



Employee Information

Employee No:	2492	Employee Name:	BALAKRISHNAN NATARAJAMANICKAM	Passport / NIC No:	W3154619
Designation:	CIVIL ENGINEER	Department:	Projects	Nationality:	INDIAN
Date Of Join:	04-Oct-2018	Passport/NIC Exp. Date:	11-Aug-2032	Visa Expiry Date:	10-Jan-2026

Leave Details

Leave Type	Annual Leave	Start Date	07-Jun-2025	End Date	17-Jul-2025
Total Days	36	Leave Balance	0 Days	Destination	Not Assigned

Previous Leave Records

03/01/2025 -17/01/2025 (10 Emergency+ 02 Annual Leave)

Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	xm@com
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WORK HANDOVER TO:

Project:

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by
Will be e-mailed at the time of leaving.					

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)
N. Balaro	13/04/25			