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 MEHA PHARMA Kundaim-Goa	Title	Leave Application Form
	Ref. Doc. No.	SOP/PAD/019

Employee Name				Department			
Employee Code				Designation			
			From Date		To		Total Days
Type of Leave	CL						
	SL						
	PL						
	W/P						
Contact details during Leave including Cell No and Address							
REASON FOR APPLICATION:					Date and Sign of the Applicant		
Remarks - Immediate Senior					Date and Sign Immediate senior		
Remarks - Dept Head					Date and Sign Dept Head		
To be Filled by HR. Leaves Balance Record as on date of application							
	CL	SL	PL	Wo/P			
Balance							
Sanctioned							
CB							
Approval							
Remarks - HR					Date and Sign HR		
Remarks - GM/Partner					Date and Sign GM/Partner		
On Rejoining- HR to fill							

Reviewer-Sign and Date  17/08/2024

Approver-Sign and Date  17/08/2024

"This document is electronically signed"

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https://mehachem-my.sharepoint.com/personal/qam_mehapharma_com/Documents/QAD/QA MASTERS/SOPs/PADSOP/Meha Pharma/SOPPAD019 Leave System/FMT001- PAD.docx

 MEHA PHARMA Kundaim-Goa	Title	Leave Application Form
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Reporting Date					
Medical Certificate		Yes/No	Medical Certificate Accepted or not		Yes/No
Is there any late Reporting		Yes/No			Yes/No
If yes, Was late Reporting informed and approved to and by HR and Dept both					Yes/No
Explanation for Late Reporting. Attach written explanation				Date and Sign Employee	
Is Leave Records in soft as well as hard copy of leave Records/Leave Book updated					Yes/No
Remarks - Immediate Senior				Date and Sign Immediate senior	
Remarks - Dept Head				Date and Sign Dept Head	
Remarks - HR				Date and Sign HR	
Remarks - GM/Partner				Date and Sign GM/Partner	
Is any disciplinary Action to be initiated.					Yes/No
Type of Disciplinary Action					
Is termination Initiated		Yes/No	Date		
Attachment all supporting documents with the application and to be closed only when satisfactory explanation or action has been completed.					
Application Closing Date			Date and Sign HR		

Reviewer-Sign and Date  **17/08/2024**

Approver-Sign and Date  **17/08/2024**

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