2035	Visa Expiry Date:	19-Mar-2025

Leave Details

Leave Type	Annual Leave	Start Date	05-Jul-2025	End Date	10-Aug-2025
Total Days	30	Leave Balance	0 Days	Destination	Delhi

Previous Leave Records

15/05/2024 to 29/06/2024

Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	X@f.c
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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)