



Employee Name	Prathap Kakarla
Business Unit	EOCN
Work Place	Executive Office MOFA
Employee No	27

Month	December - January
Year	2025
Date Joined	20/11/2023

Day	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
Date	26	27	28	29	30	31	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	8	4.5			AL	AL	PH	AL	4.5			8	8	8	8	4.5			8	8	8	8	4.5			8	8	8	8	4.5		126.5

Leaves	AL	SL	PH	ML	AB
	3	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	30/Jan/25
Signature	Prathap Kakarla

LINE MANAGER SIGNATURE	
Name	Mai Sultan AlArai
Date	30/Jan/25
Signature	

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