

MSM Institute of Ayurveda Non-teaching staff leave record 2022																										
S.No.	Name of faculty	Designation	Jan.31 days		Feb. 28 days		March 31 days		April 30 days		May 31 days		June 30 days		July 31 days		Aug- 31 days		September 30 days		October 31 days		Nov. 30 days		Dec.31 days	
			Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present
1	Smt. Mukesh	Supdt.	CL-1	30 days	Nil	28 days	CL-2½	28½ days	CL-3	27 days	CL-1	30 days	CL-4, EL-11	15 days	EL-31	Nil	EL-31	Nil	EL-30	Nil	EL-16, CL 1, 21 Sep. T.	3 days	0	0	0	0
2	Sh. Devender	Accountant	CL-1	30 days	Nil	28 days	Nil	31 days	CL-½	29½ days	CL-1	30 days	Nil	30 days	CL-2	29 days	Nil	31 days	Transfer to Account Brabch	20days	0	0	0	0	0	0
3	Smt. Geeta	Restorer	Nil	31 days	CL-3	25 days	CL -2	29 days	CL-1	29 days	Nil	31 days	Nil	30 days	Nil	31 days	Nil	31 days	CL-1½	28½ days	CL-1½	29½ days	CL-3	27 days	CL-7	24 days
4	Smt. Anita	Clerk	CL-1	30 days	Nil	28 days	CL-4	27 days	Nil	30 days	Nil	31 days	CL- ½	29½ days	CL-2	29 days	Nil	31 days	Transfer to AR (P&S)	20 days	0	0	0	5 days	0	0
5	Sh. Vijaypal	Cashier	Transfer to Account Brabch	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Sh. Mahavir	Clerk	CL-5	26 days	CL-2½	25½ days	CL-½	30½ days	Nil	30 days	CL-1	30 days	CL- ½	29½ days	CL-½	30½ days	CL-1½	29½ days	CL-2½	27½ days	CL-5	26 days	CL-1½	28½ days	EL-4	27 days
7	Smt. Urmila	Data entry operator	CL-1½	29½ days	Nil	28 days	CL-½	30 ½ days	CL-3½	26½ days	CL-1	30 days	CL-5	25 days	CL-4	27 days	CL-2	29 days	CL-1	29 days	Nil	31 days	CL-10½	19½ days	CL-1	30 days
8	Sh. Dinesh	Clerk	CL-2	29 days	Nil	28 days	Nil	31 days	Nil	30 days	Nil	31 days	CL-1	29 days	Nil	31 days	Nil	31 days	CL-1	29 days	CL-1	30 days	CL-1	29 days	CL-1½	29½ days
9	Sh. Parveen	Clerk	Nil	31 days	CL-1	27 days	Nil	31 days	Nil	30 days	CL-1	30 days	Nil	30 days	Nil	31 days	Nil	31 days	Transfer to AR(ENT)	20 days	0	0	0	0	0	0
10	Smt. Anupma	Lab tech.	CL-1	30 days	Nil	28 days	CL-1	30 days	CL-1	29 days	Nil	31 days	CL-2	28 days	Nil	31 days	CL-½	30 ½ days	CL-1	29 days	CL-1	30 days	Nil	30 days	CL-2	29 days
11	Smt. Rekha	Lab tech.	CL-2	29 days	CL-2	26 days	CL-2½	28½ days	CL-1½	28½ days	Nil	31 days	CL-1	29 days	CL-3½	27½ days	CL-1½	30 days	CL-3	27 days	CL-2	29 days	CL-3	27 days	CL-2	29 days
12	Smt. Ravita	Lab tech.	Nil	31 days	CL-4	24 days	CL-4	27 days	CL-1	29 days	Nil	31 days	CL-3½	26½ days	CL-2	29 days	Nil	31 days	Nil	30 days	CL-1	30 days	Nil	30 days	CL-3½	27½ days
13	Sh. Ravinder	Lab tech.	Nil	31 days	CL-3	25 days	CL-3	28 days	CL-2	28 days	Nil	31 days	Nil	30 days	CL-1	30 days	Nil	31 days	CL-2	28 days	CL-1	30 days	CL-2	28 days	CL-3½	28 days
14	Sh. Lokesh	Lab tech.	Nil	31 days	Nil	28 days	CL-1	30 days	Nil	30 days	CL-1	30 days	CL-1	29 days	CL-1	30 days	CL-2	29 days	CL-2	28 days	Nil	31 days	CL-2	28 days	CL-4 Left O.	16 days
15	Smt. Satwanti	Lib. Atted.	Transfer to F.T.		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	Smt. Sushila	Lab Attendant	Nil	31 days	CL-3	25 days	Nil	31 days	Nil	30 days	Nil	30 days	Nil	30 days	CL-1	30 days	Nil	31 days	Nil	30 days	CL-1	30 days	CL-1	29 days	CL-11	20 days
17	Smt. Shashi	Lab Attendant	CL-3½	27½ days	CL-½	27½ days	CL-5½	25½ days	CL-3½	26½ days	EL-16	15 days	Nil	30 days	Nil	31 days	CL-1	30 days	Nil	30 days	CL-2½	28½ days	Nil	30 days	CL-3½	28 days
18	Smt. Chitra	Lab Attendant	CL-3	28 days	CL-10	18 days	CL-1	30 days	CL-2½	27½ days	Nil	31 days	CL-2	28 days	EL-21	10 days	EL-15	16 days	Nil	30 days	CL_1	30 days	Nil	30 days	Nil	31 days
19	Smt. Promila	Lab Attendant	CL-2	29 days	CL-2	26 days	CL-1	30 days	CL-5	25 days	Nil	31 days	Nil	30 days	CL-1	30 days	Nil	31 days	CL-2½	27½ days	CL-1	30 days	CL-2½	27½ days	CL-2	29 days
20	Smt. Roshni	Attendant	CL-3	28 days	CL-1	27 days	Nil	31 days	CL-2	28 days	Nil	31 days	CL-1	29 days	CL-1	30 days	CL-5	26 days	Nil	30 days	CL-2	29 days	CL-4	26 days	CL-2	29 days
21	Smt. Sunita	Attendant	CL-1	30 days	CL-1½	26½ days	CL-2	29 days	CL-4½	25½ days	CL-1	30 days	CL-2	28 days	CL-3½	28 days	CL-2	29 days	CL-2½	27½ days	CL-1	30 days	CL-1½	28½days	CL-3½	28 days
22	Smt. Kavita	Attendant	CL-2½	28½ days	CL-1½	26½ days	CL-1½	29½ days	Nil	30 days	CL-2½	28½ days	CL-2	28 days	Nil	31 days	Nil	31 days	CL-1	29 days	CL-2	29 days	CL-9	21 days	CL-2	29 days
23	Smt. Rocky	Lab Attendant	CL-2	29 days	CL-1	27 days	CL-1½	29 ½ days	CL-3	27 days	CL-2½	28½ days	CL-1	29 days	CL-1	30 days	CL-2	29 days	CL-1	29 days	CL-2	29 days	Nil	30 days	CL-2	29 days
24	Smt. Pooja	library Atted.	CL-1	30 days	CL-5	23 days	CL-1	30 days	CL-5	25 days	Nil	31 days	CL-½	29½ days	CL-3½	27½ days	CL-1	30 days	CL-2	28 days	Nil	31 days	CL-1	29 days	CL-2	29 days
25	Smt.Maankaur	Attendant	CL-1	30 days	CL-2½	25½ days	CL-1	30 days	CL-1	29 days	CL-3	28 days	Nil	30 days	CL-6	25 days	CL-1	30 days	Nil	30 days	CL-2	29 days	CL-1	29 days	CL-1	30 days
26	Sh. Surat Singh	Chowkidar	Nil	31 days	CL-1	27 days	CL-1½	29½ days	Nil	30 days	Nil	31 days	CL-½	29½ days	CL-3½	28 days	CL-1	30 days	Nil	30 days	CL-2	29 days	CL-9	21 days	CL-1½	29½ days
27	Sh. Youdhister	Peon	Nil	31 days	Nil	28 days	Nil	31 days	CL-1	29 days	CL-6	25 days	CL-1	29 days	Nil	31 days	Nil	31 days	CL-1	29 days	CL-1	30 days	CL-4	26 days	CL-3½	28 days
28	Sh. Sanjay	Mali	Nil	31 days	Nil	28 days	CL-1, ML-1	29 days	ML-1	28 days	CL-6	25 days	Nil	30 days	Nil	31 days	Nil	31 days	Nil	30 days	Nil	31 days	CL-½	29½days	CL-5	26 days
29	Sh. Rajesh	Mali	Nil	31 days	Nil	28 days	Nil	31 days	CL-1	29 days	CL-5	26 days	Nil	30 days	Nil	31 days	CL-1	30 days	CL-1	29 days	Nil	31 days	Nil	30 days	Nil	31 days
30	Sh. Rajbir	Sweeper	Nil	31 days	CL-2	26 days	CL-2, ML-1	28 days	CL-2	28 days	ML-2, CL-1	28 days	CL-2	28 days	Nil	31 days	Nil	31 days	CL-2	28 days	CL-½	30½ days	CL-2	28 days	CL-2	29 days
31	Smt. Sarswati	Sweeper	CL-2	29 days	Nil	28 days	Nil	31 days	CL-2	28 days	Nil	31 days	CL-1	29 days	Nil	31 days	CL-1	30 days	Nil	30 days	CL-1½	29½ days	CL-1	29 days	CL-4	27 days
32	Jitender	Clerk	CL-1	30 days	CL-1	27 days	Nil	31 days	Nil	30 days	Nil	31 days	Nil	30 days	CL-2	29 days	Nil	31 days	Nil	30 days	Nil	31 days	Nil	30 days	CL-8	23 days
33	Sh. Krishan	Clerk	Nil	31 days	CL-1	27 days	CL-1½	29½ days	CL-11	19 days	3½	27½days	CL-2	28 days	CL-3	28 days	CL-2	29 days	CL-3	27 days	Transfer	0	0	0	0	0
34	Smt Neelam	Ground Man																				New j.	8 days	CL-2	29 days	

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			Leave	Present days	Leave	Present days	Leave	Present days	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present	Leave	Present
1	Smt. Mukesh	Supdt.	Transfer to AR Gen.	0	0	0	0	0																		
2	Sh. Devender	Accountant	Transfer to Acc. Branch	0	0	0	0	0																		
3	Smt. Geeta	Restorer	Nil	31	Nil	28	CL-1	30																		
4	Smt. Anita	Clerk	Transfer to AR (P&S)	0	0	0	0																			
5	Sh. Vijaypal	Cashier	Transfer to Acc. Branch	0	0	0	0	0																		
6	Sh. Mahavir	Clerk	Nil	31	C-2	26	CL-8	23																		
7	Smt. Urmila	Data entry operator	CL-½	30½	Nil	28	CL-2, ML-4	25																		
8	Sh. Dinesh	Clerk	Nil	31	CL-2	26	CL-1	30																		
10	Smt. Anupma	Lab tech.	CL-1	30	Nil	28	N	31																		
11	Smt. Rekha	Lab tech.	CL-9	22	Left out	0		0																		
12	Smt. Ravita	Lab tech.	Nil	31	Nil	28	N	31																		
13	Sh. Ravinder	Lab tech.	Nil	31	CL-8	20	CL-2, ML-1	28																		
15	Smt. Satwanti	Lib. Atted.	Transfer to Engg.	0	0	0	0	0																		
16	Smt. Sushila	Lab Attendant	CL-3	28	Nil	28	N	31																		
17	Smt. Shashi	Lab Attendant	CL-2	29	CL-½	27½	CL-2½	28½																		
18	Smt. Chitra	Lab Attendant	Nil	31	CL-1	27	CL-2	29																		
19	Smt. Promila	Lab Attendant	CL-2	29	Nil	28	CL-2	29																		
20	Smt. Roshni	Attendant	Nil	31	Nil	28	CL-4	27																		
21	Smt. Sunita	Attendant	CL-4	27	CL-1, ML-2	25	CL-½	30½																		
22	Smt. Kavita	Attendant	Nil	31	Nil	28	CL-4	27																		
23	Smt. Rocky	Lab Attendant	Nil	31	Nil	28	CL-2	29																		
24	Smt. Pooja	library Atted.	CL-1	30	Nil	28	CL-1, ML-2	28																		
25	Smt.Maankaur	Attendant	CL-1	30	Nil	28	CL-2	29																		
26	Sh. Surat Singh	Chowkidar	CL-1	30	CL-½	27½	Nil	31																		
27	Sh. Youdhister	Peon	Nil	31	CL-1	27	CL-1	30																		
28	Sh. Sanjay	Mali	Nil	31	CL-2	26	CL-3	28																		
30	Sh. Rajbir	Sweeper	CL-1	30	Nil	28	CL-1½	29½																		
32	Jitender	Clerk	Nil	31	Nil	28	CL-2, ML-4	25																		
31	Smt. Sarswati	Sweeper	Nil	31	Nil	28	CL-3	28																		
29	Sh. Rajesh	Mali	CL-1	30	Nil	28	Nil	31																		
34	Smt Neelam	Ground Man	Nil	31	CL-1	27	CL-1½	23½ - T.																		

