



Employee Information

Employee No:	3263	Employee Name:	DINESH	Passport / NIC No:	N3072935
Designation:	MASON STUCCO	Department:	Projects	Nationality:	INDIAN
Date Of Join:	04-Nov-2021	Passport/NIC Exp. Date:	03-Sep-2025	Visa Expiry Date:	03-Sep-2025

Leave Details

Leave Type	Annual Leave	Start Date	25-Jul-2025	End Date	31-Aug-2025
Total Days	30	Leave Balance	0 Days	Destination	Not Assigned

Previous Leave Records

Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	X
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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
Fathimath Shahidha	

Approvals & Signatures

Requested By (Employee)	Approved By (HOD)	Approved By (HRM)	Approved By (Project Director)	Approved By (MD/Chairman)
Dinesh	 26/5/25	 28/5/2025		