

Non-Teaching Staff Leave Card

ASHOKA EDUCATION FOUNDATION
 UNIT - ACBCS
 Leave Card for Year - 2022 - 2023

AEF/HR/05/Rev-02/01-15-05-2021

Leave Card No : 01
 Name of the Employee : Mr. Kiran Suresh Bhamme
 Designation : Office-Assistant
 Department : Admission

Emp. Code : 16545
 Date of Joining : 01-04-2009
 Date Of Confirmation :

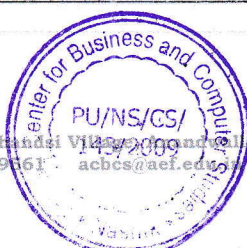
Month	Leave Type				From	To	Reason for leave	Sign of Applicant	Sign		Late Marks	Leave Balance	HR	Remark
	CL	LWP	Short Leave	ODL					Recommended By	Sanctioned By				
June	23				26/6/22	16/7/22	Personal	Chame	NPM		11.7	18		
July	5				27/7/22	31/7/22	Personal	Chame	NPM			17		
August					3/8/22	10/8/22	Personal	Chame	NPM			16		
September					10/9/22	10/9/22	Personal	Chame	NPM		06			
October					10/10/22	11/10/22	Personal	Chame	NPM		01			
November					10/11/22	10/11/22	Personal	Chame	NPM					
December					3/12/22	3/12/22	Personal	Chame	NPM			15		

Month	Leave Type				From	To	Reason for leave	Sign of Applicant	Sign		Late Marks	Leave Balance	HR	Remark
	CL	LWP	Short Leave	ODL					Recommended By	Sanctioned By				
January					04/01/23	10/01/23	Personal	Chame	NPM			14		
February					11/01/23	11/01/23	Personal	Chame	NPM			13		
March					11/01/23	11/01/23	Personal	Chame	NPM			12.5		
April					20/01/23	20/01/23	Personal	Chame	NPM			11		
May					02/02/23	02/02/23	Personal	Chame	NPM			10.5		
June					18/02/23	20/02/23	Not feeling well	Chame	NPM			7.5		
July														
August														
September														
October														
November														
December														

COMPENSATORY OFF

Working Details				Avalied Details								Remark	
From	To	Reason	Sanctioned By	Date of Application	From	To	Applicant Sign	Recommended By	Sanctioned By	HR	Balance		
01/01/23	05/01/23	Winnery exam		01/01/23	01/01/23	05/01/23	Chame						
11/01/23	12/01/23	Winnery exam		11/01/23	11/01/23	12/01/23	Chame						
Maternity	Marriage	Special	Examination	Date of Application	From	To	No of Days	Applicant Sign	Recommended By	Sanctioned By	HR	Balance	Remarks

Bhalets
Co-Ordinator



[Signature]
PRINCIPAL
 Ashoka Education Foundation's
 Ashoka Center for Business and
 Computer Studies, Nashik