



Employee Information

Employee No:	2562	Employee Name:	SARAVANAN RANGANATHAN	Passport / NIC No:	V9064246
Designation:	QUANTITY SURVEYOR	Department:	Projects	Nationality:	INDIAN
Work Permit Expiry Date:	Not Available	Passport/NIC Exp. Date:	05-May-2031	Visa Expiry Date:	08-Dec-2025

Leave Details

Leave Type	no Pay	Start Date	05-Apr-2025	End Date	08-Apr-2025
Total Days	4	Leave Balance	N/A Days	Destination	Not Assigned

Previous Leave Records

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Contact Details While on Leave

Mobile	X	WhatsApp / Viber	X	Email	xm@com
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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 Miawan Rafeeq	

Approvals & Signatures

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