



Employee Name	Prathap Kakarla
Business Unit	SSD
Work Place	EOCN
Employee No	27

Month	June-July
Year	2025
Date Joined	- 20 November 202

Day	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total							
Date	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	
Working Hours	4.5	PH	OFF	OFF	8	8	8	8	4.5	OFF	OFF	8	8	8	8	4.5	OFF	OFF	8	8	8	8	8	4.5	OFF	OFF	8	8	8	4.5	138

Leaves	AL	SL	PH	ML	AB
	0	0	1	0	0

- AL Annual Leave
- SL Sick Leave
- PH Public Holiday
- ML Maternity Leave
- AB Absent

Submitted by:-	
Employee Name	Prathap Kakarla
Date	23/07/2025
Signature	Prathap Kakarla

LINE MANAGER SIGNATURE	
Name	Mai Sultan Al Aral
Date	23/07/2025
Signature	

Note: "All Leaves MUST be registered in the Ministry of Foreign Affairs' internal system".