

Employee No:	4510	Em	ployee Name	e:	SATHEES	MARUTHAI	***************************************	Passport / NI	C No:	N7516008	
Designation:	signation: CLEANER		Department:		MAINTENANCE DEPARTMENT			Nationality:		SRI LANKAN	
Date Of Join:	loin: 12-Jun-2023 Passpo			port/NIC Exp. Date: 19-May-2027			0027	Visa Expiry Date: 19-May-2027			
Jake Of John.	112 3417 20	112 Juli 2023 Pass			spoiding exp. Date.		119-May-2027		visa expiry bate.		
Leave Details											
Leave Type	Emergend	y Leav	e	Start [	Date	12-Jun-2	2025	End Date		23-Jun-2025	
Total Days	otal Days 10			Leave Baland		0 Days		Destination		Not Assigned	
Previous Leav	e Records										
Annual Leave	20-Feb-202	5 - 27-1	Mar-2025						***************************************		
Contact Detai	is While on Lec	ave			***************************************						
Mobile X			WhatsA	App/V	/iber	X		Email	X@f.c		
WORK HANDO	VER TO:										
				***************************************	***************************************						
Project:				***************************************					***************************************		
Project:											
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		itatus	Action	Needd	ed	Due date	Hand	Over by	Tal	ke Over by	
Pending Work		status	Action	Neede	ed	Due date  Signature	Hand	Over by	Tal	ke Over by	
Pending Work: Prepared and Name	checked by	itatus	Action	Neede	ord .		Hand	Over by	Tal	ke Over by	
Pending Work: Prepared and Name	checked by	status	Action	Neede	ed		Hand	Over by	Tal	ke Over by	
Pending Work: Prepared and Name	checked by	status	Action	Neede	ed		Hand	Over by	Tal	ke Over by	
Prepared and Name Abdulla Miuwa Approvals & S	checked by  n Rafeeq  signatures		Action				Approv	ed By (Project		Approved By	
Prepared and Name Abdulla Miuwa	checked by  n Rafeeq  signatures					Signature	Approv				