



Employee Information

Employee No:	1666	Employee Name:	NARENDRAKUMAR BALASUBRAMANIAN	Passport / NIC No:	Y6322089
Designation:	PROJECT MANAGER	Department:	Projects	Nationality:	INDIAN
Date Of Join:	11-Jan-2010	Passport/NIC Exp. Date:	02-Jul-2033	Visa Expiry Date:	10-Jan-2026

Leave Details

Leave Type	Annual Leave	Start Date	23-Aug-2025	End Date	25-Sep-2025
Total Days	30	Leave Balance	5 Days	Destination	Not Assigned

Previous Leave Records

Contact Details While on Leave

Mobile	9560001	WhatsApp / Viber	9919080033576	Email	narentry@yahoo.com
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WORK HANDOVER TO:

Project:

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by
Will inform in mail					

Prepared and checked by

Name	Signature
Fathimath Shahidha	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)