

Sent at: 24-01-2017 18:04:31

Regarding Leave Permission for Two Days

From: kirtikumar@modiproperties.com <kirtikumar@modiproperties.com>
To: Soham Modi <sohammodi@modiproperties.com>
Cc: kama mehta <kamamehta@modiproperties.com>

Sir,

Please grant leave on 27.01.2017 and 28.01.2017 Friday and Saturday for visiting my native.

During this time work undertaken as below

- 1) Transporting of all material as per task list of 24.01.2017 with Vijay.
- 2) Rent agreement of Site Office to be completed
- 3) Cleaning of site office and arrangement of all items in site office.
- 4) 2 ft depth excavation of all internal road
- 5) Level marking of 103 at all columns along the road
- 6) Marking of compound columns pits
- 7) Till date bills and cash reversal
- 8) GSB details given to Prabhakar Sir.

My both number will remain on in this Time
I will remain on site on 30.01.2017 at 9.30 am

Regards,

Y Kirti kumar

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