



Employee Information

Employee No:	4855	Employee Name:	KALAM MANSURI	Passport / NIC No:	S5775224
Designation:	FINISHING CARPENTER	Department:	Projects	Nationality:	INDIAN
Date Of Join:	14-May-2024	Passport/NIC Exp. Date:	04-Apr-2028	Visa Expiry Date:	13-May-2026

Leave Details

Leave Type	Medical Leave	Start Date	04-May-2025	End Date	08-Jun-2025
Total Days	30	Leave Balance	0 Days	Destination	Not Assigned

Previous Leave Records

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Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	X
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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)

* Asif
Recommend to cancel his Visa.