



Employee Information

Employee No:	2156	Employee Name:	SAPON?	Passport / NIC No:	EM0285467
Designation:	WELDER	Department:	Projects	Nationality:	BANGLADESHI
Date Of Join:	02-Aug-2015	Passport/NIC Exp. Date:	13-Dec-2028	Visa Expiry Date:	10-Jun-2026

Leave Details

Leave Type	Annual Leave	Start Date	19-May-2025	End Date	29-Jul-2025
Total Days	60	Leave Balance	0 Days	Destination	Not Assigned

Previous Leave Records

16/04/2023 - 05/09/2023

Contact Details While on Leave

Mobile	7595952	WhatsApp / Viber	01909505080	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 Miuwan Rafeeq	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
SAPON	12/05/25	13/5/2025		

Sp Requested to change Leave Start date to 25<sup>th</sup> or 26<sup>th</sup> May