




ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK, Accredited by NBA & NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Number of teaching and non-teaching staff members provided with the welfare measures implemented by the institution during the academic year 2022-23.

S. No	Welfare Measures	2022-2023	
		No. of Staff Benefited	
		Teaching	Non- Teaching
1	Transport facility	140	133
2	Group Insurance	52	
3	ESI	-	76
4	Canteen	25	30
5	Provident fund	84	
6	Uniform	-	152
7	Financial Support to attend conferences/ workshops and towards membership fees of professional bodies	116	-
8	School Fee Concession	15	5
9	Summer Vacation	167	152
10	Salary advance	6	8
11	On Duty	60	-
12	Casual Leaves	167	152
13	Maternity leave	-	-
14	Compensatory leave	167	75
15	Medical leaves	4	2
16	Study leaves	1	-


Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALAM-533 437





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A list of effective welfare measures with sample supporting documents are providing for teaching and non-teaching staff in the institution are attached below:

S. No	Description	Page no.
1	Sample Teaching staff pay slips for the proof of EPF, Canteen concession facility and Loan & Salary advance	3
2	Sample UAN cards of employees and Supporting document for the proof of EPF	7
3	Sample health cards of employees	14
4	Sample of Non-Teaching staff ESI Cards	17
5	Sample proof of CL form	21
6	Sample proof of OD form	29
7	Sample document for the proof of Maternity leave	31
8	Sample proof forms of Encouraging faculty members to pursue Higher Studies	33

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC)

Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month of MARCH - 2023

Name of the Employee :	P.Raja Sekhar Reddy	Bank A/c No :	32682210003647
Employee ID :	1003	PF Number :	GRRJY00366920000000614
Designation :	Asst. Professor		
Department :	BSE		
Earnings		Deductions	
Basic	24311	Loss of Pay	0
DA	19449	Professional Tax	200
HRA	1823	EPF	1800
Others	0	Group Insurance	450
		Canteen	0
		Bank loan & Advance	1020
		TDS	0
		ESI	0
Total Earnings	45583	Total Deductions	3470

Net Salary

27921

Accounts Incharge



ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC)

Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month of MARCH - 2023

Name of the Employee	: Y.Sugandhi Naidu	Bank A/c No	: 32682210003912
Employee ID	: 1906	PF Number	: GRRJY00366920000000880
Designation	: Asst. Professor		
Department	: ECE		
Earnings		Deductions	
Basic	24311	Loss of Pay	0
DA	19449	Professional Tax	200
HRA	1823	EPF	1800
Others	0	Group Insurance	450
		Canteen	0
		Bank loan & Advance	2967
		TDS	0
		ESI	0
Total Earnings	45583	Total Deductions	5417

Net Salary

32052

Accounts Incharge



ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC)
Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month of MARCH - 2023

Name of the Employee :	B.Sri Rama Murthy	Bank A/c No :	32682210005341
Employee ID :	177	PF Number :	GRRJY00366920000000589
Designation :	Computer Operator		
Department :	Administration		
Earnings		Deductions	
Basic	22500	Loss of Pay	0
DA	0	Professional Tax	200
HRA	0	EPF	1800
Others	0	Group Insurance	0
		Canteen	0
		Bank loan & Advance	0
		TDS	0
		ESI	0
Total Earnings	22500	Total Deductions	2000

Net Salary

20500


Accounts Incharge



ADITYA COLLEGE OF ENGINEERING

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Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month of MARCH - 2023

Name of the Employee	: A Ram Prasad	Bank A/c No	: 32682210009020
Employee ID	: 2705	PF Number	: GRRJY00366920000011288
Designation	: Jr Asst		
Department	: Administration		
Earnings		Deductions	
Basic	13750	Loss of Pay	0
DA	0	Professional Tax	150
HRA	0	EPF	1650
Others	2000	Group Insurance	0
		Canteen	0
		Bank loan & Advance	1832
		TDS	0
		ESI	118
Total Earnings	15750	Total Deductions	3753

Net Salary

11997

Accounts Incharge





कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour & Employment, Govt. of India)

सदस्य पासबुक / Member Passbook

स्थापना आईडी/नाम	Establishment ID/Name	GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY
सदस्य आईडी/नाम	Member ID/Name	GRRJY00366920000000779 / GEESALA VEERAPANDU
जन्म तिथि	DOB	28-JUN-1968
यू ए न	UAN	100152329293

ईपीएफ पासबुक वित्तीय वर्ष 2021-2022 EPF Passbook [Financial Year - 2021-2022]

वेतन माह / Wage Month	विवरण / Particulars	जमा निकासी दिनांक / Date of Credit / Withdrawal	ईपीएफ वेतन / EPF Wages	ईपीएस वेतन / EPS Wages	जमा / Deposit			निकासी / Withdrawal			पेंशन अंशदान / Pension Contribution
					कर्मचारी अंशदान / Employee Share	नियोक्ता अंशदान / Employer Share	कर्मचारी अंशदान / Employee Share	नियोक्ता अंशदान / Employer Share	नियोक्ता अंशदान / Employer Share		
Opening Balance as on 01-04-2021					37,167	37,167	0	20,838			1,04,351
					मासिक अंशदान / Monthly Cont.	वार्षिक संघयी शेष / Cumulative Balance for the year					
						नॉन-टैक्स बल / Non-Taxable	टैक्सेबल / Taxable				
Mar-2021	Cont. For Due-Month 042021	29-04-2021	15,000	15,000	1,800	1,800	0	550	0	0	1,250
Apr-2021	Cont. For Due-Month 052021	26-05-2021	15,000	15,000	1,800	3,600	0	550	0	0	1,250
May-2021	Cont. For Due-Month 062021	28-06-2021	15,000	15,000	1,800	5,400	0	550	0	0	1,250
Jun-2021	Cont. For Due-Month 072021	19-07-2021	15,000	15,000	1,800	7,200	0	550	0	0	1,250
Jul-2021	Cont. For Due-Month 082021	23-08-2021	15,000	15,000	1,800	9,000	0	550	0	0	1,250
Aug-2021	Cont. For Due-Month 092021	18-09-2021	15,000	15,000	1,800	10,800	0	550	0	0	1,250
Sep-2021	Cont. For Due-Month 102021	28-10-2021	15,000	15,000	1,800	12,600	0	550	0	0	1,250
Oct-2021	Cont. For Due-Month 112021	18-11-2021	15,000	15,000	1,800	14,400	0	550	0	0	1,250
Nov-2021	Cont. For Due-Month 122021	24-12-2021	15,000	15,000	1,800	16,200	0	550	0	0	1,250
Dec-2021	Cont. For Due-Month 012022	22-01-2022	15,000	15,000	1,800	18,000	0	550	0	0	1,250
Jan-2022	Cont. For Due-Month 022022	18-02-2022	15,000	15,000	1,800	19,800	0	550	0	0	1,250
Feb-2022	Cont. For Due-Month 032022	17-03-2022	15,000	15,000	1,800	21,600	0	550	0	0	1,250
Int. Updated upto 31/03/2022					3,812	3,812	0	1,933	0	0	0
Closing Balance as on 31-03-2022					62,579	62,579	0	29,371			1,19,351

In case taxable interest is less than Rs. 5,000/- then TDS will not be deducted.

विवरण की समाप्ति
--End Of Statement--

मुद्रित 14-02-2023 13:55:53
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प्रतिज्ञा - उपर दी गई जानकारी केन्द्रीय सर्वर पर दी गई जानकारी के आधार पर है। यह जानकारी कानूनी प्रयोजन के लिए उपयोग नहीं की जा सकती है।

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कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(Employees' Provident Fund Organisation - Govt. of India)



सादस्य पासबुक / Member Passbook

स्थापना आईडी / नाम | Establishment ID/Name | GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY
 सदस्य आईडी / नाम | Member ID/Name | GRRJY00366920000011881 / VERNI SATHIBABU
 जन्म तिथि | DOB | 12-JUN-1989
 यूएन | UAN | 101163517402

ईपीएफ पासबुक वित्तीय वर्ष 2021-2022 EPF Passbook [Financial Year - 2021-2022]

वर्ष माह / Wage Month	विवरण / Particulars	जमा निष्कासी दिनांक / Date of Credit / Withdrawal	ईपीएफ कैशन / EPF Wages	ईपीएफ कैशन / EPS Wages	जमा / Deposit		निकासी / Withdrawal		पेंशन जमादान / Pension Contribution
					कर्मचारी जमादान / Employee Share	निर्धोक्त जमादान / Employer Share	कर्मचारी जमादान / Employee Share	निर्धोक्त जमादान / Employer Share	
Opening Balance					2,557	782			1,768
MAR-2021	Cont. For Due-Month 04/2021	29-04-2021	11,750	11,750	1,410	431			979
APR-2021	Cont. For Due-Month 05/2021	26-05-2021	11,750	11,750	1,410	431			979
MAY-2021	Cont. For Due-Month 06/2021	28-06-2021	11,750	11,750	1,410	431			979
JUN-2021	Cont. For Due-Month 07/2021	19-07-2021	11,750	11,750	1,410	431			979
JUL-2021	Cont. For Due-Month 08/2021	23-08-2021	11,750	11,750	1,410	431			979
AUG-2021	Cont. For Due-Month 09/2021	18-09-2021	11,750	11,750	1,410	431			979
SEP-2021	Cont. For Due-Month 10/2021	28-10-2021	11,750	11,750	1,410	431			979
OCT-2021	Cont. For Due-Month 11/2021	18-11-2021	11,750	11,750	1,410	431			979
NOV-2021	Cont. for Due-Month 12/2021				0	0			0
DEC-2021	Cont. for Due-Month 01/2022				0	0			0
JAN-2022	Cont. for Due-Month 02/2022				0	0			0
FEB-2022	Cont. for Due-Month 03/2022				0	0			0
Interest details N/A					0	0			0
Closing Balance					16,273	20,742			9,600
TRANSFER IN - SAME OFFICE (Old Member Id:-GRRJY00366920000011333)					2,369	16,057			0
TRANSFER IN - INTEREST AMOUNT ONLY (Old Member Id:-GRRJY00366920000011333)					67	455			0

विवरण की समाप्ति

-End Of Statement-

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गोपनीय - उपर दि. गई जानकारी केन्द्रीय सर्वर पर दी गई जानकारी के आधार पर है। यह जानकारी कानूनी दायित्व के लिए उपयोग नहीं की जा सकती है।
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GRRJY00366920000011681

Page 2 of 2



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION



सदस्य आईडी/नाम / Establishment ID/Name
सदस्य आईडी/नाम / Member ID/Name
जन्म तिथि / DOB
यूएन / UAN

सदस्य पासबुक / Member Passbook
GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY
GRRJY0036692000011881 / YERHI SATHIBABU
12-JUN-1989
101163517402

ईपीएफ पासबुक वित्तीय वर्ष 2020-2021									
EPF Passbook (Financial Year - 2020-2021)									
वेतन माह / Wage Month	विवरण / Particulars	जमा निकासी दिनांक / Date of Credit / Withdrawal	जमा वेतन / EPF Wages	ईपीएफ वेतन / EPF Wages	जमा / Deposit		निकासी / Withdrawal		पेंशन अवदान Contribution
					कर्मचारी अवदान / Employee Share	नियोक्ता अवदान / Employer Share	कर्मचारी अवदान / Employee Share	नियोक्ता अवदान / Employer Share	
Opening Balance							0	0	
MAR-2020	Cont. for Due-Month 042020						0	0	
APR-2020	Cont. for Due-Month 052020						0	0	
MAY-2020	Cont. for Due-Month 062020						0	0	
JUN-2020	Cont. for Due-Month 072020						0	0	
JUL-2020	Cont. for Due-Month 082020						0	0	
AUG-2020	Cont. for Due-Month 092020						0	0	
SEP-2020	Cont. for Due-Month 102020						0	0	
OCT-2020	Cont. for Due-Month 112020						0	0	
NOV-2020	Cont. for Due-Month 122020						0	0	
DEC-2020	Cont. for Due-Month 012021						0	0	
JAN-2021	Cont. For Due-Month 022021	08-03-2021	11,750	11,750	1,410	431			
FEB-2021	Cont. For Due-Month 032021	03-04-2021	9,475	9,475	1,137	348			979
Int. Updated upto 31/03/2021							10	3	789
Closing Balance							2,557	782	1,768

विवरण की समाप्ति
-End Of Statement-

मुद्रित 20-12-2021 11:53:47
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गोपनीय - यहाँ दी गई जानकारी केन्द्रीय सर्वर पर दी गई जानकारी के आधार पर है। यह जानकारी कानूनी प्रयोजन के लिए उपयोग नहीं की जा सकती है।
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Aditya College of Engineering
SURAMPALAM - 533 437

GRRJY0036692000011881



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Govt. of India)



सदस्य पासबुक / Member Passbook

स्थापना आईडी / नाम | Establishment ID/Name | GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY
 सदस्य आईडी / नाम | Member ID/Name | GRRJY00366920000000813 / KAMBAMPATI LAKSHMI
 जन्म तिथि | DOB | 21-AUG-1980
 यूएन | UAN | 100183659182

ईपीएफ पासबुक वित्तीय वर्ष 2021-2022 EPF Passbook [Financial Year - 2021-2022]									
वैतन मास / Wage Month	विवरण / Particulars	जमा मिचारी दिनांक / Date of Credit / Withdra wal	ईपीएफ वेतन / EPF Wages	ईपीएस वेतन / EPS Wages	जमा / Deposit		निकासी / Withdrawal		पension अवदान / Pension Contribu tion
					कर्मचारी अवदान / Employee Share	नियोक्ता अवदान / Employer Share	कर्मचारी अवदान / Employee Share	नियोक्ता अवदान / Employer Share	
Opening Balance					20,897	62,187			1,03,846
MAR-2021	Cont. For Due-Month 042021	29-04-2021	15,000	15,000	1,800	550			1,250
APR-2021	Cont. For Due-Month 052021	26-05-2021	15,000	15,000	1,800	550			1,250
MAY-2021	Cont. For Due-Month 062021	28-06-2021	15,000	15,000	1,800	550			1,250
JUN-2021	Cont. For Due-Month 072021	19-07-2021	15,000	15,000	1,800	550			1,250
JUL-2021	Cont. For Due-Month 082021	23-08-2021	15,000	15,000	1,800	550			1,250
AUG-2021	Cont. For Due-Month 092021	18-09-2021	15,000	15,000	1,800	550			1,250
SEP-2021	Cont. For Due-Month 102021	28-10-2021	15,000	15,000	1,800	550			1,250
OCT-2021	Cont. For Due-Month 112021	18-11-2021	15,000	15,000	1,800	550			1,250
NOV-2021	Cont. for Due-Month 122021				0	0			0
DEC-2021	Cont. for Due-Month 012022				0	0			0
JAN-2022	Cont. for Due-Month 022022				0	0			0
FEB-2022	Cont. for Due-Month 032022				0	0			0
Interest details H/A					0	0			0
Closing Balance					35,297	66,587			1,13,846

विवरण की समाप्ति

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Aditya College of Engineering
 SURAMPALAM - 533 437

GRRJY00366920000000813

Page 9 of 9



कर्मचारी भविष्य निधि संगठन, भारत
Employees' Provident Fund Organisation,

यूनिवर्सल खाता संख्या

Universal Account Number (UAN)

100262370801

नाम

Name

पिता / पति का नाम

Father's / Husband's Name

के.वाई.सी.

K.Y.C.

PUDI RAMESH

RAMA RAO

Yes



www.epfindia.

यूनिवर्सल खाता संख्या

Universal Account Number

100262370801



प्रतिष्ठान : इस कार्ड पर दर्शाया गया डेटा ईपीएफओ में उपलब्ध डेटाबेस के अनुसार है। विसंगति के मामले आप उससे सुधार के लिए अपने क्षेत्रीय कार्यालय से संपर्क कर सकते हैं।

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कर्मचारी भविष्य निधि संगठन, भारत
Employees' Provident Fund Organisation,

युनिवर्सल खाता संख्या

Universal Account Number (UAN)

100223558252

नाम

Name

पिता / पति का नाम

Father's / Husband's Name

के.वाई.सी.

K.Y.C.

MARNEEDI SRINIVASU

APPA RAO

No



www.epfindia.

युनिवर्सल खाता संख्या

Universal Account Number

100223558252



प्रतिष्ठान : इस कार्ड पर दर्शाया गया डेटा ईपीएफओ में उपलब्ध डेटाबेस के अनुसार है। विसंगति के मामले
आप उसमें सुधार के लिए अपने क्षेत्रीय कार्यालय से संपर्क कर सकते हैं।

Disclaimer: Data appearing on the card is as per the database available in EPFO. In case
of any discrepancy you may contact your concerned EPFO office for its rectification.

Printed from EPFO Member Portal On: 20.04.2021



The New India Assurance Co. Ltd.

P SAI VAISHNAVI KANDARAM

AGE : 7

EMP ID : 1435

GOOD HEALTH ID : CHINA0510145521

VALID FROM : 03-10-2010

SARJINI EDUCATIONAL SOCIETY



Good Health Insurance TPA Limited

- The cover of the Good Health Insurance Policy is non-transferable.
- This policy is non-assignable.
- Continuation of the cover is subject to the approval of the Insurer at the time of submission of the renewal form.
- The Good Health Insurance Policy is valid for a period of 12 months from the date of issue.
- The Good Health Insurance Policy will be terminated if a claim is made for any reason.
- For more details please refer the policy terms and conditions.

Toll Free ☎ 1800-1251540

Fax ☎ 1800-1251540

E-Mail ✉ customer.care@ghitpa.com

Web Access ☎ www.goodhealthtpa.com



Good Health Insurance TPA Limited

Plot No. 85, Nagajohn Road, Bangalore,
Hyderabad - 500 068, Telangana, India.



The New India Assurance Co. Ltd.

K LAKSHMI

AGE : 30

EMP ID : 1403

GOOD HEALTH ID : CHINA0510145519

VALID FROM : 03-10-2010

SARJINI EDUCATIONAL SOCIETY



Good Health Insurance TPA Limited

- The cover of the Good Health Insurance Policy is non-transferable.
- This policy is non-assignable.
- Continuation of the cover is subject to the approval of the Insurer at the time of submission of the renewal form.
- The Good Health Insurance Policy is valid for a period of 12 months from the date of issue.
- The Good Health Insurance Policy will be terminated if a claim is made for any reason.
- For more details please refer the policy terms and conditions.

Toll Free ☎ 1800-4291540

Fax ☎ 1800-4291540

E-Mail ✉ customer.care@ghitpa.com

Web Access ☎ www.goodhealthtpa.com



Good Health Insurance TPA Limited

Plot No. 85, Nagajohn Road, Bangalore,
Hyderabad - 500 068, Telangana, India.

- . This issue of this card does not guarantee cashless hospitalization.
- . This card is for identification purpose only.
- . Card has to be presented to the network service provider at the time of admission / availing the service.
- . Pre-authorization from Good Health is must for availing cashless hospitalization.
- . The insurance claim will be processed in a accordance with the policy terms and conditions.
- . For more details please refer the guide book provided / Website.

Talk To Us : 1860 425 3545

Fax Us : 1860 425 4242

E-Mail : customer.care@ghptpa.com

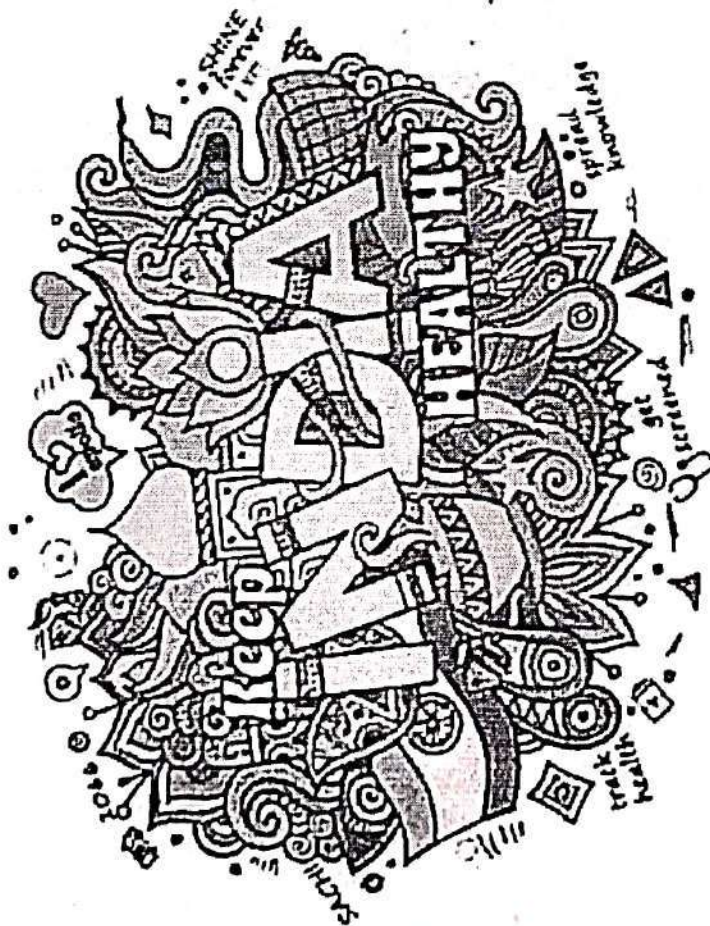
Web Access : www.goodhealthtpa.com



Good Health Insurance TPA Limited

Suite 403-406A, 4th Floor, Ashoka My Home Chambers, Behind Ashok Bhoopal Chambers.

Sardar Patel Road, Secunderabad - 500 003, Telangana, India.



**STAFF
PRIVILEGE CARD**

Sample Non-Teaching staff Employee's State Insurance (ESI) cards for the proof of health insurance:

Documents Uploaded:

none

Signature / LTR of Registered Employee / IP :

G. P. K. K. K.

Mobile Number: 5585164402



Original

NOTE:

1. Please keep this printout for future reference and bring it along with your ID for all your Government services and benefits.
2. Employer to please affix employee and his family photo here and send your official stamp across.



SECRETAR
Sarajini Educational
KINADA

Signature / Stamp of ESI Officer / Employer

Documents Uploaded:

None

Registered (If Registered Employee)

G. Har & Co.

Mobile Number: 8685164102

NOTE:

- Please keep this document for future reference and bring it to the office of the Employer to the nearest Civil Hospital and District Hospital.
- Employer to provide the employee and his family photo here and also to the nearest Civil Hospital and District Hospital.

SECRETARY
SARVODAYA EDUCATIONAL SOCIETY
KARNATAKA
Signature / Director of ESI Office / Employer



EMPLOYEES' STATE INSURANCE CORPORATION

e-Polychan Card

Insured Person: Gokulaji Ramakrishna Mehar Phantauran
Insurance No.: 6263116048
Date of Registration: 15/07/2017

In case Aadhaar Number is not entered (It is valid upto date: 14/02/2017 only)

YOUR REGISTRATION DETAILS

Employee Name:	Gokulaji Ramakrishna Mehar Phantauran	Type of Disability:	None
Name of Father/Husband:	Gokulaji Varkala Ramana	Date of Birth:	14/04/1955
United States:	Unmarried	Gender:	Male
Present Address:	Door: 171, Ramakrishna Sankar Thakuram, Kharada Road, B. G. D. D. East, Godavari, Andhra Pradesh 530025	Permanent Address:	Door: 171, Ramakrishna Sankar Thakuram, Kharada Road, B. G. D. D. East, Godavari, Andhra Pradesh 530025
Address (Current):	530025020	Address (Old):	Unchanged
Dependency (IHS for ES):	Karnataka AP (ESI) (No.)	Dependency (IHS for Family):	Karnataka AP (ESI) (No.)
Current Employer Details			
Employer's Code No.:	5300250200000000	Employer's Code No.:	None
ESIC Unit Code No.:	12345	ESIC Unit Code No.:	None
Date of Appointment:	01/07/2017	Date of Appointment:	None
Name of Employer:	SARVODAYA EDUCATIONAL SOCIETY	Name of Employer:	None
Address of Employer:	SRINAGAR, KARNATAKA, INDIA Godavari Andhra Pradesh 530025	Address of Employer:	None

Family Details:

Name	Relationship with ESIC Employee	Current Birth	Whether Residing with Employee/Spouse	State	District	Address	Registration Status
Gokulaji Varkala Ramana	Dependent Father	01/04/1955	Yes	Andhra Pradesh	Godavari	530025020000	Unchanged
Gokulaji Chakrabarti	Dependent Mother	01/04/1954	Yes	Andhra Pradesh	Godavari	530025020000	Unchanged

Domestic Details:

Name of Member	Relationship with ESIC	Percentage	Address of Member	Address	Address Status
Gokulaji Chakrabarti	Dependent Mother	50%	Door: 171, Ramakrishna Sankar Thakuram, Kharada Road, B. G. D. D. East, Godavari, Andhra Pradesh 530025	530025020000	Unchanged

Godavari 530025

MEDICAL ACCEPTANCE CARD

Full Name BAIPA. PARIMALA JYOTHI	
Father or Husband's Name BAIPA. RAJKUMAR	
Factory Name SAROJINI EDUCATIONAL SOCIETY	
Present Residential address BLOCK NO 7,II FLOOR,NTR APARTMENTS,JAGGAMPETA ROAD,Dist:East Godawari,Andhra Pra	
Ins. No./ Ref. No.	6208115104

EMPLOYEES' STATE INSURANCE CORPORATION		
I apply to be included in the list of Dr.....		
I declare that I am not already in the list of a doctor in this or any other area.		
Date.....	Signature or thumb impression of Insured Person	
To be completed by Doctor:	Doctor's Code No.	
I accept this person for inclusion in my list		
Date:	Signature of the Doctor.	

**EMPLOYEES' STATE INSURANCE CORPORATION****e-Pehchan Card**

Insured Person : **Baipa. Parimala Jyothi**
Insurance No. : **6208115104**
Date of Registration : **15/07/2017**

In case Aadhaar Number is not entered, this is valid upto
date: **13/08/2017** only

YOUR REGISTRATION DETAILS

Employee Name:	Baipa. Parimala Jyothi	Type of Disability :	None
Name of Father / Husband:	BAIPA. RAJKUMAR	Date of Birth :	08/08/1970
Marital Status :	Married	Gender :	Female
Present Address :	BLOCK NO 7, II FLOOR, NTR APARTMENTS, JAGGAMPETA ROAD, Dist: East Godawari, Andhra Pradesh, 533447	Permanent Address :	BLOCK NO 7, II FLOOR, NTR APARTMENTS, JAGGAMPETA ROAD, Dist: East Godawari, Andhra Pradesh, 533447
Aadhaar Number :	859088545249	Aadhaar Status :	Unverified
Dispensary / IMP for IP :	Samalkot, AP (ESIS Disp.)	Dispensary / IMP for Family:	Samalkot, AP (ESIS Disp.)
Current Employer Details		First Employer Details	
Employer's Code No. :	62000367610001303	Employer's Code No. :	None
Sub Unit's Code No. :	None	Sub Unit's Code No. :	None
Date of Appointment :	01/06/2017	First Insurance No. :	None
Name of Employer :	SAROJINI EDUCATIONAL SOCIETY	Name of Employer :	None
Address of Employer :	SRINAGAR, KAKINADA, Dist: East Godawari Andhra Pradesh 533003	Address of Employer :	None

Family Details:

Name	Relationship with the Employee	Date of Birth	Whether Residing with Insured Person	State	District	Aadhaar	Aadhaar Status
BAIPA SHARON ROSE	Dependant unmarried daughter	11/08/2002	Yes	Andhra Pradesh	East Godawari	633656110077	Unverified
BAIPA SHARON LILLY	Dependant unmarried daughter	28/11/2003	Yes	Andhra Pradesh	East Godawari	893350855455	Unverified

Nominee Details:

Name of Nominee	Relationship with IP	Percentage	Address of Nominee	Aadhaar	Aadhaar Status
BAIPA. RAJKUMAR	Spouse	100	BLOCK NO 7, II FLOOR, NTR APARTMENTS, JAGGAMPETA ROAD, PEDDAPURAM, EAST GODAVARI DT., AP	631372752541	Unverified

GOLLAPETA, NAGUL, Andhra
Pradesh Dist: East
Godawari 533447

Sample proof of CL form

a) CL form for teaching staff:

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
(Recognized by UGC under section 2(f) of UGC Act 1956)
Aditya Nagar, ADB Road, Surampalem - 533 437.

CASUAL LEAVE FORM

Name of the Staff Member : G. Veerapandu Emp. ID. 627
Designation : Assoc. Prof. Dept. ECE
Date(s) applied for : 23/11/21 to 03/12/21
Reason For Leave : Personal
Contact Phone No. : 9491191574

Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
			Completed class work	

Signature of the Staff Member : G. Veerapandu
Recommendations of HOD : G. Veerapandu
(Recommended / Not Recommended)

For Office Use Only :	
No. of Leaves in Credit :	<u>7</u>
No. of Leaves Availed :	<u>10</u>
Balance of Leaves :	<u>0</u>

PRINCIPAL
ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM (HOD COPY)

Name of the Staff Member : G. Veerapandu Department : ECE
Date (s) applied for : 23/11/21 to 03/12/21

Class	Date	Hour	Name of the Staff member	Signature
			Completed class work	

G. Veerapandu
Signature of the Staff Member

PRINCIPAL

Approved by ATEL, Bangalore on 27/06/2018
Recognized by UGC, New Delhi on 27/06/2018

Achlyn Memon, Achyut Ramakrishna Muramapalem - 535537

Name of the Staff Member D. N. S.
Designation Lecturer
Date(s) applied for 23.07.2023
Reason For Leave Not holding post
Contact Phone No. 9492601211

Class	Date	Hour	Name of the Staff member	Signature
A-2 ME Gen B	31.03.22	1-1.50	M. Sorat Chandra Prasad	<i>[Signature]</i>
A-2 ME(B)	31.03.22	2.40-3.30	Dr. B.M.B. Bhareath	<i>[Signature]</i>
A-2 ME(B)	01.04.22	11.10-12 noon	M. Sorat Chandra Prasad	<i>[Signature]</i>




Recommendations of HOD
(Recommended / Not Recommended)

For Office Use Only :	
No. of Leaves In Credit :	5
No. of Leaves Availed :	2
Balance of Leaves :	3

CASUAL LEAVE FORM (HOD COPY)

Department : MIF

Date(s) applied for : 31.03.22, 01.04.22 [Thursday, Friday]

Class	Date	Hour	Name of the Staff member	Signature
4-2ME(B)	31.03.22	1-1.50	M. Surat Chandra Prasad	
4-2ME(B)	31.03.22	2.40-3.30	Dr BMR Bharathi	
4-2ME(R)	01.04.22	11.10-12 Noon	M. Surat Chandra Prasad	

Signature of the Staff Member

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ADITYA COLLEGE OF ENGINEERING

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(Recognized by UGC under section 2(f) of UGC Act 1956)
Aditya Nagar, ADB Road, Surampalem - 533 437.

CASUAL LEAVE FORM

Name of the Staff Member : K. Chandra Sekhar Emp ID: 2302
Designation : Asst. Professor Dept. ECE
Date(s) applied for : 26/11/2021, 30/11/2021
Reason For Leave : Personal Work
Contact Phone No. : 9866095301

Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
classwork		Adjusted		

Signature of the Staff Member : K. Sekhar
Recommendations of HOD : [Signature]
(Recommended / Not Recommended)

For Office Use Only :	
No. of Leaves in Credit :	8
No. of Leaves Availed :	5
Balance of Leaves :	3

[Signature]
PRINCIPAL
ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM (HOD COPY)

Name of the Staff Member : K. Chandra Sekhar Department : ECE
Date (s) applied for : 26/11/2021, 30/11/2021

Class	Date	Hour	Name of the Staff member	Signature
classwork		Adjusted		

K. Sekhar
Signature of the Staff Member

[Signature]
PRINCIPAL

ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM

Department: H&BS

Employee ID: 13/04/2022

Reason for leave: Health problem

Period for leave: 13/04/2022

Leave Type: Casual

Class Work Adjustment:

Class	Date	Hour	Name of the Staff member	Signature
13/04/2022	13/04/2022	6:00	A. Krishna Veni	

Signature of the Staff Member :

Recommendations of HOD :
(Recommended / Not Recommended)

For Office Use Only :	
No. of Leaves in Credit :	2
No. of Leaves Availed :	1
Balance of Leaves :	1

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ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM (HOD COPY)

Name of the Staff Member : CHALAPATI RAO M Department : H&BS

Date (s) applied for : 13/04/2022

Class	Date	Hour	Name of the Staff member	Signature
13/04/2022	13/04/2022	6:00	A. Krishna Veni	

Signature of the Staff Member

PRINCIPAL

ADITYA COLLEGE OF ENGINEERING

Approved by the AICTE, Government of India. The AICTE is a member of the
Association of Universities and Colleges of Engineering and Technology (AUCEET)
Aditya Nagar, Aditya Nagar, Bangalore-560075. Tel: 080-26111111

CASUAL LEAVE FORM

Name of the Staff Member : N. N. N. N.
Designation : Asst. Prof.
Date Applied for : 11/04/22
Reason for Leave : Personal
Contract Period No. : 11/04/22

Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
IV-II	11/4/22	1 st	N. N. N. N.	N. N. N. N.

Signature of the Staff Member : N. N. N. N.

Recommendations of HOD : Yes
(Recommended / Not Recommended)

For Office Use Only :	
No. of Leaves In Credit :	5
No. of Leaves Availed :	1
Balance of Leaves :	2

PRINCIPAL
ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM (HOD COPY)

Name of the Staff Member : N. N. N. N.

Department : CE

Date (s) applied for : 11-04-2022

Class	Date	Hour	Name of the Staff member	Signature
IV-II	11/4/22	1 st	N. N. N. N.	N. N. N. N.

Signature of the Staff Member

PRINCIPAL

b) CL form of non-teaching staff:

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(F) of UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist., Ph: 99631 76562

LEAVE APPLICATION

For Office Use Only

Employee ID : 172

Date: 27-11-2021

Name of the Staff : B.S.R. Muthu
Designation : Asst. Clerk
Date(s) of Leave : 29-11-2021
Purpose of Leave : Personal
Phone No. : 90109 81516

For Office Use Only

No. of Leaves in Credit	8
No. of Leaves Availed	1
Balance of Leaves	7

Signature of A.O.

Signature of Principal

Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(F) of UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist., Ph: 99631 76562

For Office Use Only

LEAVE APPLICATION

Employee ID : 2208

Date: 8/01/2022

Name of the Staff : B. Madhava Chandra
Designation : Tr. Mr
Date(s) of Leave : 08/01/2022 (Second half)
Purpose of Leave : Personal work
Phone No. : 8008834994

For Office Use Only

No. of Leaves in Credit	4
No. of Leaves Availed	0.5
Balance of Leaves	3.5

Signature of A.O.

Signature of Principal

Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTU & Accredited by NAAC
Recognized by UGC under section 2(F) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist. Ph: 99631 76662

LEAVE APPLICATION

Employee ID : 547

Date: 11/4/2019

Name of the Staff : S.V.V. Subramanian

Designation : Superintendent

Date(s) of Leave : 5/4/2019 One Day

Purpose of Leave : Personal

Phone No. : 9866606483

For Office Use Only

No. of Leaves in Credit	3
No. of Leaves Availed	1
Balance of Leaves	2

Signature of A.O.

Signature of Principal

Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(F) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist. Ph: 99631 76662

LEAVE APPLICATION

Employee ID : 647

Date: 11/4/19

Name of the Staff : T. Swathi

Designation : Receptionist

Date(s) of Leave : 11/4/2019 - 24

Purpose of Leave : Personal

Phone No. : 9848197340

For Office Use Only

No. of Leaves in Credit	4
No. of Leaves Availed	1
Balance of Leaves	3

Signature of A.O.

Signature of Principal

Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
Aditya Nagar, ADB Road, Surampalem - 533 437

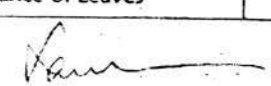
LEAVE APPLICATION

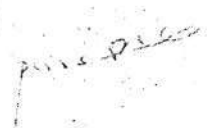
Employee ID 3888


Date: 25-04-2022

Name of the Staff : Ch. Solomon Raju
Designation : Jr. Assistant
Date(s) of Leave : 25-04-2022 (SH)
Purpose of Leave : Personal work
Phone No. : 7075400854

For Office Use Only	
No. of Leaves in Credit	<u>5</u>
No. of Leaves Availed	<u>0.5</u>
Balance of Leaves	<u>4.5</u>


Signature of A.O.


Signature of Principal


Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
Aditya Nagar, ADB Road, Surampalem - 533 437

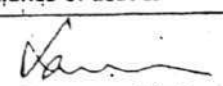
LEAVE APPLICATION

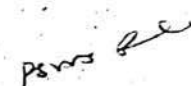
Employee ID 2002


Date: 9-4-22

Name of the Staff : P. Srinivasa Rao
Designation : Jr. Assistant
Date(s) of Leave : 11-4-22
Purpose of Leave : Personal
Phone No. : 9393065614

For Office Use Only	
No. of Leaves in Credit	<u>3</u>
No. of Leaves Availed	<u>1</u>
Balance of Leaves	<u>2</u>


Signature of A.O.


Signature of Principal


Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
(Recognized by UGC under section 2(f) of UGC Act 1956)
Aditya Nagar, ADB Road, Surampalem - 533 437.

O.D. FORM

Name of the Staff Member : A. NEERAJA Emp. ID 21171
Designation : Professor Dept. H.R.B.
Date(s) applied for : 25-11-2019 to 30-11-2019 (6 days)
Reason for O.D. : observer for JNTU Kakinada
Contact Phone No on O.D. : 9805138959
Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
ICSE-B	25-11-19	10:15	M. Prem Kumar	
ICSE-B	26-11-19	3:00	V. Anantha Lakshmi	
ICSE-B	27-11-19	11:00	V. Anantha Lakshmi	
ICSE-B	28-11-19	10:15	Prem Kumar	
ICSE-B	29-11-19	1:30 3:00	V. Anantha Lakshmi P. Raja Sekh Reddy	
ICSE-B	30-11-19	12:45	M. Prem Kumar	

Signature of the Staff Member : A. Neeraja

Recommendations of HOD : M. J. Van
21-11-19

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ADITYA COLLEGE OF ENGINEERING

O.D. FORM (HOD COPY)

Name of the Staff Member : A. NEERAJA Department : H.R.B.
Date (s) applied for : 25-11-2019 to 30-11-2019 (6 days)

Class	Date	Hour	Name of the Staff member	Signature
ICSE-B	25-11-19	10:15	M. Prem Kumar	
ICSE-B	26-11-19	3:00	V. Anantha Lakshmi	
ICSE-B	27-11-19	11:00	V. Anantha Lakshmi	
ICSE-B	28-11-19	10:15	Prem Kumar	
ICSE-B	29-11-19	1:30 3:00	V. Anantha Lakshmi P. Raja Sekh Reddy	
ICSE-B	30-11-19	12:45	Prem Kumar	

A. Neeraja
Signature of the Staff Member

PRINCIPAL

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
(Recognized by UGC under section 2(f) of UGC Act 1956)
Aditya Nagar, ADB Road, Surampalem - 533 432

O.D. FORM

Name of the Staff Member : Dr. G. Ramakrishna Emp. ID. 190



Designation : PROFESSOR Dept. : ECE


Date(s) applied for : 26/03/22


Reason for O.D. : Resubmission of Internal report of Project

Contact Phone No on O.D. : 9701297007

Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
ECE-2	26/03/22	10:20 P 11:10	M. Venkateswulu	
ECE-0	26/03/22	2:00 P 3:10	T. Phani male	

Signature of the Staff Member : 



Recommendations of HOD : 

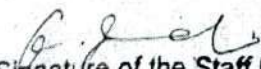
PRINCIPAL
ADITYA COLLEGE OF ENGINEERING

O.D. FORM (HOD COPY)

Name of the Staff Member : Dr. G. Ramakrishna Department : ECE

Date (s) applied for : 26/03/22

Class	Date	Hour	Name of the Staff member	Signature
ECE-2	26/03/22	10:20 P 11:10	M. Venkateswulu	
ECE-0	26/03/22	2:00 P 3:10	T. Phani male	


Signature of the Staff Member

PRINCIPAL

Sample proof of Maternity leave form:

Sustampalem,
11th Feb, 2022

To

The Principal,
Aditya College of Engineering,
Sustampalem

Sub: Request to grant long leave for maternity
Respected Sir,

Sir,
I (T. Krishna Mohana, EMP ID: 4340) am working
as Asst. Professor in the department of EEE
would like to request you to grant me long
leave from 3rd March, 2022 for maternity. I will
rejoin after my delivery.

This is for your kind approval.

Thanking You

Yours Sincerely,

Mohana

(T. KRISHNA MOHANA
EMP ID: 4340)

Forwarded
to Principal Sir

Recommended for
long leave.

G. S. S. S.

12/02/22

Sir

A. Approved

12/2

Surampalem,
Dt: 30-6-2021.

To
The Principal,
Aditya College of Engineering,
Surampalem.

Sub: Request for Work from home & Maternity leave.
Respected Sir,

Respected Sir,

I K. Vijayakumari, faculty of ECE department in our organisation request you to grant me permission to deliver online classes & work from home till 25-07-2021 due to my pregnancy issue as I have problem in taking journey. Also I request you to grant me the maternity leave from 26th July, 2021 to October 31st, 2021 [31-10-2021]. Kindly consider my request and grant me permission

Forwarded to Principal Sir
Her request may be considered.
G. J. Reddy
30/6/21.

Thanking You Sir,

Yours faithfully,

K. Vijaya Kumari,
Emp ID: 4489,
ECE: Asst. professor.

Permitted
H. J. Reddy

Sample proof form of Encouraging faculty members to pursue Higher Studies:

Sivampalem,
24.6.22

To
The principal,
Aditya College of Engg.,
Sivampalem.

Sub: Request for Long leave to attend ph.D
course work.

Respected Sir,

I Chandra Sekhar Kotikalapudi with Emp
Id. 2702 working as Assistant professor in the EEE
department. I got ph.D (part time - on campus) admission
in NIT Trichy. In this scheme I need to attend
course work for a period of six months which is
going to start from the 1st week of August 20,
I request you to give Long leave upto December
to attend course work.

Thanking you sir,

yours faithfully,

K. Chandra Sekhar

Emp Id: 2702

Forwarded
& Recommended
27/07/22

AG