



Employee Information

Employee No:	3978	Employee Name:	IMRAN KHAN	Passport / NIC No:	R5177332
Designation:	SECURITY	Department:	Maintenance	Nationality:	INDIAN
Work Permit Expiry Date:	30-Nov--0001	Passport/NIC Exp. Date:	01-Nov-2027	Visa Expiry Date:	09-Oct-2026

Leave Details

Leave Type	Annual Leave	Start Date	15-May-2025	End Date	21-Jun-2025
Total Days	30	Leave Balance	0 Days	Destination	MALE - DELHI

Previous Leave Records

21/02/2023 - 28/03/2023

Contact Details While on Leave

Mobile	+960 9374445	WhatsApp / Viber	+919799864717	Email	X@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 Miawan Rafeeq	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
21/2/25	31/3/25	01/4/2025		