



Employee Information

Employee No:	4704	Employee Name:	VIMALRAJ ALAGU	Passport / NIC No:	T2146766
Designation:	DRIVER	Department:	PROCUREMENT AND INVENTORY	Nationality:	INDIAN
Date Of Join:	01-Mar-2024	Passport/NIC Exp. Date:	22-Jul-2029	Visa Expiry Date:	28-Feb-2026

Leave Details

Leave Type	no Pay	Start Date	05-May-2025	End Date	14-Jul-2025
Total Days	60	Leave Balance	N/A Days	Destination	Not Assigned

Previous Leave Records

Contact Details While on Leave

Mobile	x 9351814	WhatsApp / Viber	x 9944518738	Email	x
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WORK HANDOVER TO:

RAHUL ID No: 5250 (REPLACE DRIVER)

Project:


HA-DHIHDHOD ISLAMIC CENTER

Pending Works	Status	Action Needed	Due date	Hand Over by	Take Over by

Prepared and checked by

Name	Signature
Adhuham Layal Qasim	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
A. Ashraf D12	 10/04/25			