


Ref: Info/HR/21	Leave Application Form	 INFONET™ <small>A Dataful Life</small>
Employee Name :	Emp No :	
Designation :	Department :	
Location:	Req Date:	


Leave Request detail

Type of leave	From (dd/ mm/ yy)	To (dd/ mm/ yy)	No. of days Leave Taken	Purpose

Applicant's signature :	Approved by Dept. Head :	Endorsed by Human Resources Department :
Date :	Date :	Date :


Dear Employee, Please Note the Following:

1. *Employees at HO should submit leave form to HR Department prior to travel or the very next day of the travel. Else it will be considered as absent.*
2. *Employee located at Branch should submit the leave form on weekly basis through their BM to HO – HR Department.*
3. *Employee should mandatorily mention the type of leave availed (CL/ SL/EL/LOP/ML/MRL)*
4. *It is the sole responsibility of the employee to make sure that after approval it should reach HR Dept*

Ref: Info/HR/23	Permission Request Form		
Employee Name:		Emp No:	
Designation:		Department:	
Location:		Req Date:	
<u>Permission</u>			
<input type="checkbox"/> To go early <input type="checkbox"/> In Office hours <input type="checkbox"/> To come late			
Duration: hrs Timing: - From..... To.....			
Reason:.....			
Applicant's signature :	Approved by Dept. Head :	Endorsed by Human Resources Department :	
Date :	Date :	Date :	


Dear Employee, Please Note the Following:

1. This permit should be used **one time only** and for the **purpose it is stated for**.
2. It is the sole responsibility of the employee to make sure that after approval it should reach HR Dept.

Ref: Info/HR/22	On duty Request Form		 INFONET™ <small>A Dataful Life</small>
Employee Name	Emp No		
Designation	Department		
Location:	Req Date:		
On Duty Details			
<input type="checkbox"/> Full day <input type="checkbox"/> Half day From Time ----- to -----			
Purpose of Visit -----			
Place of Visit -----			
Applicant's signature :	Approved by Dept. Head :	Endorsed by Human Resources Department :	
Date :	Date :	Date :	


Dear Employee, Please Note the Following:

1. *Employee at HO should submit on duty form to HR Department prior to travel or the very next day of the travel. Else it will be considered as absent.*
2. *Employee located at Branch should submit the on duty form on weekly basis through their BM to HO – HR Department.*
3. *It is the sole responsibility of the employee to make sure that after approval it should reach HR Dept.*

Ref: Info/HR/24	Over Time Request Form			 INFONET™ <small>A Dataful Life</small>	
Employee Name :			Emp No :		
Designation :			Department :		
Location :			Month :		
Over Time Details					
Date	Start Time	End Time	Total Hrs	Purpose	Result
Applicant's signature :		Approved by Dept. Head :		Endorsed by Human Resources Department :	
Date :		Date :		Date :	

Dear Employee, Please Note the Following:

1. Employee should fill the form and submit the same with proper approval from reporting manager.
2. If employee working on holidays can claim compensatory off and should not claim OT.

Ref: Info/HR/25	Compensatory Off Leave Request Form	
Employee Name :	Emp No :	
Designation :	Department :	
Location :	Req Date:	

Comp Off detail

Leave Availing Date	Worked Date	Working Time (In – Out)	Purpose for Working assigned

Applicant's signature :	Approved by Dept. Head :	Endorsed by Human Resources Department :
Date :	Date :	Date :

Dear Employee, Please Note the Following:

1. *Compensatory off leave need to be availed within 30 days from the date the employee attended the duty.*
2. *Compensatory Off leave can be availed only for Future leave days.*
3. *The employees need to submit the CO in request against the previously worked day for availing the CO.*
4. *It is the sole responsibility of the employee to make sure that after approval it should reach HR Dept*