



Employee Information

Employee No:	4510	Employee Name:	SATHEES MARUTHAI	Passport / NIC No:	N7516008
Designation:	CLEANER	Department:	MAINTENANCE DEPARTMENT	Nationality:	SRI LANKAN
Date Of Join:	12-Jun-2023	Passport/NIC Exp. Date:	19-May-2027	Visa Expiry Date:	19-May-2027

Leave Details

Leave Type	Emergency Leave	Start Date	12-Jun-2025	End Date	23-Jun-2025
Total Days	10	Leave Balance	0 Days	Destination	Not Assigned

Previous Leave Records

Annual Leave 20-Feb-2025 - 27-Mar-2025

Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	X@f.c
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WORK HANDOVER TO:

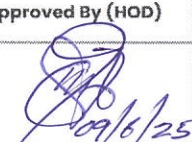
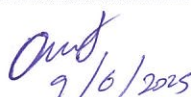
Project:

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

Prepared and checked by

Name	Signature
Abdulla Miuwan Rafeeq	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
M. Sathya	 09/6/25	 9/6/2025	