



Employee Information

Employee No:	5048	Employee Name:	LAHIRU RAJITHA GUNARATHNA	Passport / NIC No:	N6702821
Designation:	DRAFTSMAN	Department:	Projects	Nationality:	SRI LANKAN
Work Permit Expiry Date:	Not Available	Passport/NIC Exp. Date:	30-May-2026	Visa Expiry Date:	30-May-2026

Leave Details

Leave Type	Emergency Leave	Start Date	03-May-2025	End Date	13-May-2025
Total Days	10	Leave Balance	0 Days	Destination	Not Assigned

Previous Leave Records

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Contact Details While on Leave

Mobile	9716329	WhatsApp / Viber	0715824442	Email	lahirugrt@gmail.com
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WORK HANDOVER TO:


Project:

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by
Athingge wall cladding	ongoing	will finish within week			
Vasmeerna Kuri wall cladding	Pending	will finish within week			

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)
	 muslih	 4/4/2025		