

Personal Leave Details:

Full Name:	Pramod Dongre	ID No:	RDD00079
Department:	IT	Leave Name:	Annual Leave

Leave requested from: 05/03/2021 **to** 05/03/2021 **No of Days :** 1.00

Reason For Request:	testing
Home/Leave Address:	Medical Square

Applicant Signature: Pramod Dongre **Date :** 28/02/2021

BackUp Person 1:	Mainak Ghosh
BackUp Person 1 Signature:	Mainak Ghosh
BackUp Person 2:	Pratim Dhar
BackUp Person 2 Signature:	Pratim Dhar

Computational Of Outstanding Days:

Current Year Entitlement:	1.75	
Less Days Already Taken:	5.00	
Less Days Applied For:		
Balance If Approved:	-3.25	

Recommendation By Head Of Department:

Approved To Proceed For Annual Leave:	0 Days	
--	--------	--

Recommendation By Managing Director:

Approved To Proceed For Annual Leave:	0 Days	
--	--------	--

Salary Advance Payment Approved/Not Approved:

Dept Manager: Asif Jeraj **General Manager :**

	Checked By:
--	--------------------