



## **COSEC REPORTS**

LEAVE MANAGEMENT



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Version 5

Release Date: Nov 24, 2016

# Organization-Wise Leave Application

Matrix Comsec Pvt. Ltd.											Page 1 of 1	
Organization-Wise Leave Application From 08/07/2016 To 11/07/2016												
Run by: HR											Date : 11/7/2016	
Sr No	User ID	Name	Reporting In-Charge	Start Date	End Date	Leave	Applied Days	Posted Days	Reason	Status	Status Date	Remark
<b>Matrix Comsec Pvt. Ltd.</b>												
<b>Application Date:</b>		<b>04/07/2016</b>										
1	1214	SMIT VASHA	YOGESHKUMAR PANCHAL	08/07/2016	08/07/2016	PL	0.5	0.5	sick	approved	04/07/2016	
2	1214	SMIT VASHA	YOGESHKUMAR PANCHAL	11/07/2016	11/07/2016	PL	1.0	1.0	Out of station	approved	04/07/2016	
3	1375	TARAK SHAH	YOGESHKUMAR PANCHAL	08/07/2016	08/07/2016	PL	1.0	1.0	Out of station	approved	04/07/2016	
<b>Application Date:</b>		<b>08/07/2016</b>										
1	1220	SHEETAL RAVAL	DEVANAND NAIR	11/07/2016	12/07/2016	PL	2.0	2.0	Out of station	Pending	08/07/2016	
2	1242	JIMMY BHAVSAR	ABHAY JOSHI	08/07/2016	08/07/2016	PL	0.5	0.5	sick	Pending	08/07/2016	
3	1415	KRUNAL BHATT	YOGESHKUMAR PANCHAL	08/07/2016	08/07/2016	PL	0.5	0.5	Personal	Pending	08/07/2016	
<b>Application Date:</b>		<b>09/07/2016</b>										
1	669	PIYUSH RAMESHCHANDRA RANA	JAYESH PATEL	11/07/2016	11/07/2016	PL	1.0	1.0	Personal	Pending	09/07/2016	
<b>Application Date:</b>		<b>11/07/2016</b>										
1	1452	JIGNESH RADADIYA	RAJESH PARMAR	11/07/2016	11/07/2016	PL	1.0	1.0	Out of station	Pending	11/07/2016	

# Leave

Matrix Comsec Pvt. Ltd.

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## Leave

Run by: HR

Date : 11/7/2016

LV Code	Name	Max LV	Min LV	Leave Type	LV Club Rule		Carry Forward				Bal Mgmt.		Encashment		Accumulation		Allowed WO		Allowed PH	
					Allow with Other	Not Allow with	Bal Chk	Allow	Max Chk	Max Limit	Bal. Deduct From	Ratio	Allow	Min BalChk After	Max Acc Chk	Max Acc Bal	Single Sided	Both Sided	Single Sided	Both Sided
CL	CASUAL LEAVE	99.0	0.0	P	Yes		Yes	No				0.0	Yes	0.00	No	0.00	Yes	Yes	Yes	Yes
CO	C-off	5.0	0.5	P	Yes		Yes	No	No			0.0	Yes	0.00	No	0.00	Yes	Yes	Yes	Yes
LW	Leave Without Pay	99.0	0.0	A	Yes		No	No				0.0	No	0.00	No	0.00	Yes	Yes	Yes	Yes
ML	MATERNITY LEAVE	84.0	84.0	P	Yes		Yes	No	No			0.0	No	0.00	No	0.00	No	No	No	No
PL	PAID LEAVE	99.0	0.0	P	Yes		Yes	No				0.0	Yes	0.00	No	0.00	Yes	Yes	Yes	Yes
TR	TOUR	99.0	0.0	T	Yes		No	No				0.0	No	0.00	No	0.00	Yes	Yes	Yes	Yes

Leave Type: P= Paid Leave, L= Lay Off, A=Unpaid Leave, R=Restricted Holiday, C=Compensatory Off

## Leave Group

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**Matrix Comsec Pvt. Ltd.**

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**Leave Group**

Run by: HR

Date : 11/07/2016

Sr No	ID	Name	Leaves	Status	Default
1	1	Default Leave Group	CL,CO,LW,ML,PL,TR	Active	Yes

## Leave Register

MATRIX COMSEC PVT LTD							Page 1 of 2	
Leave Register from December-2010 to November-2011								
Run by: HR						Date: 02/12/2011		
Sr. No.	Year	Month	Opening Bal	Credit	Debit	Encash	Availed	Closing Bal
<b>41</b>		<b>Vivek Batra</b>						
<b>Leave: CL</b>								
1	2010	DEC	13.5	2.5	0.0	16.0	0.0	0.0
2	2011	JAN	0.0	2.5	0.0	0.0	0.0	2.5
3	2011	FEB	2.5	2.5	0.0	0.0	0.5	4.5
4	2011	MAR	4.5	2.5	0.0	0.0	3.0	4.0
5	2011	APR	4.0	3.5	0.0	0.0	2.0	5.5
6	2011	MAY	5.5	2.5	0.0	0.0	5.5	2.5
7	2011	JUN	2.5	2.5	0.0	0.0	2.5	2.5
8	2011	JUL	2.5	3.5	0.0	0.0	0.0	6.0
9	2011	AUG	6.0	2.5	0.0	0.0	1.0	7.5
10	2011	SEP	7.5	2.5	0.0	0.0	1.0	9.0
11	2011	OCT	9.0	3.5	0.0	0.0	2.5	10.0
12	2011	NOV	10.0	2.5	0.0	0.0	2.0	10.5
<b>Leave: CO</b>								
1	2011	FEB	0.0	1.0	0.0	0.0	0.0	1.0
2	2011	MAR	1.0	1.0	0.0	0.0	0.0	2.0
3	2011	APR	2.0					2.0
4	2011	MAY	2.0					2.0
5	2011	JUN	2.0					2.0
6	2011	JUL	2.0					2.0
7	2011	AUG	2.0					2.0
8	2011	SEP	2.0					2.0
9	2011	OCT	2.0					2.0
10	2011	NOV	2.0	0.0	0.0	0.0	2.0	0.0

## Organization-Wise Leave Credit/Debit

<b>Matrix Comsec Pvt. Ltd.</b>						Page 1 of 8
Organization-Wise Leave Credit/Debit For JULY-2016						
Run by: HR					Date : 1/8/2016	
Sr No	User ID	Name	Entry Date	Credit	Debit	Remark
<b>ORGANISATION 1.</b>						
<b>PL - PAID LEAVE</b>						
1	1059	PRATIK PATEL	01/07/2016	1.75	0.00	From Scheduler
2	900	Shaun Trivedi	01/07/2016	1.75	0.00	From Scheduler
<b>Leave Total :</b>				<b>3.50</b>	<b>0.00</b>	
<b>Organization Total:</b>				<b>3.50</b>	<b>0.00</b>	
<b>Matrix Comsec Pvt. Ltd.</b>						
<b>PL - PAID LEAVE</b>						
1	1	SALIM ANSARI	01/07/2016	2.50	0.00	From Scheduler
2	10	RAJENDRA GOSWAMI	01/07/2016	2.50	0.00	From Scheduler
3	1002	MEGHA H SHUKLA	01/07/2016	1.75	0.00	From Scheduler
4	1003	UMESH M TALANPURI	01/07/2016	1.75	0.00	From Scheduler
5	1008	MAYANK K KORAT	01/07/2016	1.75	0.00	From Scheduler
6	1009	DIPTI K RATHWA	01/07/2016	1.75	0.00	From Scheduler
7	1015	SUMEDHA A GAWARIKAR	01/07/2016	1.75	0.00	From Scheduler
8	1016	BALAJI A	01/07/2016	2.50	0.00	From Scheduler
9	102	AKSHAY SHETH	01/07/2016	1.75	0.00	From Scheduler
10	1022	PANDURANG D CHAUHAN	01/07/2016	1.75	0.00	From Scheduler
11	1030	KEYUR BHALODIYA	01/07/2016	1.75	0.00	From Scheduler
12	1038	TANMAY SHAH	01/07/2016	1.75	0.00	From Scheduler
13	1041	SATISH JHA	01/07/2016	2.50	0.00	From Scheduler
14	1043	PARTH SUTARIYA	01/07/2016	1.75	0.00	From Scheduler
15	1045	SHUBHANGINI VATTURKAR	01/07/2016	1.75	0.00	From Scheduler

## Organization-Wise Leave Encashment

### Matrix Comsec Pvt. Ltd.

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#### Organization-Wise Leave Encashment For DECEMBER-2015

Run by:HR

Date : 1/1/2016

Sr No	User ID	Name	Enc Days	Hours	Entry Dt	Remark
<b>Matrix Comsec Pvt. Ltd.</b>						
Leave:	CO					
40	1325	SAGAR AHIR	1.00		25/01/2016	
41	134	ARJUN PARMAR	2.50		25/01/2016	
42	1341	ASHUTOSH M SHARMA	2.50		25/01/2016	
43	1350	KRUTI BOGHANI	1.00		25/01/2016	
44	1352	ARJAV PARIKH	0.50		25/01/2016	
45	1358	SAGAR GOSALIA	11.50		25/01/2016	
46	1363	KRUTARTH UNADKAT	0.50		25/01/2016	
47	1370	SUSMI SURENDRAN	0.50		25/01/2016	
48	1393	PANKIL SHETH	7.50		25/01/2016	
49	1397	UDAY ADHYAPAK	6.50		25/01/2016	
50	1405	CHANDANKUMAR SINGH	1.00		25/01/2016	
51	1408	PARTH KALAVADIYA	4.00		25/01/2016	
52	1409	CHETAN PATIL	4.50		25/01/2016	
53	1413	MAHESH PRAJAPATI	0.50		25/01/2016	
54	1417	AMARNATH NAIR	6.00		25/01/2016	



## Organization-Wise Monthly Leave Details

<b>Matrix Comsec Pvt. Ltd.</b>					
<b>Organization-Wise Monthly Leave Details For JUNE-2016</b>					
Run by: HR				Date:11/7/2016	
Sr No	User ID	Name	Designation	Leave Dates	Days
<b>Matrix Comsec Pvt. Ltd.</b>					
1	1	SALIM ANSARI	Engineer	6	1
2	1002	MEGHA H SHUKLA	Engineer	7h	0.5
3	1003	UMESH M TALANPURI	Team Leader	8	1
4	1008	MAYANK K KORAT	Engineer	20	1
5	1009	DIPTI K RATHWA	Team Leader	3	1
6	1015	SUMEDHA A GAWARIKAR	Team Leader	6h	0.5
7	1016	BALAJI A	Business Manager	23	1
8	1043	PARTH SUTARIYA	Engineer	3,8h	1.5
9	105	SATISH RAJE	Team Leader	6,7	2
10	1050	ANIL MODI	Team Leader	7,24h	1.5
11	1076	VIJAYKUMAR PRAJAPATI	Team Leader	4,6	2
12	1079	HARSHIT PATEL	Engineer	8	1
13	1082	MANOJ DETROJA	Engineer	2h,14h,16	2
14	1083	JAY K DOSHI	Team Leader	1h,20	1.5
15	1087	KALPESH DIYORA	Engineer	1h	0.5
16	1090	SATHISHKUMAR CA	Engineer	9	1
17	1104	KRUNAL CHAUHAN	Engineer	16,17,20	3

# Company-Wise C-OFF Register

## Matrix Comsec Pvt. Ltd.

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Company-Wise C-OFF Register From 01/07/2016 To 04/08/2016

Run by: HR

Date : 4/8/2016

Sr No	User ID	Name	Date	Work Time	C-OFF			Auth Date	Authorized By	C-OFF		
					Added	Auth	Total			Availed	ENC	Available
Matrix Comsec Pvt. Ltd.												
1	Bala	Bala	14/07/2016	12:08	00:00	02:56	02:56		SYSTEM	00:00	00:00	02:56
2	Bala	Bala	18/07/2016	12:08	00:00	02:56	02:56		SYSTEM	00:00	00:00	02:56
3	Bala2	Nabil	14/07/2016	12:08	00:00	02:56	02:56		SYSTEM	00:00	00:00	02:56
4	Bala2	Nabil	18/07/2016	12:08	00:00	02:56	02:56		SYSTEM	00:00	00:00	02:56
5	i123	iskra	10/07/2016	11:00	00:00	01:30	01:30		SYSTEM	00:00	00:00	01:30

# Form 15

Form No. 15

## Register Of Leave With Wages

Name Of Factory: Matrix ComSec

Serial No: 1 Name: ANAND RATHOD  
 Department: Department-1 Father/Spouse's Name:  
 Serial No In the Register: 7 Date Of Discharge:  
 Date Of Joining Service: Date & Amount Of Pay Due:

Calendar Year Of Service	Wages during From.....To .....	Wages Earned During The Wages Period	No. of days worked during the calendar year					Leave to credit			Whether Leave In Accordance With Scheme Under Section 49 (8) Was Refused	Leave Enjoyed		Balance Of Leave To Credit	Normal Rate Of Wages	Cash Equivalent Of Advantage Occurring Through Concessional Sale Of Food Grain And Other	Rate Of Wages For The Leave Period (Total Of Cols 15 And 16)	Remarks
			No. Of Days Work Performed	No. Of Days Of Lay Off	No. Of Days Of Maternity Leave	No. Of Days Of Leave Enjoyed	Total Of Cols 4 To 7	Balance Of Leave For Preceding Year	Leave Earned During The Year Mentioned In Col 1	Total Of Cols 9 To 10		From	To					
												13	14					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Jan-2014			0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0		-	0.0					
Feb-2014			0.0	0.0	0.0	0.0	0.0		0.0	0.0		-	0.0					
Mar-2014			0.0	0.0	0.0	0.0	0.0		0.0	0.0		-	0.0					
Apr-2014			0.0	0.0	0.0	0.0	0.0		0.0	0.0		-	0.0					
May-2014			4.5	0.0	0.0	0.0	4.5		0.0	0.0		-	0.0					
Jun-2014			23.5	0.0	0.0	0.0	23.5		2.5	2.5		-	2.5					
Jul-2014			27.0	0.0	0.0	0.0	27.0		2.5	5.0		-	5.0					
Aug-2014			20.0	0.0	0.0	0.0	20.0		0.0	5.0		-	5.0					
Sep-2014			22.5	0.0	0.0	0.0	22.5		0.0	5.0		-	5.0					
Oct-2014			23.0	0.0	0.0	0.0	23.0		0.0	5.0		-	5.0					
Nov-2014			16.5	0.0	0.0	0.0	16.5		2.5	7.5		-	7.5					
Dec-2014			12.5	0.0	0.0	0.0	12.5		2.5	10.0		-	0.0					
			<b>149.50</b>			<b>0.00</b>	<b>149.50</b>	<b>0.00</b>	<b>10.00</b>									

# Form B

Form B	<b>REGISTER OF</b>						See Rule 7 (2)		
<b>National Festival Holidays, Casual &amp; Sick Leave</b>									
[Under the Punjab Industrial Establishment (National, Festival, Casual & Sick Leave) Rules, 1995]									
Name			ANAND RATHOD			For The Year:		2016	
Father/Spouse's Name:						Whether Covered By The Employee's			
Date Of Joining Service:			18-May			State Insurance Scheme - Yes/No		<input type="checkbox"/>	
1	2			3			4	5	
Serial No.	No. Of National Festival Holidays/Casual/Sick Leave Due At The Beginning Of The Year			Period For Which National Festival Holidays/Casual/Sick Leave Applied For			Whether Granted Or Refused	Remarks	
	Festival	Casual	Sick	From	TO	Kind Of Leave			
1	12.0	0.0	0.0	-	-	-	-	-	-
Name			SALIM ANSARI			For The Year:		2016	
Father/Spouse's Name:						Whether Covered By The Employee's			
Date Of Joining Service:			01-Nov-1992			State Insurance Scheme - Yes/No		<input type="checkbox"/>	
1	2			3			4	5	
Serial No.	No. Of National Festival Holidays/Casual/Sick Leave Due At The Beginning Of The Year			Period For Which National Festival Holidays/Casual/Sick Leave Applied For			Whether Granted Or Refused	Remarks	
	Festival	Casual	Sick	From	TO	Kind Of Leave			
2	11.0	19.5	0.0				-	-	-
	-	-	-	14-01-2016	15-01-2016	PH	-	-	-
	-	-	-	26-01-2016	26-01-2016	PH	-	-	-
	-	18.5	0.0	15-02-2016	15-02-2016	PL	-	-	-
	-	17.5	0.0	15-03-2016	15-03-2016	PL	-	-	-
	-	17.0	0.0	17-03-2016	17-03-2016	PL	-	-	-
	-	-	-	24-03-2016	24-03-2016	PH	-	-	-



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