



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

Criterion 6 Governance, Leadership Management

List of teachers that attained various leave

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List of Teachers that attained leave



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Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CRITERION 6. GOVERNANCE, LEADERSHIP, MANAGEMENT


6.3. FACULTY EMPOWERMENT STRATEGIES

6.3.1 The Institution has effective welfare measures and performance Appraisal System for teaching and non-teaching staff

List of Teaching and Non-Teaching staff that attained leave


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

List of Teaching and Non-Teaching staff that attained leave during the year 2021



JORHAT KENDRIYA MAHAVIDYALAYA
Estd. 1981
Accredited by NAAC with grade 'B'
KENDUGURI, JORHAT - 785 010, ASSAM
Phone # 0376-2350009, e-mail # jkmpincipal@rediffmail.com, Fax # 0376-2350009
Website www.jorhatkendriyamahavidyalaya.in

The list of Teaching & Non-teaching staff that attained leave (CL, CCL, DL, SL, EL & Any other leave) during the year 2021

Sl No	Name of Employees	Types of Leave						Any other leave
		CL	CCL	DL	SL	EL	Rusticated Holiday	
1.	Sri Bishnuram Nath	4			1			
2.	Dr. Gayatri Chutia	10	4	1			1	
3.	Ms. Bhagyashree Shyam	4		2	1		2	
4.	Sri Arup Kr. Mahanta	6			1		1	
5.	Sri Amarjyoti Bordoloi	4			1			
6.	Dr. Ananta Tamuli			8	1			
7.	Mrs. Ranjmoni Saikia	10					1	
8.	Dr. Swapnali Bora	8		2			1	
9.	Dr. Pallabi Mali	9		1			1	
10.	Mr. Pranjal Dutta	2		2	1			
11.	Mrs. Arunima Bora	2		1			1	
12.	Mrs. Ratnamoni Dutta	8						
13.	Dr. Barnali Saikia	12		3				
14.	Dr. Nanda Kr. Sahu	5						
15.	Dr. Gonesh Ch. Bora	3		2				
16.	Dr. Ajit Kr. Boruah	8						
17.	Mrs. Nibedia Baruah	10		3			1	
18.	Mrs. Minakshi Bora	1					1	
19.	Mrs. Karobi Baruah	7			5	30	1	
20.	Dr. Rajen Bora	2		2				
21.	Mrs. Moonmoni Borkoch	7					1	
22.	Sri Nripen Saikia	1		1	1			
23.	Mrs. Beauty Baruah	6			2			
24.	Mrs. Pinaki Hazarika	8		7				
25.	Mrs. Rashmirekha Borah	4		5				
26.	Mrs. Parinita Baruah	10		5				
27.	Mrs. Jyotisikha Borah	4	7	3				
28.	Mr. Binod Kr. Hazarika	2		7				
29.	Mrs. Arpana Saikia			1				
30.	Mrs. Sewali Saikia	3						
31.	Mr. Bonjit Bondan Buragohain	3						
32.	Mr. Rajib Bordoloi	8						
33.	Mrs. Dipty Borah Bhuyan	5		2				
34.	Mr. Arup Saikia	1		2				
35.	Mrs. Sewali Hazarika	1		1				
36.	Mrs. Leena Saikia	1	10					
37.	Mrs. Ely Phukan	2		6				
38.	Mr. Someswar Borah	3		10				
39.	Dr. Panchali Karmakar			1				6 months maternity leave


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal




Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

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List of Teaching and Non-Teaching staff that attained leave during the year 2021

40.	Dr. Madhumita Handique	2				30		6 months maternity leave
41.	Mrs. Monika Baruah	4				30		
42.	Sri Dilip Ch. Bora	2						
43.	Sri Surajit Dutta	3						
44.	Mrs. Rekhamoni Dutta	1						
45.	Mrs. Ami Dutta							
46.	Sri Bipin Kurmi	1						5 day paternity
47.	Mr. Arjun Sing Doley	6					1	
48.	Sri Loknath Bora	7						
49.	Sri Uma Dutta	7						
50.	Sri Jitul Bharali	1				30		
51.	Sri Bipul Ch. Bora	1						
52.	Sri Dipankar Bora	5						
53.	Sri Srimanta Borah	1						
54.	Sri Pranjal Tamuli	4						
55.	Sri Bashab Borah	6						
56.	Sri Dhruba jyoti Sharma	4						


Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya
Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



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		CL	CCL	DL	SL	EL	Rustica ted Holiday	
1.	Sri Bishnuram Nath	11		4	1		1	
2.	Dr. Gayatri Chutia	9		3			1	5 Covid-19
3.	Ms. Bhagyashree Shyam	7		4	1		1	
4.	Ms. Sabina Begum	3						
5.	Sri Arup Kr. Mahanta	7						
6.	Sri Amarjyoti Bordoloi	3		6				7 Covid-19
7.	Dr. Ananta Tamuli	7		8	4			
8.	Ms. Pallabi Hazarika	2						
9.	Mrs. Ranjmoni Saikia	9						
10.	Dr. Swapnali Bora	9		3				
11.	Dr. Pallabi Mali	11		3		7	1	7 Covid-19
12.	Mrs. Purabi Kolita	1						
13.	Mr. Pranjal Dutta	7			2			
14.	Mrs. Arunima Bora	9		4	11		1	
15.	Mrs. Ratnamoni Dutta	12		2	3			
16.	Dr. Barnali Saikia	7				40	1	
17.	Dr. Nanda Kr. Sahu	2						
18.	Dr. Gonesh Ch. Bora	8		3	1			
19.	Mrs. Nibedia Baruah	10				46	1	
20.	Mrs. Minakshi Bora	8		3	1			
21.	Mrs. Karobi Baruah	9			1			
22.	Dr. Rajen Bora	4		3				
23.	Mrs. Moonmoni Borkoch	10	30					
24.	Sri Nripen Saikia	2						
25.	Mrs. Beauty Baruah	12		3				
26.	Mrs. Pinaki Hazarika	8		8				
27.	Mrs. Rashmirekha Borah	5		4	3			3 Educational
28.	Ms. Khusbu Agarwal	2			11			
29.	Mrs. Parinita Baruah	7		3		28		
30.	Mrs. Jyotisikha Borah	4		5			1	
31.	Mr. Binod Kr. Hazarika	7		4	4			
32.	Mrs. Arpana Saikia	4		3				
33.	Mrs. Sewali Saikia	12			7			
34.	Mr. Bonjit Bondan Buragohain	9		6	7			
35.	Mr. Rajib Bordoloi	12						
36.	Mrs. Dipty Borah Bhuyan	4		9				5 Covid-19
37.	Mr. Arup Saikia	6		8	2			
38.	Mrs. Sewali Hazarika	6	40	5				2 Academic
39.	Mrs. Leena Saikia	5		5				
40.	Mrs. Ely Phukan	3		4				


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal




Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

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List of Teaching and Non-Teaching staff that attained leave during the year 2022


41.	Mr. Someswar Borah	2		7			
42.	Dr. Panchali Karmakar	1		4		1	
43.	Dr. Madhumita Handique	12	30		5	3	
44.	Mrs. Monika Baruah	2					
45.	Sri Dilip Ch. Bora	2					
46.	Sri Surajit Dutta	7					
47.	Mrs. Rekhamoni Dutta	8					
48.	Mrs. Ami Dutta	11					
49.	Sri Bipin Kurmi	3					
50.	Mr. Arjun Sing Doley	8		1			
51.	Sri Loknath Bora	1					
52.	Sri Uma Dutta	6					
53.	Sri Jitul Bharali	1					
54.	Sri Bipul Ch. Bora	4					
55.	Sri Dipankar Bora	4					
56.	Sri Srimanta Borah	4					
57.	Sri Pranjal Tamuli	8					
58.	Sri Bashab Borah	7					
59.	Sri Dhruba jyoti Sharma	4					


Dr. Dulen Saikia
Principal
Jorhat Kendriya Mahavidyalaya

Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
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6.3. FACULTY EMPOWERMENT STRATEGIES

6.3.1 The Institution has effective welfare measures and performance Appraisal System for teaching and non-teaching staff

ON DUTY LEAVE FACILITY


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
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Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

ON DUTY LEAVE

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To

The Principal
Jorhat Kendriya Mahavidyalaya

Army Public School Jorhat
MES Gate Rowrah
P.O Chaliha
Jorhat (Assam)

10 Mar 2021

**SUBJECT EXPERT: INTERVIEW FOR SHORT LISTED
CANDIDATES OF LOCAL SCREENING BOARD-2021**

Sir/Madam,

1. Interview for the short - listing candidates of Local Screening Board 2021 is to be held on 23 Mar 2021 at Army Public School, Jorhat.
2. You are requested to relieve the following subject expert at 9:00 am from your respective Institute to be present on the date mentioned below for Interview Board.

Sl No	Name	Designation	Dept	Date
(a)	Mr Rajib Bordoloi	Associate Professor	Physics	23/03/2021
(b)	Mr Binod Hazarika	Associate Professor	Chemistry	23/03/2021



F. Sultana
(Ferdousi Sultana)
Principal
APS Jorhat

CONFIDENTIAL

To Head Asst. Granted LOD on 23/03/2021
17/03/2021

Pranjal Dutta
Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

ON DUTY LEAVE

To
The Principal
Jorhat Kendriya Mahavidyalaya
Date: 18-03-21

Sub: Application for duty leave
Sir

With due respect and humble
submission, I would like to inform you
that I have to conduct as external of
B.Sc. 1st Sem (CBES) physics (G.E) practical
examination on 19-03-2021 in Bahona
College.

It is for your kind information and
necessary action.

Yours faithfully
Mrs. Alisti Borah Bhui
(A.B. Bhui)
Dept. Physics


18/3/21

Approved LOD on
19th March

18/03/2021


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

ON DUTY LEAVE

TO

The Principal,
Jorhat Kendriya Mahavidyalaya

Date: 8/2/22

Sub: Application for duty leave

Sir,


With due respect, I would like to inform you that I have been appointed as the external examiner in the subject of Statistics for 1st Semester Practical examination to be held in Bahona college, Jorhat on 8th Feb. 2022. Therefore I will be grateful if you consider my application and grant me a duty leave for this particular occasion.

I hope you will look into it and oblige.

To Head Assn.
Granted D.L.
on 08/02/2022
Sewali Hazarika
Dept of Statistics
J.K.M.
08/02/2022


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

ON DUTY LEAVE

To

The principal
Jorhat Kendriya Mahavidyalaya

Dated - 04/03/2022

Sub:- Application for duty leave.

Sir,

With due respect I am going to inform you that I am appointed as an external ~~ex~~ practical examiner in kakajan college on 8th march. So, I request you to kindly grant my leave on that day.

Thanking you,

To
Respected Principal Sir,

The applicant may be released for taking practical examination as external Examiner in the college applied for,

[Signature]
04/03/2022
(Dr. G.C. Bora)
Cont. of Examinations, JKM

Yours sincerely

Arup Saikia

Asst. prof.

Deptt. physics.

Granted
DL on 04/03/2022
[Signature]
04/03/2022

[Signature]

Pranjal Dutta
Coordinator, IQAC



[Signature]

Dr. Dulen Saikia
Principal




Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

ON DUTY LEAVE

Dr. Nanda
21



OFFICE OF THE PRINCIPAL
MARIANI COLLEGE
Estd. 1966
(Affiliated to Dibrugarh University)
NAAC ACCREDITED "B+" INSTITUTE

Ref No...MC/...13/R.P.P/H/2022/64 Date: 2 / 2 / 2022

To,
Mrs. Roshmi Rekha Borah
Dept. of Botany
Jorhat Kendriya Mahavidyalaya -

Sub:-
Appointed as External / Internal Examiner BA/BSc. 1st / 3rd / 5th Semester Practical Examination, 2022

Sir/Madam,
I am pleased to inform you that you have been appointed as an External/ Internal Examiner (Practical) for the Subject of *Botany* Major/Non Major Examination, 2022.

The date and time of examination is mentioned below for your information.
Hope you will make it convenient to attend the examination accordingly.

Date:- *3rd and 4th Feb, 2022*
Time:- *9 AM* onwards

Yours faithfully
J. Borthakur
(Dr. Manjula Borthakur)
Principal VC
Mariani College
Mariani

Copy to:-
1. Examination Committee
2. Examination Committee, Mariani College

Phone 03771-242118, Fax: 03771-244525, e-mail: marianicollege@yahoo.in, web: www.marianicollege.org.in

Pranjal Dutta
Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

ON DUTY LEAVE



KAKOJAN COLLEGE, KAKOJAN

JORHAT, ASSAM

www.kakojancollege.edu.in

Ph.NO-0376-2335409

Ref. KC/Practical Exam/Chem-2022-01

Date - 21/06/2022

To

Ms Jyoti Sikha Borah
Assistant Professor, Dept. of Chemistry
Jorhat Kendriya Mahavidyalaya, Jorhat

Sub:- Appointment of External Examiner in B.Sc 2nd Semester (CBCS)(Core & Generic)
Practical Examination, 2022

Madam,

As intimated to us by the Controller of Examinations Dibrugarh University, I have the honour to inform you that you have been appointed as External Examiner for B.Sc.2nd Semester(CBCS) (Core & Generic) Practical Examination, 2022 at Kakojan College, Jorhat in the subject mentioned below.

Kindly intimate your acceptance or otherwise to this office immediately.

Subject:- Chemistry(Core & Generic)
Date:- 24/06/2022 & 25/06/2022
Time:- 9:30 am onward

Yours,

B. Saikia
21/6/22

Principal Vc
Kakojan College, Jorhat

Principal Vc
Kakojan College

Pranjal Dutta
Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

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CRITERION 6. GOVERNANCE, LEADERSHIP, MANAGEMENT

6.3. FACULTY EMPOWERMENT STRATEGIES

6.3.1 The Institution has effective welfare measures and performance Appraisal System for teaching and non-teaching staff

CASUAL LEAVE FACILITY

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

The following are list of faculty provided casual leave

To

30th Sept 2022

The Principal

Jorhat Kendriya Mahavidyalaya

Sub: Application for Earn Leave (EL)

Respected

Sir

I would like to inform you that I will be absent from my duty from 1st Oct - 12 Oct 2022 due to some of my personal problems. Therefore, I cordially request you to accept my application and do the needful in this regard.

Thanking you.

To Head Aft.
CL on 01/10/2022
* Earn leave
from 6th October to
12th October 2022
30/09/2022

Yours faithfully
Dr. Pallabi Mahi
Asst. Prof of Education
Jorhat Kendriya
Mahavidyalaya.

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CASUAL LEAVE

To
The Principal,
Jorhat kendriya Mahavidyalaya.
Kenduguri, Jorhat-10

Dated: 3.6.2022

Subject: Application for Casual Leave.

Sir,

With due respect, I would like to state that the Shradh rituals of my uncle who passed away on the 25th of May, falls on the 6th of June, 2022. Kindly grant me casual leave on that day so that I can attend the rituals and pray for the departed soul.

Thanking You,

Yours Sincerely,

Dr. Arunima Borah

HoD, Department of English
Jorhat Kendriya Mahavidyalaya

To Head Asst.
Granted CL
on 6th June 2022.
[Signature]
03/06/2022

[Signature]

Pranjal Dutta
Coordinator, IQAC



[Signature]

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CASUAL LEAVE

To

The Principal,

Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-10

Dated: 25/03/2022

Sub: Requesting duty leave to conduct interview for the post of Assistant Professor of English in JDSG College Bokakhat on the 31st March and 1st April 2022.

Sir,

With due respect, I would like to inform you that I have been invited to conduct interview for two posts of Assistant Professor of English in JDSG College Bokakhat on the 31st March and 1st April 2022. Kindly allow me duty leave to attend the same. The letter to your kind authority by the Principal JDSG College and a copy of the invitation letter is attached herewith for your pursual.

Thanking you,

Yours sincerely,

Dr. Arunima Borah,

HoD, Department of English,
Jorhat Kendriya Mahavidyalaya

To Head Asst
Granted special leave
on 31st March &
1st April 2022
Duln Saikia
25/03/2022

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CASUAL LEAVE

To,

The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat -10.

Dated :- 9/5/2022

Subject :- Application for casual leave.

Respected Sir,

With profound grief I regret to inform that our Mother-in-law left for her heavenly abode on 28th April 2022. Today we are going to perform some religious ~~function~~ ^{function} at our home for the same. So, I hope that you will grant me one day casual leave on 9th May 2022 for the occasion for which acts of yours I shall remain ever grateful to you.

With regards.
Pranjal Dutta
Associate Prof.
Dept. of English.

To Head Asst.

Granted CL
on 09/05/2022

Dr. Dulen Saikia
09/05/2022

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CASUAL LEAVE

To
The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat.
Dated 17th of Dec, 2021

SUB- REQUEST TO SANCTION CASUAL LEAVE FOR FOUR DAYS

Respected Sir,

With due respect and humble submission, I would like to inform you that I have to go out of Assam as per a prescheduled programme for personal matter. For that I want leave for four days i.e from 27th to 30th of Dec, 2021.
Hope you are kind enough to keep my request and grant my leave of absence for those said days.

With regards

Yours Faithfully

Mrs. Pinaki Hazarika
HOD, Dept. of Botany
Jorhat Kendriya Mahavidyalaya.

To
Head
Asst.

Granted CL
from 27th December
to 30th December 2021
23/12/2021


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

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CASUAL LEAVE

To

Date - 16.11.2021

The Principal
Jorhat Kendriya Mahavidyalaya,
Kenduguri, Jorhat-10

Sub: Application for leave of absence

Sir,

Most respectfully, I beg to state that I will not be able to attend college on 18th November on account of my father's death anniversary.

Therefore, I request you sir to kindly grant me leave of absence for that day and oblige.

Thanking you.

Yours faithfully
Rashmi Rekha Borah
Department of Botany
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

To Head Asst.

Granted CL
on 17/11/2021

16/11/2021

Forwarded.
16/11/2021

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

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CASUAL LEAVE

To

Date : 10/10/2022

The Principal,
Jorhat Kendriya Mahavidyalaya,
Kenduguri, Jorhat-10.

Sub: Application for casual leave.

Sir,

I have the honour to state you that I will not be able to attend duty on 11th October, 2022. due to my father's illness.

I, therefore, request you kindly to grant me leave for that day only. with regards -

Yours faithfully
Jyoti Sikha Boru
Deptt. of Chemistry

Forwarded
Boru
10/10/2022

Received on
10/10/2022
Saikia

To
Head Asst.
Granted CL on
11/10/2022.
Saikia
11/10/2022

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

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CASUAL LEAVE

To
The principal,
Jorhat Kendriya Mahavidyalaya, Jorhat-10
Date: 24/01/2022
Sub: Application for casual leave.

Sir,
With due respect, I would like to inform you that, I will not be able to attend my duty on 25th January, 2022 due to unavoidable reason.

So, I request you kindly to grant me leave for the day.

Thanking you.

Yours faithfully
Arpona Saikia.
Asst. Professor.
Dept. of Mathematics.

To Head Asst.
Granted CL on
24/01/2022.

[Signature]
24/01/2022



[Signature]

Pranjal Dutta
Coordinator, IQAC



[Signature]

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

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CASUAL LEAVE

To,
The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

Sub: Application for Casual Leave.

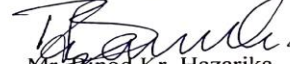
Date: 12-01-2022

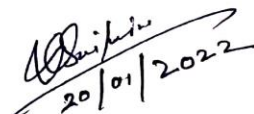
Sir,

With due respect and humble submission, I would like to request you to grant me 3 days casual leave i.e. from 20th to 22nd of January 2022, as I will be out of station for those particular days with my family. The place that I will be visiting is Mumbai. I will return on 24th of January 2022 and resume my work from Monday i.e. 24th of January 2022. Please accept my leave application. I will be thankful to you.

Thanking You


With Regards


Mr. Binod Kr. Hazarika
JKM, Jorhat

To Head Assn.
Granted CL from
20/01/2022 to 22/01/2022

20/01/2022


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CASUAL LEAVE

To The Principal Jorhat Kendriya Mahavidyalaya
Jorhat - 10 .

Date - 29/12/2021

Sub: Application for casual leave.

Sir,

With due respect I would like to inform you that I will be proceed to patna, Bihar for treatment of my son's soulder dislocation. So I am unable to attend my duty from 3rd January to 6th January 2022.

I shall be highly obliged to you if you grant me leave for above mention dated.

Thanking you.

Yours faithfully

Shewali Saikia.

Dept - Mathematics

Jorhat Kendriya Mahavidyalaya

To Head Asst.

Forwarded.

(Arpona Saikia)

Granted

CL from
3rd January to
6th January 2022

29/12/2021

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CASUAL LEAVE

To

The Principal Jorhat Kendriya Mahavidyalaya Kenduguri

Sub: Application for casual leave

Date: 23/11/21

Sir

With due respect I would like to state that I will be unable to attend my duty on Date: 25.11.21. because I will have to go Dibrugarh University for collecting original certificate of M.Sc.

So I request you to kindly grant me the leave on that day

Thanking You

Yours faithfully

Borjit Bondon Buregokain
Depth. Mathematics
Jkm

Forwarded.

As
23.11.2021.

Granted CL on
25/11/2021

Dr. Saikia
23/11/2021

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CASUAL LEAVE

To
The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat - 10
Assam.

Dated the 28th August
2021

Sir

With due respect, I am to inform you that my daughter, Asmita Bordebor will go to Bag Bangalore for swimming training. I have to accompany with her. So, I will be ~~abs~~ out of station from 31st August to 3rd September 2021. It is for your kind information and necessary action.

Granted CL
from 31st August
to 3rd September 2021
Dr. Dulen Saikia
28/08/2021

yours' faithfully
Rajib Bordebor
Department of Physics
J.K.M.

Pranjal Dutta
Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CASUAL LEAVE

To

The Principal

Jorhat Kendriya Mahavidyalaya

Date: 14-9-21

Sub: Application for leave

Sir

To
Head Asst.
for record.
14/9/21

With due respect and humble submission I would like to inform you that I cannot attend my college on next Wednesday and Thursday (15-9-21, 16-9-21) due to unavoidable cause.

Therefore I request you to grant my leave and necessary action to the above subject

Classed will be
arranged accordingly
forwarded
14/9/21

Yours faithfully
Mrs. Xiphi Borah Blyuen
Dept. Physics.

Granted CL
on 15-09-21
& 16-09-21
14/09/2021

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CASUAL LEAVE

To

Dated - 25/11/2021

The principal
Jorhat Kendriya Mahavidyalaya

Sub:- Application for C.L.

Sir,
Most humbly & respectfully I
am going to inform you that
due to some of my personal
problem I will unable to attend
the college on 26/11/2021. So,
I request you to kindly grant

To Head Inst. I request you to kindly grant
Grant CL on 26/11/21 me the leave on that day.

Thanking you,
forwarded
25/11/2021
25/11/21

Yours sincerely
Arup Saikia
Deptt. physics.



Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CASUAL LEAVE

To

Date: 23/03/2022

The Principal

Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat

Sub: Application for casual leave

Sir,
With due respect I beg to state that I am
unable to attend my duty in 24th March 2022 due
to unavoidable reason. So I kindly request you
to grant me leave for above mention date.

Thanking you.

From

Head Assd.
Granted CL
on 23/03/2022

[Signature]
23/03/2022

[Signature]
Department of Statistics
Jorhat Kendriya Mahavidyalaya.

[Signature]

Pranjal Dutta
Coordinator, IQAC



[Signature]

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CASUAL LEAVE

To
The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat
Date :- 28/4/2022

Sub :- Application for leave

Respected Sir,

-With due respect I would like to inform you that I will not be able to attend my duty on 29th 30th April 2022 as my husband will be undergoing a Gall bladder Surgery. Therefore I will have to be by his side till the operation Procedure is successful. I hope you will consider my request and grant me leave for the mentioned dates.

Thanking you

Yours faithfully,
Sewali Hazarika
Dept of Statistics

To Head Asst.
Granted CL
on 25/04/2022
26/04/2022
2022.


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CRITERION 6. GOVERNANCE, LEADERSHIP, MANAGEMENT

6.3. FACULTY EMPOWERMENT STRATEGIES

6.3.1 The Institution has effective welfare measures and performance Appraisal System for teaching and non-teaching staff

SPECIAL LEAVE FACILITY

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SPECIAL LEAVE FACILITY

To 27. 4. 2022
The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

Sub: Application for Educational Leave.

Sir,

With due respect, I would like to inform you that the 2nd Sessional Examination of my Ph.D course work will start from 28th April, 2022. So, I will be unable to attend college for 3 days.

Time table of my examination—

Date of Exam	Course name
28. 04. 2022	Research Methodology (Course-I)
29. 04. 2022	Research Publication Ethics (Course-IV)
30. 04. 2022	Statistical Methods and Computer Application (Course-III)

Therefore, I request you kindly grant me leave of absence for those days and oblige.


Yours faithfully
Rashmi Rekha Borah
Department of Botany
Jorhat Kendriya Mahavidyalaya,
Kenduguri, Jorhat-10

The classes will be managed by the faculty members of the dept. in the absence of Mr. Rashmi Rekha Borah.
27/4/2022

To Head Ass.
Granted Educational
Leave on
28/04/22
29th and
30th April 2022.
27/04/2022


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SPECIAL LEAVE FACILITY



To,
The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

Date: 06-07-2022


Sub: **Prayer for Leave.**

Respected Sir,


I have the honour to inform you that I shall remain absent in the college on 07th & 08th July, 2022 as I am going to DHE Office, Guwhati for official purpose. Therefore, I request you kindly to grant me leave for the said days.

Thanking You

With Regards


Dr. Ananta Tamuli
Associate Professor
Dept. of Economics

To The Head Asst.
Granted SL on
07th & 08th August 2022.
Dr. Ananta Tamuli is requested
to collect the status of pending
files of college faculty members
at DHE Office and files of
the Rtd faculty members in the
A.G. regarding pension scheme.


06/07/2022



Pranjal Dutta
Coordinator, IQAC





Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SPECIAL LEAVE FACILITY



CENTRAL LIBRARY
JORHAT KENDRIYA MAHAVIDYALAYA
KENDUGURI, JORHAT- 785010, ASSAM
ESTD. 1981

To
The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat

Date: 26/08/2022

Sub: Leave for appearing in SWAYAM Examination

Sir

With due respect I would like to inform you that SWAYAM January 2022 Semester Examination will be held on 29th and 30th August, 2022. My examination date is on 30th August and exam centre is Guwahati Academy of Tertiary Education, Guwahati.

So, I request you to permit me to appear in the examination and to kindly grant my leave on 30th August. For this I shall remain ever grateful to you.

Thanking you

Sincerely

(Madhumita Handique)
Librarian, JKM

To
Head Asst.
Granted Special
Leave for the
SWAYAM Exam on
30th August 2022.
26/08/2022

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SPECIAL LEAVE FACILITY

To

The Principal,

Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat - 10

Date - 27.7.22

Sub: Application for Leave

Sir,

With due respect I beg to inform you that in response of the invitation from Department of History, Dibrugarh University I am going to participate in the one day workshop on 'New Education Policy' and Curriculum to be held on 28th July 2022. Therefore I request you to kindly grant me academic leave on the above mentioned date.

Thanking you.

Yours faithfully,

Minakshi Bora
Associate Professor

Department of History
Jorhat Kendriya
Mahavidyalaya.

To Head Asst.
Granted 82 on
28/07/2022
28/07/2022

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SPECIAL LEAVE FACILITY

To

The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat-10

Dated 27th July 2022.

Sub: Application for leave

Sir,

With due respect, I beg to inform you that in response of the invitation from Department of History, Dibrugarh University. I am going to participate in the one-day workshop on 'New Education Policy and curriculum' to be held on 28th July 2022. Therefore I request you to kindly grant me academic leave on the above mentioned date.

Thanking you.

Yours faithfully

Karabi Ramah

Asstt Prof. Dept. of History

Jorhat Kendriya Mahavidyalaya

To
Head Asst. Special Leave
Granted on 28/07/2022
D. Saikia
28/07/2022

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SPECIAL LEAVE FACILITY

30-8-2022

To

The Principal
Jorhat Kendriya Mahavidyalaya,
Kenduguri, Jorhat-10

Sir,

With due respect I would like to inform you that I will not be able to attend college on 31st August, 2022, on account of my PhD Synopsis submission in Assam down town University, Panikhati, Guwahati, Assam.

So, I request you to grant me the leave for one day and oblige.

Thanking You.

Yours faithfully
Rashmi Rekha Baruah.

Department of Botany
Jorhat Kendriya Mahavidyalaya,
Kenduguri, Jorhat-10

Forwarded for the
approval of leave.

[Signature]
30/8/2022

To Head Asst.
Granted Spl.
leave for
Ph.D. orientation
course.

[Signature]
30/8/2022

[Signature]

Pranjal Dutta
Coordinator, IQAC



[Signature]

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

SPECIAL LEAVE FACILITY

To
The principal
Jorhat Kendriya Mahavidyalaya

Dated:- 07/10/2022

Sub:- Application for leave.

Sir,
With due respect I am going to inform you that I will have to go to Royal Global University, Guwahati on 08/10/2022, to attend the Ph.D - course work class. So, I request you to kindly grant my leave on that day.

Thanking you.

To Head Acad.
Yours faithfully
Arup Saikia
Deptt. physics
Leave granted to attend
the Ph.D. course work
on 08/10/2022.
07/10/2022

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CRITERION 6. GOVERNANCE, LEADERSHIP, MANAGEMENT


6.3. FACULTY EMPOWERMENT STRATEGIES

6.3.1 The Institution has effective welfare measures and performance Appraisal System for teaching and non-teaching staff

EARN LEAVE & MEDICAL LEAVE FACILITY


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

The following are list of faculty provided EL & ML

To

The Principal
Jorhat-Kendriya Mahavidyalaya
Kenduguri, Jorhat--10

Date : 15/12/2021

Sub: Prayer for medical leave.

Sir,

I have the honour to inform you that I met with an accident on 13th Dec 2021 and sustained fracture on my right knee, for which I had to undergo a knee surgery in the 'City Orthopedic Hospital and Research Center' Jorhat on 13th Dec 2021 and hospitalised.

As per the doctor's advice I won't be able to come to duty from 13th Dec 2021 to 13th January 2022 as I am completely bedridden. Proper rest will help me to recuperate early. So I hope that you will kindly grant me medical leave for 30 days for which act of yours I shall remain ever grateful to you.

To
The Head
Asst.
Subject to the
Approval of
G.B.

Thanking you

Yours faithfully

Karabi Banah

Asstt Prof


Dept of History

Jorhat Kendriya Mahavidyalaya.

20/12/2021


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

EARN LEAVE & MEDICAL LEAVE

To

The Principal

Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat - 10.

Date : 09/07/2022

Subject : Application for Medical leave.

Sir

With due respect I would like to inform you that I have been suffering Typhoid from 7th July 2022 for which I am unable to attend in the college for few days. Doctor also suggests me to take rest for few days. Therefore I request you to grant my leave from 7th July to 30th July 2022 as Medical leave.

This is for your kind information and necessary action and oblige.

To Head Asst
Granted Leave as
per rule.

03/08/2022

yours faithfully
Nibedita Baruah.
Asso. Prof. Dept. of History.
Jorhat Kendriya Mahavidyalaya.
Jorhat.

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

EARN LEAVE & MEDICAL LEAVE

To

The Principal

Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat - 10.

Date : 09/07/2022

Subject: Application for Medical leave.

Sir

With due respect I would like to inform you that I have been suffering Typhoid from 7th July 2022 for which I am unable to attend in the college for few days. Doctor also suggests me to take rest for few days. Therefore I request you to grant my leave from 7th July to 30th July 2022 as Medical leave.

This is for your kind information and necessary action and oblige.

To Head Asst
Granted Leave as
per rule.

[Signature]
63/08/2022

yours faithfully
Nibedita Baruah.
Asso. Prof. Dept. of History.
Jorhat Kendriya Mahavidyalaya.
Jorhat.

[Signature]

Pranjal Dutta
Coordinator, IQAC



[Signature]

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

EARN LEAVE & MEDICAL LEAVE

To
The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat - 10.

Date: 09/06/2022

Sub: Application for Medical leave.

Sir

With reference to the subject cited above I have the honour to state you ^{that} due to fracture in my left ankle doctor advice me to take rest for few days for which I apply medical leave from 9th June to 30th June 2022. Therefore I request you to grant my leave of that days as medical leave. This is for your kind information and necessary action and oblige.

To The Head Asst.
For needful action.

[Signature]
09/06/2022

Yours faithfully
Nivedita Barua.
Dept. of History.
Jorhat Kendriya Mahavidyalaya.
Kenduguri, Jorhat-10.

[Signature]

Pranjal Dutta
Coordinator, IQAC



[Signature]

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University


CRITERION 6. GOVERNANCE, LEADERSHIP, MANAGEMENT

6.3 FACULTY EMPOWERMENT STRATEGY

MATERNITY AND CHILD CARE LEAVE FOR TEACHING AND NON TEACHING STAFF


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

LEAVE – MATERNITY

Maternity Leave

GOVERNMENT OF ASSAM FINANCE (ESTT-A) DEPARTMENT DISPUR, GUWAHATI-6

No.FEG.11/2013/53

Dated Dispur the 7th January, 2015.

Notification

Consequent upon the decisions taken by the Government of Assam relating to Maternity Leave, the Governor of Assam is pleased to decide that the existing provisions of SR-120 (1) of Fundamental Rules and Subsidiary Rules shall be amended as follows in respect of the female employees of Government of Assam :-

The existing ceiling of 135 days Maternity Leave provided in Finance Department's Notification No.FEG.5/98/15 dated 28-06-2005 shall be enhanced to 180 days with the following conditions:-

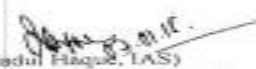
- (i) The women employees in whose case the period of 135 days of Maternity Leave has not expired on the date of this Notification shall also be entitled to the Maternity Leave of 180 days.
- (ii) The Maternity Leave can be taken only in one spell and not in segments.
- (iii) The proposed 180 days of Maternity Leave will be inclusive of holidays.
- (iv) In case of Women employees of Vacation Institutions, if the Maternity Leave period overlaps with the period of vacation, fully or partly, then the Maternity Leave period will be inclusive of the vacation period to the extent of the overlap.
- (v) After having one living child, if twins or more babies are born at a time, then also the woman employee will be eligible for normal Maternity Leave as applicable in case of delivery of a single baby.
- (vi) Any Woman employee with less than two surviving children at any point in time can avail Maternity Leave.

The existing provision of SR-121 (1) (a) of FRs & SRs as provided vide Finance Department's Notification No.FEG.11/2010/1 dated 12-04-2010 shall be substituted by the following :-

"SR-121 (1) (a)- Maternity Leave can be combined with leave of any kind as due up to 45 days in addition to 180 days of Maternity Leave".

All other conditions leaving this as laid down in Finance Department's Notification No.FEG.23/78/363 dated 14-09-1990, No.FEG.14/94/47 dated 01-11-1997, No.FEG.5/98/21 dated 10-10-2006 shall remain same.

This order shall take effect from the date of issue of this Notification.. i.e., dated 07-01-2015.


(Imdadul Haque, IAS)
Secretary to the Govt. of Assam,
Finance (Estt-A) Department
Dispur.

Contd./2



Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

LEAVE – MATERNITY

(2)

Memo No.FEG.11/2013/53-A

Dated Dispur, the 7th January, 2015.

Copy forwarded to

1. The A.O. (A & E) Assam, Guwahati-29.
2. Staff Officers to Chief Secretary, Assam.
3. All Principal Secretaries/Commissioner & Secy./Secretaries to the Govt. of Assam
4. All Administrative Department
5. All Heads of Departments
6. All Commissioners of Division, Assam
7. All Sr. F.As./F.As, all Department's Dispur.
8. All Treasury Officers/Sub-Treasury Officers.
9. The Trade Adviser to the Govt. of Assam, Assam House, 8 Russel Street, Kolkata.
10. The Resident Commissioner, Assam House, New Delhi/Liaison officer, Assam House, Shillong/Assam House, Mumbai.
11. To the Principal Secretary, Karbi Anglong Autonomous Council, Diphu/N.C. Hills Autonomous Council, Haflong.
12. The Principal Secretary B.T.C., Kokrajhar Rabha Hasong Autonomous Council, Dudhnoi. Goalpara/Lalung (Tiwa) Autonomous Council, Morigaon/Mising Autonomous, Gogamukh, Dhemaji.
13. The Director Printing & Stationery, Assam Government Press, Bamunimaldam, Ghy-21 for publication in the next issue of Assam Gazette.
14. (e-Governance, Unit), Finance (Estt.-B) Department for uploading the O.M. in Government portal.

By order etc.,

D. Deka
7-1-2015

Under Secretary to the Govt. of Assam,
Finance (Estt.-A) Department
Dispur.

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

MATERNITY LEAVE FOR TEACHING AND NON TEACHING STAFF

To
The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat

Date: 07/12/2021

Sub: Regarding joining duty after leave

Sir,

With due respect I would like to inform you that after completing my 6 months maternity leave, I am joining my duty today on dated 07/12/2021 at 10am.

Thanking you

Sincerely

Madhumita Handique

(Madhumita Handique)

Librarian, JKM

*To Head Room
Mr. do the needful action
For record.
07/12/2021*

Pranjal Dutta

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia

Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

MATERNITY LEAVE FOR TEACHING AND NON TEACHING STAFF

To
The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri-10

Subject- Joining after maternity leave.

Date-27th April 2022

Respected Sir,

I have the honour to inform you that I am joining today i.e, on 27th April 2022 after maternity leave of six months. I have availed the maternity leave from 29th October 2021. This is for your kind information.

Thanking you

Dr. Panchali Karmakar
Dr. Panchali Karmakar
Assistant Professor
Department of Zoology
Jorhat Kendriya Mahavidyalaya
Kenduguri-10

To
Head Asst.
For record.
Dr. Saikia
27/04/2022

Pranjal Dutta
Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CHILD CARE LEAVE FOR TEACHING AND NON-TEACHING STAFF

To
The Principal
Jorhat Kendriya Mahavidyalaya
Kenduguri, Jorhat
Date: 05/04/2022
Sub: Seeking permission to avail Child Care Leave for 10 days

Sir,

With due respect and humble submission I would like to request you to grant me child care leave from 18/04/2022 to 27/04/2022 as my 9th months old daughter's health is not so good and I need to take care of her as per doctor's advice. For this, I shall remain ever grateful to you.

Thanking you

Sincerely

(Madhumita Handique)
Librarian, JKM

To Head Asst.
As per the resolution
of A.B. meeting held on
06/04/2022, CCL is
granted from 18/04/2022
to 27/04/2022
Dr. Saikia
06/04/2022

Pranjal Dutta
Coordinator, IQAC



Dr. Dulen Saikia
Principal



Jorhat Kendriya Mahavidyalaya

Kenduguri, Jorhat-785010 (Assam)

Affiliated by Dibrugarh University

CHILD CARE LEAVE FOR TEACHING AND NON-TEACHING STAFF

APPLICATION FOR CHILD CARE LEAVE

1. Name of the Applicant : MADHUMITA HANDIQUE
2. Designation : Librarian
3. Dept/Office/Section : Library
4. Name of Child for whom Child Care leave is applied for : Shrestha Gogoi
5. Date of Birth of the Child : 09/06/2021
6. Date on which child will be attaining 18 years. : 09/06/2039
7. Is the child among the two eldest Children : ☒ Yes/No
8. EL in credit (as on date) : _____
9. Period of Leave- 10 Days : From 02/8/22 To 12/8/22
Prefix/Suffix of holidays, if any : _____
10. Reason(s) for leave applied for : Health care
11. Total Child Care Leave availed till date : 10 days
12. (a) Whether permission to leave station is required : ☒ Yes/No
(b) If Yes, Address during leave period : _____
13. Date of return from last leave, & nature and period of that leave : _____

Date : 30/7/22

Signature of applicant
Pay Card No. _____


Pranjal Dutta
Coordinator, IQAC




Dr. Dulen Saikia
Principal