AnityA

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.

		2022	-2023
S. No	Welfare Measures		f Benefited
		T eaching	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 SURAMPALEM-533 437





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.

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

(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
	To got a	Canteen	0
		Bank loan &Advance	1020
	and the same of th	TDS	0
		ESI	0
Total Earnings	45583	Total Deductions	3470

Net Salary

27921

Accounts Incharge



(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	2 <mark>967</mark>
		TDS	0
		ESI	0
Total Earnings	45583	Total Deductions	5417

Net Salary

32052

Accounts Incharge



(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

Total Earnings	22500	Total Deductions	2000
		ESI	0
· ·		TDS	0
	1	Bank loan &Advance	0
		Canteen	0
Others	0	Group Insurance	0
HRA	0	EPF	1800
DA	0	Professional Tax	200
Basic	22500	Loss of Pay	0
Earnings	100	Deductions	
Department :	Administration		
Designation :	Computer Operator		
Employee ID :	177	PF Number :	GRRJY00366920000000589
Name of the Employee :	B.Sri Rama Murthy	Bank A/c No :	32682210005341

Net Salary

20500

Accounts Incharge



(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 :	A Ram Prasad	Bank A/c No :	32682210009020
Employee ID :	2705	PF Number :	GRRJY00366920000011288
Designation :	Jr Asst	1	3/10/00/00/20000011288
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

GE OF ENGINEER



कर्मचारी भविष्य निधि संगठन





सदस्य पासबुक / Member Passbook

रणाए किईसाः स्थापक

| Establishment ID/Name

सदस्य आईडी / नाम

| Member ID/Name

GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY

जान विशि

| DOB

GRRJY00366920000000779 / GEESALA VEERAPANDU 28-JUN-1968

709 | UAN

100152329293

		जगा निकासी ईपीएक ईपीएस		ईपीएस	जमा / Deposit				निक Witho	पेन्शन अन्शदान	
वेतन माह / Wage Month	विवरण / Particulars	दिनॉक / Date of Credit / Withdra wal	वेतन / EPF Wages	येतन / EPS Wages	कर्मचारी अ Share	रशदान / Emp	oloyee	नियोक्ता अन्यदान / Employer Share	कर्मबारी अन्धदान /Employe e Share	नियोक्ता अन्त्रादान / Employer Share	Pension Contrib ution
Opening Ba	alance as on 01-04-2021				37,167	37,167	0	20,838			1,04,351
					मासिक अंशदान /	वार्षिक संचय Cumulative for the year	Balance				
					Monthly Cont.	नॉन—टैक्से बल / Non- Taxable	टैक्सेयल / Taxble				
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	c	0	1,250
Nov-2021	Cont. For Due-Month 122021	24-12- 2021	15,000	15,000	1,800	16,200	0	550	C	0	1,250
Dec-2021	Cont. For Due-Month 012022	22-01- 2022	15,000	15,000	1,800	18,000	o	550	C	0	1,250
Jan-2022	Cont. For Due-Month 022022	18-02- 2022	15,000	15,000	1,800	19,800	C	550	C	0	1,250
Feb-2022	Cont. For Due-Month 032022	17-03- 2022	15,000	15,000	1,800	21,600	C	550		0	1,250
nt. Update	d upto 31/03/2022				3,812	3,812	C	1,933		0	
Closing Bala	ance as on 31-03-2022				62,579	62,579	C	29,371			1,19,35

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

..विवरण की समाप्ति... -- End Of Statement --

मुद्रित Printed On

14-02-2023 13:55:53

प्रतिस्थान - सपर दी गई जानकारी केंग्द्रीय सर्वर पर दी गई जानकारी के आधार पर है। यह जानकारी कानूनी प्रयोजन के लिए उपयोग नहीं की जा सकती हैं।

Disclaimer - Information shown above is based on available data on central server. This information may not be use for legal purpose.



कर्मचारी भविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANISATION



त्यापना आईडी/नाम

FE 12.3

 $F \neq F$

Establishment ID/Name

सदस्य अर्दशी / जम | Member ID/Name | DOB

सदस्य पासनुज / Member Passbook_ GRRIY0036692000 / SARDJINI EDUCATIONAL SOCIETY

GRRJY00366920000011881 / YERNI SATHIBABU

12-JUN-1989

101163517402

Mage Month	विवरम / Particulars	जमा निकासी	ईपीएफ वेतन /	इंपीएस वेतन /	जगा / 0	eposit	posit निका Withd		प्रेन्सन जन्मदानः /
100000000000000000000000000000000000000	11	হিনীক / Date of Credit / Withdra wal	EPF Wages	EPS Wages	कर्मचारी अन्सदान / Employee Share	नियोक्ता अन्तदान / Employer Share	कर्मगारी अन्तदान /Employee Share	নিয়াবলা একানে / Employer Share	Pension Contribu tion
opening Bal	lance				2,557	782			1,758
:202-PAN	Cont. For Due-Month 042021	29-04-2021	11,750	11,750	1,410	431			979
1PR -3071	Cont. For Due-Month 052021	26-05-2021	11,750	11,750	1,410	431			979
	Card For Due-Month 062021	28-06-2021	11,750	11,750	1,410	431			979
UN-2021	Cont. For Due-Month 072021	19-07-2021	11,750	11,750	1,410	431		1	979
IUL 2021	Cont. For Due-Month 082021	23-08-2021	11,750	11,750	1,410	431			979
4UG-2021	Cont. For Due-Month 092021	18-09-2021	11,750	11,750	1,410	431	-0.00		979
P-2021	Cont. For Due-Month 102021	28-10-2021	11.750	11,750	1,410	431			979
	Cont. For Due-Month 112021	18-11-2021	11,750	11,750	1,410	431			979
NOV-2021	Cont. for Due-Month 122021							1	1
DEC-2021	Cont. for Due-Month 012022							-	1-
IAN-2022	Cont. for Due-Month 022022					1 0		-	
FEB-2022	Cont. for Due-Month 032022					0 0			-
interest de	tails N/A					0	0	-	
Closing Bal	ance				16,27			+	
TRANSFER	IN - SAME OFFICE(Old Member Id-;GRRJY00)	366920000011333)		-	2,36			-	9,60
TRANSFER	IN - INTEREST AMOUNT ONLY(Old Member I	d.:GRB IMOGREESSON			4,30	10,05	1		

_विवरण की समाप्ति.. -End Of Statement-

मुदित 20-12-2021 11:53:47

राहित्यत - उत्तर ते गई जनकारी क्षेत्रीय सर्वर पर दी गई जानकारी के आधार पर है। यह जानकारी कापूरी व्यवेश के लिए स्वयोग नहीं की जा सकती है।

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PRINCIPAL .
Aditya College of Engineering SURAMPALEM - 533 437

GRRJY00366920000011681

Page 2 of 2



कर्मचारी भविष्य निधि संगठन EMPLOYEES PROVIDENT FUND ORGANISATION



सहरामा आईडी/भाष सदस्य आईडी / माम

| Establishment ID/Name

्सवस्य पासपुक / Member Passbook_ GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY

तान्य विश्वि 177

| Member ID/Name 1 DOB LUAN

GRIUY003669200000118R1 / YERHI SATHIBADU

12-JUN-1989 101163517402

	ईपीएक पासदुक विश	Nn art 2020,2021	PF Passho	nk Finan	elal Vons	1020 202			-
वेतन म्तह / Wage Month	Wage Wage	जण निकासी दिगीक /	इंगीएम वेतन / EPF	रम ईपीएम		Deposit	front / Withdrawal		कत्त्व क्रम्बर
			ate of Wages Wage redit / /ithdra	EPS Wages	कर्मचारी अन्तराहाल / Employee Share	নিয়াক্য অন্যবান / Employer Share	कर्मसान अन्यदान /Employee Share	वियोजना अन्यासन् / Employer 3hare	Pension Contribu
Opening Ba	lance					-	-		
MAS 2020	Cont. for Due-Month 042020				0				
APR-2020	Cont. for Due-Month 052020				٥	,			0
No. Doze	Cont. for Due-Month 062020				0	0			0
JUN-2020	Cont. for Due-Month 072020	-			0	0			0
JUL-2020	Cont. for Due-Month 082020	-			0	- 0			0
AUG 2020	Cont. for Due-Month 092020				0	0			0
SEP-2020	Cont. for Due-Month 102020				0	0	117		0
007-2020	Cont. for Due-Month 112020		Yes _		0	0			0
NOV-2020	Cont. for Due-Month 123020				0	0			0
DEC-2020	Cont. for Due-Month 012021				0	0			0
JAN-2021	Cont. For Due-Month 022021	08-03-2021			0	0			0
FEE-2021	Cont. For Due-Month 032021	03-04-2021	11,750	11,750	1,410	431		1	979
Int. Updated	5 upto 31/03/2021	03-04-2021	9,475	9,475	1,137	348	T. N.	CVISION SECTION	789
Closing Bala			100	I Esta	10	3			0
					2,557	782			1,768

-End Of Statement --

मुदिव

20-12-2021 11:53:47

—end Of Statement —

पर दी गई ज्यानकारी के ज्यापार पर है। यह ज्यानकारी कानूनी प्रयोजन के लिए उपयोग नहीं को जा सकती है।
Is based on available data on control persons — det to its instance area to be an exist in a warrant or an existing and a sing which has no or main at Discissinger - information shown above is based on available data on central server. This information may not be use for legal purpose.

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Aditya College of Engineering SURAMPALEM - 533 437

GRRJY00366920000011881

Page 1 of 2



कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION



व्यापना आईडी/नाप राहरच आईसी / भाम

जम्म तिथि

777

| Establishment ID/Name

| Member ID/Name

GRRIY0036692000 / SAROJINI EDUCATIONAL SOCIETY GRRJY003GG920000000813 / KAMBAMPATI LAKSHMI

संदर्भ भारावुक / Member Passbook

DOB 1 UAN

100183659182

	इंपीएफ पासबुक विर्ता	14 34 2021.2022		ok (Finan	cial Year -	2021-2022	1	1	
पेतन मार / Wage Month	विवरण / Particulars	जगा निकासी	ईपीएफ वेतन /	ईपीएस वेतन /	जगा / Deposit		निकासी / Withdrawal		वकान अन्यादान /
	-	ਵਿਜੀਨ / Date of Credit / Withdra wal	EPF Wages	EPS Wages	कर्मधारी अन्तदान / Employee Share	नियोक्ता अन्यदान / Employer Share	कर्मचारी अन्हादान /Employee Share	नियोक्ता अन्तदान / Employer Share	Pension Contribu tion
Opening Bal	ance				20,897	62,187			1,03,845
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	25-05-2021	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
MIT-2021	Cont. For Due-Month 082021	23-08-2021	15,000	15,000	1,800	550			1,250
AUC 2021	Sant. 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
JT-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		3 2 3	-	0	0			0
DEC 2021	Cont. for Due-Month 012022	1,000	-3	N. T.	0	0			-
JAN-7072	Cont. for Due-Month 022022			T 12	0	0			-
FEB-2022	Cont. for Due-Month 032022			7	0	0			-
Interest det	arts M/A		ii -	1 2	0		-	-	- 0
Closing Bala	nce		- 11.2		35,297	66,587	- 14	-	1.13,846

वियरण की समाप्ति

20-12-2021 11 47-07

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Aditya College of Engineering SURAMPALEM - 533 437

GRRJY00366920000000813

Page 9 of 9





Employees' Provident Fund Organisation, कर्मचारी भविश्य निधि सगठन , भारत

यूर्निवसल खाता संख्या

Universal Account Number (UAN)

100262370801



Yes

K.Y.C.

के. वाई.सी.

Father's / Husband's Name

RAMA RAO

PUDI RAMESH

Name Ή

पिता / पति का नाम

www.epfindia.

Universal Account Number यूर्निवसल खाता संख्या

100262370801

आप उसमें सुधार के लिए अपने क्षेत्रीय कार्यालय से संपर्क कर सकते हैं। प्रतिख्यान : इस कार्ड पर दर्शाया गया डेटा ईपीएफओ मे उपलब्ध डेटाबेस के अनुसार है। विसगति के मामले Disclaimer: Data appearing on the card is as per the database available in EPFO. In case

Printed from EPFO Member Portal On: 14.02.2023

of any discrepancy you may contact your concerned EPFO office for its rectification.



Employees' Provident Fund Organisation, कर्मचारी भविश्य निधि सगठन , भारत

यूनिवसल खाता संख्या

Universal Account Number (UAN)

크

Name

पिता / पति का नाम

100223558252



MARNEEDI SRINIVASU

APPA RAO

Z

K.Y.C.

के. वाई.सी.

Father's / Husband's Name

यूर्निवसल खाता संख्या

Universal Account Number

100223558252

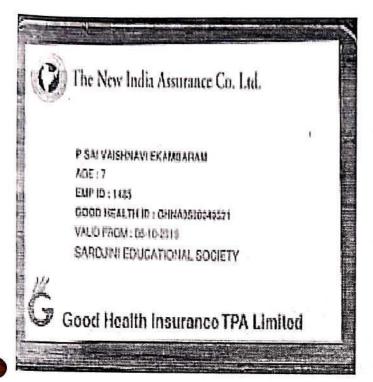
www.epfindia.

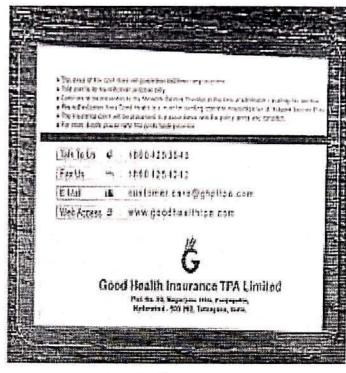


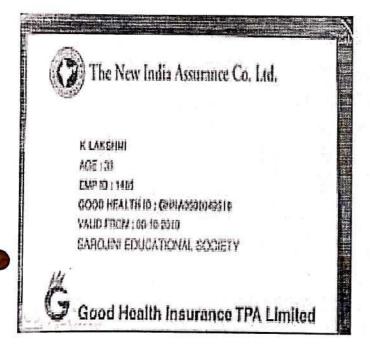
आप उसमे सुधार के लिए अपने क्षेत्रीय कार्यालय से संपर्क कर सकते हैं। प्रतिख्यान : इस कार्ड पर दर्शाया गया डेटा ईपीएफओ मे उपलब्ध डेटाबेस के अनुसार है। विसगति के मामले

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

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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 / availling 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.

1860 425 3545 Talk To Us

1860 425 4242

customer.care@ghpltpa.com Fax Us E-Mail

www.goodhealthtpa.com Web Access



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. Apollo SI-IINE FOUNDATION

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

 Exercise 11h of Regulated Engloyed 7 P

G. Plan & Count

Mobile Number Essentiated (2)

HOTE:

1. Plant Reg. Plant person to be in a stress and the grant person of the angles Count (1) of the person to be in a stress form and the person of the person of



EMPLOYEES' STATE INSURANCE CORPORATION 8-Polichan Card

Itsu ved Person :

Gotacalli Ramakilahna Nebar Phanleusia

Insurance No.: 620911 9048. Date of Registration 1970722017 In come Andheir Numbro is not entered this is wall upon

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MEDICAL ACCEPTANCE CARD

Full Name BAIPA. PARIMAL Father or Husband's Name	BAIPA. RAJKUMAR
	DUCATIONAL SOCIETY
Present Residential address	PTMENTS IAGGAMPETA ROAD Dist East Godawari Andhra Pra
	RTMENTS,JAGGAMPETA ROAD,Dist:East Godawari,Andhra Pra

EMPLOYEES' STATE IN	SURANCE CORPORATION
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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

VOLID DEGISTRATION 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	Fi	rst 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 GodawariAndhra Pradesh533003	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

PradeshDist:East

Godawari533447

Sample proof of CL form

Contest Phone No. 9491191574

Class Work Adjustment:

a) CL form for teaching staff:

MOSTVA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to INTUK, Kakinada) (Recognized by UGC under section 2(f) of UGC Act 1956) Aditya Nagar, ADB Road, Surampatem - 533 437. CASUAL LEAVE FORM

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PRINCIPAL

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Date

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Name of the Staff Member

Class Work Adjustment :

Class

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4-2mE(8)

Signature of the Staff Member: Recommendations of HOD: (Recommended / Not Recommended) For Office Use Only: No. of Leaves In Credit: No. of Leaves Availed: Balance of Leaves: CASUAL LEAVE FORM (HOD COPY) The staff Member: Department: The staff Member: The staff Member:	Class -2 mE(8 -2 mE(8)	31.03.22	1-1.50 2.40-3-30	M. Surat Chandra Prasad Dr BMR Bharathi	Ma
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(Approved by AICTE & Affiliated to JNTUK, Kakinada) (Recognized by UGC under section 2(f) of UGC Act 1956) Aditya Nagar, ADB Road, Surampatem - \$33,437.

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PRINCIPAL

Signature of the Staff Member

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Signature of the Staff Member

PRINCIPAL

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	4	EAVE APPLICAT	HON		
Employee ID 17	-a		2 (25)	Date: 27-11- 2021	
Name of the Staff	: B.s.	2. WETHY			
Designation	: cery	· dem	E1 10		
Date(s) of Leave	: 129-	11 2021		2 2 3 3	
Purpose of Leave	Pers	· Leno:	2		((0))
Phone No.	: 90'	109 & 1516		W gs	
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Signature of A.O.	5 (M) (M)		1	Signature of the Employee	>
- 6. a.a.c o. 1 a.o.	Q 44 255			ingliature of the Employee	

Approved by AICTE, Affiliated to JNTUK, Kakinada Recognized by UGC under Section 2(1) of UGC ACC, 1356. Addya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph. 99631 76662 parish writ

LEAVE APPLICATION

Employee ID 22.08 .

Date: 8/01/2013

Name of the Staff

: R. Madhava Chaidran

Designation

: TY. MIY

Date(s) of Leave

: 08/14/209 (second half)

Purpose of Leave

: Personal work

Phone No.

: 8008834984

P HOD-MECH

For Office Use C	Only
No.of Leaves in Credit	14
No.of Leaves Availed	6.5
Balance of Leaves	3.5

for . S.N.N. Satisfies

Alphy 5

Dim. Classianature of the Employee

Signature of Principal

Artiya Nagar, ADB Road, Sunimpalem 533-437, LG-Dist. Ph. 99631-75662

LEAVE APPLICATION

Employee ID 340 Date: 1 1, 2517

Name of the Staff

S.V.N. Sodfanasofor

Designation

Superintendent 5 4 2017 COR Try pensonal

Date(s) of Leave

Purpose of Leave

Frane No.

7866606483

For Office Use O	nly
No.of Leaves in Credit	13
No.of Leaves Availed	1
Balance of Leaves	2

Signature of A.O.

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph. 99631 76562

LEAVE APPLICATION

Employee ID 647

Date: 1/4/19

Name of the Staff

: J. Swathi

Designation

: Receptimist

Date(s) of Leave

: H/4/2019 - 54

Purpose of Leave

: personal

Phone No.

: 9848197340

For Office Use O	nly
No.of Leaves In Credit	14
No.of Leaves Availed	1
Balance of Leaves	3

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

Name of the Staff

: ch Sdoman Raju

Designation

To Assistant

Date(s) of Leave

25-04-2000 (SH)
Personal Work

Purpose of Leave

Phone No.

£075400854

For Office Use O	nly
No.of Leaves in Credit	15
No. of Leaves Availed	0.5
Balance of Leaves	4.5

Signature of A.O.

Signature of Principal

LEAVE APPLICATION

Employee ID 2.009

: P. Srinhage Ras

Name of the Staff.

Jr. Assistat.

Date(s) of Leave

Designation

Purpose of Leave

11-4-22 Personal

Phone No.

9393065614

For Office Use On	ly
No.of Leaves in Credit	3
No.of Leaves Availed	,
Balance of Leaves	2

Signature of A.O.

Signature of Principal

Signature of the Employee

(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.

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

O.D. FORM

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	PRINC ADITYA COLLEGE HOD COPY)	
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e of the Staff Member: Dy. G. Raw (s) applied for: 26/03/21	PRINC ADITYA COLLEGE HOD COPY)	OF ENGINEERIN
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Signature of the Staff Member

PRINCIPAL

Sample proof of Maternity leave form:

Swinmpalers 11th Feb, 2000

o The Brincipal, Aditya Lollege of Engineering, Sweampalem

Sub: Request to grant long leave for matering

Sia,

I (T. Krichna Mohana, EHP ID: 4346) on worring as Asst Professor in the department of EVE would like to request you to grant me land leave from 2rd March, 2022 for maternity I will rejoin after my delivery.

This is for your kind approval

Thanking You

Yours Sincerely Matana (T. Krishna Monaum EMP ID 4340)

A provide

The Principal.

Adilya College of Engineering.

Surampalen.

Subs Request for Mork from home & Maternity leave ... Respected Sir.

department in our organisation request you to grant me permission to deliver online clauses & kins 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 38 \$1,2021 [31-10-2021]. Kindly Consider my leavest and grant me permission

ported of sold and of the sold of the sold

yours faithfully,

K. Vijaya Kumari, EMP JD: 4489, ECE: Asst. projessor.

Remulial

Sample proof formof Encouraging faculty members to pursue Higher Studies:

The principal, Actitya college of toggs, Surampalam Sub: Request for Long Jenus - Course work. Respected siv, I chandra Schar Kötikelepudi with Id. 2902 working as Accident professor is the department. I get ph. D (part time - on comput) and the in NIT Tricky. The this scheme I need to offer lowde work for a period of six months which is going to start from the 1st week of August 50. I request you to give Long leave upto Trecember to attend cower work. Thanking you six, yours faithfully K. chandra Sexhar Emp 3d: 2902