

**Leave / On Duty Slip**

<b>Employee Details</b>				Date: <u>01 - 06 - 2019</u>	
Emp.No	<u>415</u>	Designation:	<u>Ap</u>		
Name	<u>SASI KUMAR.A</u>	DOJ:	<u>03-07-2017</u>		
Department	<u>CIVIL</u>	School:	<u>Engg/MBA /Arts/B-Arch</u>		
Leave / On-Duty Details				Total No.Of Days Required : <u>7</u>	

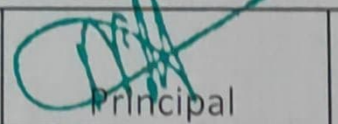
From: 03.06 - 2019 To: 10 - 06 - 2019

Description :

Faculty Development Programme at REC Chennai

<b>Leave Types</b>								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days					Balance Available							

Reporting In charge Name & Designation : Dr. P.V. PREMALATHA

<u>Dr. Dasling</u> Applicant	<u>P.V. Premalatha</u> HOD / In charge	Dean	 Principal	HR	CEO
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**Note:** Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip

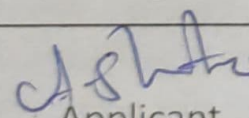
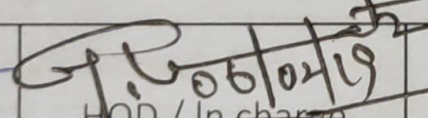
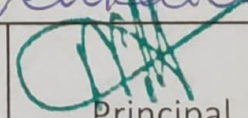
**Leave / On Duty Slip**

<b>Employee Details</b>		Date:	6/2/19.
Emp.No		Designation:	Assistant Professor.
Name	A. Shirley Mary Vanitha	DOJ:	
Department	English (SSH)	School:	Engg/MBA/Arts/B-Arch
<b>Leave / On-Duty Details</b>		Total No.Of Days Required 3 days.	
From:	7/2/19	To:	9/2/19.

Description : International conference at SRM college, Chennai.

Leave Types								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days					Balance Available							

Reporting In charge Name & Designation : Mr. G. Venkatesan, HoD, SSH.

 Applicant	 HOD / In charge	Dean	 Principal	HR	CEO
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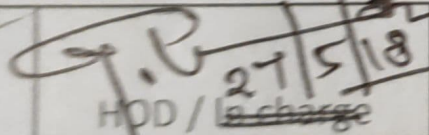
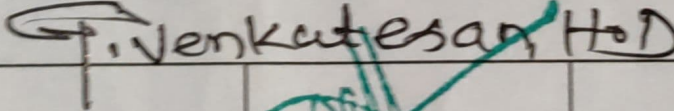

**Note:** Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge  
P.T.O for Alternate Arrangements Slip



**Leave / On Duty Slip**

<b>Employee Details</b>		Date:	29-05-2018
Emp.No		Designation:	ASSISTANT PROFESSOR
Name	Mr. N. Thavaselman	DOJ:	
Department	Mathematics	School:	Egg/MBA /Arts /B-Arch
<b>Leave / On-Duty Details</b>		Total No.Of Days Required	01
From:	29.05.2018	To:	-

Description: National Conference on graphs in life

Leave Types								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days					Balance Available							
Reporting In charge Name & Designation :								G. Venkatesan, HOD						
	 27/5/18													
Applicant	HOD / In charge				Dean		Principal		HR				CEO	

**Note:** Employees must Arrange Alternate Staff for any pre assigned duty with approval of HDD or In-charge P.T.O for Alternate Arrangements Slip

**Leave / On Duty Slip**

<b>Employee Details</b>	Date: <b>28/5/2018</b>
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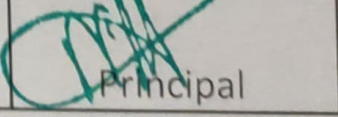
Emp.No		Designation: <b>Assistant Professor</b>	
Name	<b>Y.D. Christina Merline</b>	DOJ:	
Department	<b>Mathematics</b>	School: Engg/MBA /Arts/B-Arch	

Leave / On-Duty Details	Total No.Of Days Required <b>1</b>
From: <b>29/5/2018</b> To: <b>29/5/2018</b>	

Description: **National Conference on Graphs in life, Don Bosco College of Arts and Science**

Leave Types								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days					Balance Available							

Reporting In charge Name & Designation: **Mr. G. Venkatesan HOD, SRH**

<b>Y.D. CM</b> Applicant	<b>G.V.</b> HOD / In-charge	<b>28/5/18</b> Dean	 Principal	HR	CEO
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**Note:** Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip



**Leave / On Duty Slip**

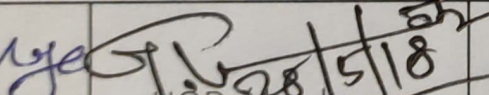

<b>Employee Details</b>		Date:	28/5/2018
Emp.No		Designation:	Assistant Professor
Name	S. Dhivya	DOJ:	
Department	Mathematics	School:	Engg/MBA /Arts /B-Arch
<b>Leave / On-Duty Details</b>		Total No.Of Days Required	1

From: 29/5/2018 To: 29/5/2018

Description: National Conference on Graphs in life  
Don Bosco College of Arts and Science

Leave Types								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days					Balance Available							

Reporting In charge Name & Designation : Mr. G. VENKATESAN HOD, S&H

S. Dhivya Applicant	 HOD / In charge	Dean	 Principal	HR	CEO
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**Note:** Employees must Arrange Alternate Staff for any pre assigned duty with approval of HDD or In-charge  
P.T.O for Alternate Arrangements Slip


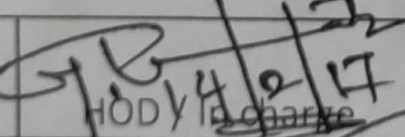
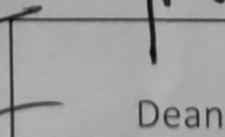
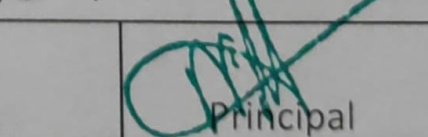
**Leave / On Duty Slip**

<b>Employee Details</b>				Date:	14.02.2017			
Emp.No				Designation:	Assistant Professor			
Name	M. MURALI			DOJ:				
Department	Physics			School:	✓ Engg/MBA /Arts/B-Arch			
<b>Leave / On-Duty Details</b>				Total No.Of Days Required	01			
From:	15.2.17			To:				

Description : *National Level Seminar at Jamal Mohand College*

Leave Types								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days					Balance Available							

Reporting In charge Name & Designation : *P. Venkatesan, HOD*

 Applicant	 HOD / In charge	 Dean	 Principal	 HR	 CEO
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**Note:** Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip



**Leave / On Duty Slip**

**Employee Details**

Date:

14.03.2018

Emp.No

Designation:

Assistant Professor

Name

M. MURALI

DOJ:

Department

Physics

School: Engg/MBA /Arts /B-Arch

Leave / On-Duty Details

Total No.Of Days Required

02

From:

15.3.2018 To: 16.3.2018

Description :

International Conference at St Joseph College

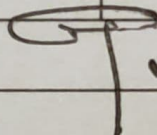
**Leave Types**

**On-Duty (OD)**

**LIOD**

CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days			No of availed days					Balance Available						

Reporting In charge Name & Designation :

 T. Venkatesan, HOD

Applicant

HOD / In charge

Dean

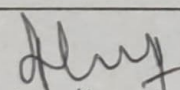
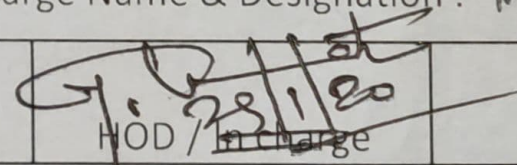
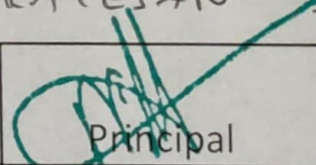
Principal

HR

CEO

**Note:** Employees must Arrange Alternate Staff for any pre assigned duty with approval of HDD or In-charge  
P.T.O for Alternate Arrangements Slip

**Leave / On Duty Slip**

<b>Employee Details</b>								Date:		29-01-2020				
Emp.No								Designation:		AP				
Name		R-SARAVANAN						DOJ:						
Department		EEE - STH						School:		Engg/MBA /Arts/B-Arch				
Leave / On-Duty Details								Total No.Of Days Required					02	
From: 31-01-2020								To: 01-02-2020						
Description :		NATIONAL CONFERENCE on Green Chemistry + Engg Towards Future Technology												
<b>Leave Types</b>								<b>On-Duty (OD)</b>						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days					Balance Available							
Reporting In charge Name & Designation : Mr. G. VENKATESAN STH / HOD														
 Applicant	 HOD / In charge						Dean	 Principal			HR	CEO		
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip														



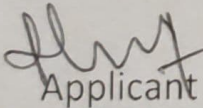
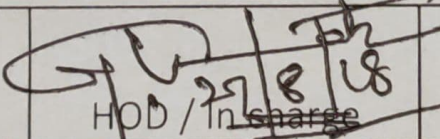
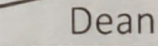
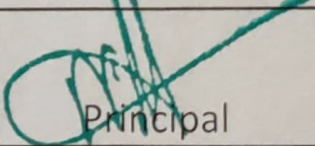
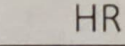
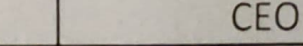
**Leave / On Duty Slip**

<b>Employee Details</b>		Date:	27-8-2018
Emp.No		Designation:	AP
Name	R. SADRIVANAN	DOJ:	
Department	EEE S4H	School:	Engg/MBA /Arts /B-Arch
<b>Leave / On-Duty Details</b>		Total No.Of Days Required 02	
From:	28-9-2018	To:	29-09-2018

Description: National Conference on recent advances in chemical Engineering

Leave Types								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days			No of availed days					Balance Available						

Reporting In charge Name & Designation : Mr. G. VENKATESAN S4H / HOD

 Applicant	 HOD / In charge	 Dean	 Principal	 HR	 CEO
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**Note:** Employees must Arrange Alternate Staff for any pre assigned duty with approval of HDD or In-charge  
P.T.O for Alternate Arrangements Slip

**Leave / On Duty Slip**

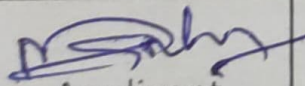
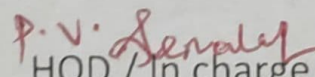

<b>Employee Details</b>		Date:	<b>01/06/19</b>
Emp.No	<b>402</b>	Designation:	<b>AP</b>
Name	<b>M. Vipreshwaran.</b>	DOJ:	<b>10/2/17</b>
Department	<b>CIVIL</b>	School:	<b>Engg/MBA /Arts/B-Arch</b>
Leave / On-Duty Details		Total No.Of Days Required <b>7</b>	

From: **3/6/19** To: **10/6/19**

Description : **FDP on prestressed concrete structures at REC, Chennai**

Leave Types								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PQ D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		<b>10</b>	No of availed days				<b>10</b>	Balance Available		<b>3</b>				

Reporting In charge Name & Designation : **HOD : P.V. Premalatha**

 Applicant	 HOD / In charge	Dean	 Principal	HR	CEO
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**Note:** Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip



**Leave / On Duty Slip**

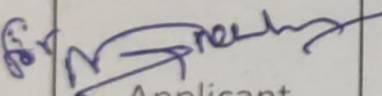
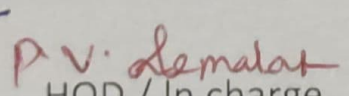
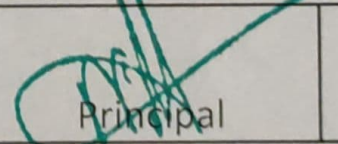
<b>Employee Details</b>		Date:	01/6/19
Emp.No	709	Designation:	AP
Name	C.S.Mwali	DOJ:	3/6/18
Department	CIVIL	School:	Engg/MBA /Arts /B-Arch

<b>Leave / On-Duty Details</b>	<b>Total No.Of Days Required</b>
From: 3/6/19	To: 10/6/19

Description : FDP on Prestressed concrete structures at REC, Chennai

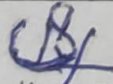
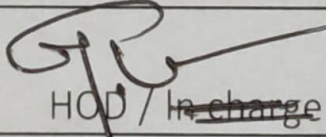

Leave Types								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days					Balance Available							

Reporting In charge Name & Designation : HOD: P.V. Dremulatha

 Applicant	 HOD / In charge	Dean	 Principal	HR	CEO
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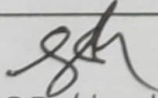
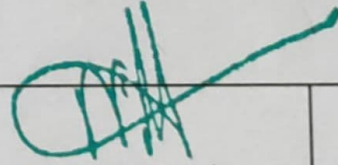
**Note:** Employees must Arrange Alternate Staff for any pre assigned duty with approval of HDD or In-charge  
P.T.O for Alternate Arrangements Slip

**Leave / On Duty Slip**

<b>Employee Details</b>								Date:							
Emp.No								Designation:		AP					
Name		S. Christine Blossomy						DOJ:							
Department								School:		Engg/MBA /Arts/B-Arch					
Leave / On-Duty Details								Total No.Of Days Required		2 days					
From:		15-03-2018			To:		16-03-2018								
Description :													International Conference on new materials and ARTS Land		
<b>Leave Types</b>								<b>On-Duty (OD)</b>							
								LIOD							
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : Mr. G. Venkatesan STH / HOD															
 Applicant	 HOD / In-charge						Dean	 Principal				HR	CEO		
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															



**Leave / On Duty Slip**

<b>Employee Details</b>								Date: <u>9/10/2018</u>						
Emp.No								Designation: <u>Asst</u>						
Name		<u>V. Vijayanathan</u>						DOJ:						
Department		<u>ISE</u>						School: <u>Engg/MBA /Arts/B-Arch</u>						
Leave / On Duty Details								Total No.Of Days Required <u>2</u>						
From: <u>10/10/2018</u>				To: <u>11/10/2018</u>										
Description : <u>To attend PDP on Emerging Trends in IET at SAIRBM College of Engg, Bangalore</u>														
<b>Leave Types</b>								On-Duty (OD) <input checked="" type="checkbox"/>						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days				Balance Available								
Reporting In charge Name & Designation :														
 Applicant	 HOD / In charge			Dean			 Principal			HR		CEO		
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip														


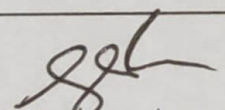
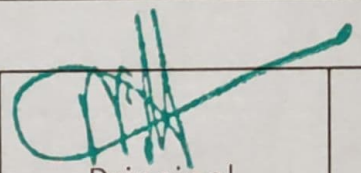
**Leave / On Duty Slip**

<b>Employee Details</b>		Date:	24/02/2017
Emp.No		Designation:	XP
Name	V. Vijayarathnam	DOJ:	
Department	CSE	School:	Engg/MBA /Arts /B-Arch
Leave / On-Duty Details		Total No.Of Days Required	1
From:	24/02/2017	To:	

Description: PDP on Secure coding Best practices for safety, security and Mission critical systems at NIT, Dindur

Leave Types								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days					Balance Available							

Reporting In charge Name & Designation :

					
Applicant	HOD / In charge	Dean	Principal	HR	CEO

**Note:** Employees must Arrange Alternate Staff for any pre assigned duty with approval of HDD or In-charge  
P.T.O for Alternate Arrangements Slip



**CARE INSTITUTIONS**  
GROUP OF INSTITUTIONS

Leave / On Duty Slip

Employee Details

Emp.No		Date:	17.01.2018
Name	D. R. RASKUMAR	Designation:	
Department	MECHANICAL ENGINEERING	DOJ:	
Leave- / On-Duty Details		School:	Engg/MBA/Arts/B-Arch
From: 18.01.2018	To: 20.01.2018	Total No. Of Days Required :	3

Description :

Attending International Conference at National Institute of Technology, Tricity.

Leave Types	On-Duty (OD)													
	LIOD													
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days														
No of availed days														
Balance Available														

Reporting In charge Name & Designation : Ms T. Vasanthakumari / HOD

Applicant	HOD / In charge	Dean	Principal	HR	CEO
<i>[Signature]</i>	<i>[Signature]</i>		<i>[Signature]</i>		

Note: Employees must Arrange Alternate Staff for any pre assigned duty with approval of HDD or In-charge

Signature for Alternate Arrangement: Slin

**-Leave / On Duty Slip**

<b>Employee Details</b>								Date:	01/05/2019						
Emp.No								Designation:							
Name								P. MUTHUKUMAR							
Department								MECH.							
School:								Engg/MBA /Arts/B-Arch							
Total No.Of Days Required :								2							
<b>Leave / On-Duty Details</b>															
From: 02.05.2019 To: 03.05.2019															
Description: <i>International Conference.</i>															
<b>Leave Types</b>								<b>On-Duty (OD)</b>							
								<b>LIOD</b>							
CL	VL	EL	MTL	PTL	ML	COFF	COL	<b>PO</b> <b>D</b>	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : <i>Dr. G. Rama Doss / HOD</i>															
<i>[Signature]</i> Applicant		<i>[Signature]</i> HOD / In charge			Dean			<i>[Signature]</i> Principal			HR		CEO		
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															

**Leave / On Duty Slip**

<b>Employee Details</b>								Date:	01/05/2019						
Emp.No								Designation:							
Name								P. MANIVANNAN							
Department								MECHANICAL ENGINEERING							
School:								Engg/MBA /Arts /B-Arch							
Total No.Of Days Required :								2							
<b>Leave / On-Duty Details</b>															
From: 02/05/2019 To: 03/05/2019															
Description: <i>Attending International Conference at Sri Sairam College of Engineering.</i>															
<b>Leave Types</b>								<b>On-Duty (OD)</b>							
								<b>LIOD</b>							
CL	VL	EL	MTL	PTL	ML	COFF	COL	<b>PO</b> <b>D</b>	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : <i>Dr. G. Rama Doss / HOD</i>															
<i>[Signature]</i> Applicant		<i>[Signature]</i> HOD / In charge			Dean			<i>[Signature]</i> Principal			HR		CEO		
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															



**-Leave/ On Duty Slip**

Employee Details								Date:	01/05/2019						
Emp.No								Designation:							
Name	P. MUTHUKUMAR							DOJ:							
Department	MECH.							School:	Engg/MBA /Arts/B-Arch						
Leave/ On-Duty Details								Total No.Of Days Required : 2							
From: 02.05.2019								To: 03.05.2019							
Description : <i>International Conference.</i>															
Leave Types								On-Duty (OD)							
								LIOD							
CL	VL	EL	MTL	PTL	ML	COFF	COL	<u>PO</u> D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : <i>Dr. G. Rama Doss / HOD</i>															
<i>[Signature]</i> Applicant	<i>[Signature]</i> HOD / In charge				Dean				<i>[Signature]</i> Principal	HR			CEO		
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															

**Leave / On Duty Slip**

Employee Details								Date:	01/05/2019						
Emp.No								Designation:							
Name	P. MANIVANNAN							DOJ:							
Department	MECHANICAL ENGINEERING							School:	Engg/MBA /Arts /B-Arch						
Leave / On-Duty Details								Total No.Of Days Required : 2							
From: 02/05/2019								To: 03/05/2019							
Description : <i>Attending International Conference at Sri Sairam College of Engineering.</i>															
Leave Types								On-Duty (OD)							
								LIOD							
CL	VL	EL	MTL	PTL	ML	COFF	COL	<u>PO</u> D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : <i>Dr. G. Rama Doss / HOD</i>															
<i>[Signature]</i> Applicant	<i>[Signature]</i> HOD / In charge				Dean				<i>[Signature]</i> Principal	HR			CEO		
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															

**Leave / On Duty Slip**

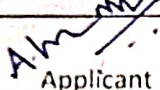
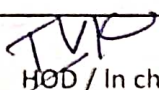
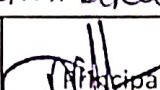
<b>Employee Details</b>								Date:	17.01.2018						
Emp.No								Designation:							
Name	J. BRAVIN							DOJ:							
Department	MECHANICAL ENGINEERING							School:	Engg/MBA/Arts/B-Arch						
Leave / On-Duty Details								Total No.Of Days Required : 3							
From: 18.01.2018								To: 20.01.2018							
Description : International Conference at NIT, Trichy.															
<b>Leave Types</b>								<b>On-Duty (OD)</b>							
								<b>LIOD</b>							
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : Mr. T. Vasanthakumar / HOD / MECH															
Applicant		HOD / In charge			Dean			Principal			HR		CEO		
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															

**Leave / On Duty Slip**

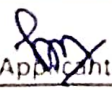
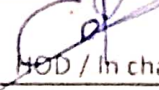
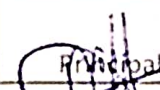
<b>Employee Details</b>								Date:	15.03.2021						
Emp.No								Designation:							
Name	M. THANGABALAJI							DOJ:							
Department	MECHANICAL ENGINEERING							School:	Engg/MBA/Arts/B-Arch						
Leave / On-Duty Details								Total No.Of Days Required : 1							
From: 16.03.2021								To: 16.03.2021							
Description : International Conference at Kurnji College of Engineering & Technology.															
<b>Leave Types</b>								<b>On-Duty (OD)</b>							
								<b>LIOD</b>							
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : Mr. T. Vasanthakumar / HOD / MECH															
Applicant		HOD / In charge			Dean			Principal			HR		CEO		
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															




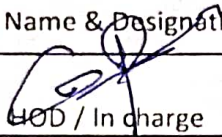
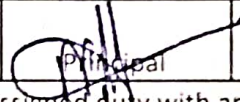
**Leave / On Duty Slip**

Employee Details								Date:	5/4/2018						
Emp.No								Designation:							
Name	A. KARUPPASAMY							DOJ:							
Department	MECHANICAL ENGINEERING							School:	Engg/MBA/Arts/B-Arch						
Leave / On-Duty Details								Total No.Of Days Required : 3							
From: 06.04.2018 To: 08.04.2018															
Description : International Conference at NSS college of Engineering, Kerala.															
Leave Types								On-Duty (OD)							
								LIOD							
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : Mr. T. Vasanthakumar / HOD															
 Applicant	 HOD / In charge		Dean		 Principal			HR	CEO						
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															


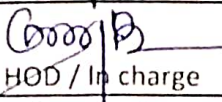
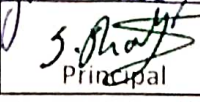
**Leave / On Duty Slip**

Employee Details								Date:	01/05/2019						
Emp.No								Designation:							
Name	M. THANGABALASI							DOJ:							
Department	MECHANICAL ENGINEERING							School:	Engg/MBA/Arts/B-Arch						
Leave / On-Duty Details								Total No.Of Days Required : 2							
From: 02.05.2019 To: 03.05.2019															
Description : International Conference at Sri Sairam College of Engineering.															
Leave Types								On-Duty (OD)							
								LIOD							
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : Dr. G. Ram Doss															
 Applicant	 HOD / In charge		Dean		 Principal			HR	CEO						
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															

**Leave / On Duty Slip**

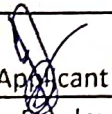
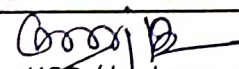
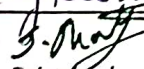
<b>Employee Details</b>								Date: <u>03/05/2019</u>						
Emp.No								Designation:						
Name		<u>Dr. G. RAMADOSS</u>						DOJ:						
Department		<u>MECHANICAL ENGINEERING</u>						School: <u>Engg/MBA /Arts/B-Arch</u>						
Leave / On-Duty Details								Total No.Of Days Required : <u>1</u>						
From: <u>03/05/2019</u> To: <u>03/05/2019</u>														
Description : <u>Attending International Conference at St. Joseph's Institute of Technology.</u>														
<b>Leave Types</b>								<b>On-Duty (OD)</b>						
								<b>LIOD</b>						
CL	VL	EL	MTL	PTL	ML	COFF	COL	<u>PO</u> D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days				Balance Available								
Reporting In charge Name & Designation :														
			Dean				HR		CEO					
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip														

**Leave / On Duty Slip**


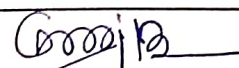

<b>Employee Details</b>								Date: <u>20/5/2020</u>						
Emp.No								Designation:						
Name		<u>P. MUTHUKUMAR</u>						DOJ:						
Department		<u>MECHANICAL ENGINEERING</u>						School: <u>Engg/MBA /Arts /B-Arch</u>						
Leave / On-Duty Details								Total No.Of Days Required : <u>3</u>						
From: <u>21.05.2020</u> To: <u>23.05.2020</u>														
Description : <u>Attending Workshop on Dynamics of Machines</u>														
<b>Leave Types</b>								<b>On-Duty (OD)</b>						
								<b>LIOD</b>						
CL	VL	EL	MTL	PTL	ML	COFF	COL	<u>PO</u> D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days				Balance Available								
Reporting In charge Name & Designation : <u>Dr. D.R. Rajkumar / HOD / MECH</u>														
			Dean				HR		CEO					
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip														




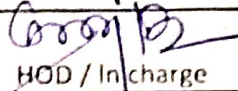
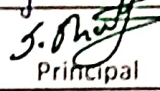
Leave / On Duty Slip

Employee Details								Date:	20/5/2020						
Emp.No								Designation:							
Name	P. MANIVANNAN							DOJ:							
Department	MECHANICAL.							School:	Engg/MBA /Arts/B-Arch						
Leave / On-Duty Details								Total No.Of Days Required : 3							
From: 21/5/2020 To: 23/5/2020															
Description : WORKSHOP ON DYNAMICS OF MACHINES.															
Leave Types								On-Duty (OD)							
								LIOD							
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : Dr. D.R. Rajkumar / HOD / MECA															
 Applicant	 HOD / In charge							Dean		 Principal		HR		CEO	
Note: Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															

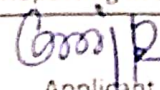
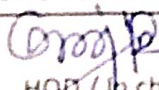
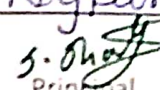
Leave / On Duty Slip

Employee Details								Date:	20.05.2020						
Emp.No								Designation:							
Name	S. MUTHUKUMAR							DOJ:							
Department	MECHANICAL ENGINEERING							School:	Engg/MBA /Arts /B-Arch						
Leave / On-Duty Details								Total No.Of Days Required : 3							
From: 21/5/2020 To: 23/5/2020															
Description : Attending Workshop on Dynamics of Machines.															
Leave Types								On-Duty (OD)							
								LIOD							
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In-charge Name & Designation : Dr. D.R. Rajkumar															
 Applicant	 HOD / In charge							Dean		 Principal		HR		CEO	
Note: Employees must Arrange Alternate Staff for any pre assigned duty with approval of HDD or In-charge P.T.O for Alternate Arrangements Slip															

**Leave / On Duty Slip**

<b>Employee Details</b>								Date:	01.06.2021						
Emp.No								Designation:							
Name	Dr. B. GOBALAKRISHNAN							DOJ:							
Department	MECH.							School:	Engr/MBA /Arts/B-Arch						
<b>Leave / On-Duty Details</b>								Total No.Of Days Required : 3							
From: 02/06/2021								To: 04/06/2021							
Description : Attending Workshop at Annai Velankanni College of Engineering, Kanyakumari.															
<b>Leave Types</b>								<b>On-Duty (OD)</b>							
								<b>LIOD</b>							
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : Dr. D.R. Rajkumar / HOD / MECH															
Applicant 		HOD / In charge 			Dean			Principal 		HR			CEO		
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															

**Leave / On Duty Slip**

<b>Employee Details</b>								Date:	04/06/2021						
Emp.No								Designation:							
Name	Dr. D. R. RAJKUMAR							DOJ:							
Department	MECHANICAL ENGINEERING							School:	Engr/MBA /Arts /B-Arch						
<b>Leave / On-Duty Details</b>								Total No.Of Days Required : 1							
From: 05.06.2021								To: 05.06.2021							
Description : WORKSHOP AT SKILL LYNC , Thiruvannamur.															
<b>Leave Types</b>								<b>On-Duty (OD)</b>							
								<b>LIOD</b>							
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days					Balance Available								
Reporting In charge Name & Designation : Dr. D.R. Rajkumar / HOD / MECH.															
Applicant 		HOD / In charge 			Dean			Principal 		HR			CEO		
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															





**-Leave / On Duty Slip**

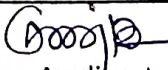
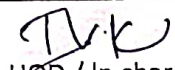
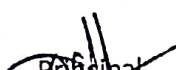
<b>Employee Details</b>								Date:	02/05/2019						
Emp.No								Designation:							
Name		D.R. RAJKUMAR						DOJ:							
Department		MECHANICAL ENGINEERING						School:		Engg/MBA /Arts/B-Arch					
Leave/ On-Duty Details								Total No.Of Days Required : 1							
From: 03.05.2019								To: 03.05.2019							
Description :															
International Conference at St. Joseph's Institute of Technology.															
Leave Types								On-Duty (OD)							
								LIOD							
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days				Balance Available									
Reporting In charge Name & Designation :								Mr. T. Vasanthakumar / HOD / MECH							
Applicant		HOD / In charge		Dean		Principal		HR		CEO					
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															

**-Leave / On Duty Slip**



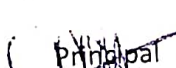
<b>Employee Details</b>								Date:	27.01.2019						
Emp.No								Designation:							
Name		D.R. RAJKUMAR						DOJ:							
Department		MECHANICAL.						School:		Engg/MBA /Arts /B-Arch					
Leave/ On-Duty Details								Total No.Of Days Required : 3							
From: 28/01/2019								To: 30/01/2019							
Description :															
International Conference at Aruna Engineering College.															
Leave Types								On-Duty (OD)							
								LIOD							
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD	
No of Eligible days		No of availed days				Balance Available									
Reporting In charge Name & Designation :								Mr. T. Vasanthakumar / HOD / MECH							
Applicant		HOD / In charge		Dean		Principal		HR		CEO					
<b>Note:</b> Employees must Arrange Alternate Staff for any pre assigned duty with approval of HOD or In-charge P.T.O for Alternate Arrangements Slip															



**Leave/ On Duty Slip**

Employee Details								Date:	05/12/2018					
Emp.No								Designation:						
Name	D.R. RAJKUMAR							DOJ:						
Department	MECHANICAL ENGINEERING							School:	Engg/MBA/Arts/B-Arch					
Leave/ On-Duty Details								Total No.Of Days Required : 3						
From: 06/12/2018 To: 08/12/2018														
Description : Attending International Conference at SSN College of Engineering, Chennai.														
Leave Types								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days					Balance Available							
Reporting In charge Name & Designation : Mr. T. Vasanth Kumar / HOD / MECH														
 Applicant		 HOD / In charge			Dean			 Principal		HR		CEO		
Note: Employees must Arrange Alternate Staff for any pre assigned duty with approval of HDD or In-charge P.T.O for Alternate Arrangements Slip														

**Leave/ On Duty Slip**

Employee Details								Date:	02/05/2019					
Emp.No								Designation:						
Name	S. MUTHUKUMAR							DOJ:						
Department	MECH.							School:	Engg/MBA/Arts/B-Arch					
Leave / On-Duty Details								Total No.Of Days Required : 1						
From: 03/05/2019 To: 03/05/2019														
Description : International Conference at St. Joseph's Institute of Technology														
Leave Types								On-Duty (OD)						
								LIOD						
CL	VL	EL	MTL	PTL	ML	COFF	COL	PO D	ID	LE	PV	AU R	SM	SOD
No of Eligible days		No of availed days					Balance Available							
Reporting In charge Name & Designation : DR. G. RAM DOSS / HOD														
 Applicant		 HOD / In charge			Dean			 Principal		HR		CEO		
Note: Employees must Arrange Alternate Staff for any pre assigned duty with approval of HDD or In-charge P.T.O for Alternate Arrangements Slip														