

SUSIL KAR COLLEGE , P.O - CHAMPAHATI, DIST . SOUTH 24 PARGANAS  
SALARY FOR MONTH OF JUNE , 2022

SL. NO.	Name	Date of Joining	Rate Per Month	Increment 10% on March, 2022	Total Amount	Rev. Stamp	Salary Adv.	Puja Adv.	Total Deduction	Net Payable	Signature
1	Prosentjit Naskar		8200	820	9020	0	0	0	0	9020	P. m u
2	Tarak Ghosh	Night Gurard	7200	720	7920	0	0	0	0	7920	Tarak Ghosh
3	Rajib Das	Gym Staff	3520	352	3872	0	0	0	0	3872	Rajib Das.
4	Sankar Naskar	09.08.2011	7000	700	7700	0	1000	0	1000	6700	Sankar Naskar
5	Ajit Kumar Sardar	01.01.2013	6600	660	7260	0	0	0	0	7260	
6	Samir Sardar	08.02.2016	3300	330	3630	0	0	0	0	3630	Samir Sardar
7	Sukamal Panda	14.03.2016	3300	330	3630	0	0	0	0	3630	
8	Rina Sardar	15.11.2021	3500	0	3500	0	0	0	0	3500	Rina Sardar
9	Namita Pramanik	15.11.2021	3500	0	3500	0	0	0	0	3500	Namita Pramanik
Total			46,120.00	3,912.00	50,032.00	0	1000	0	1000	49032	

SUSIL KAR COLLEGE , P.O - CHAMPAHATI, DIST . SOUTH 24 PARGANAS  
SALARY FOR MONTH OF May , 2022

SL. NO.	Name	Date of Joining	Rate Per Month	Increment 10% on March ,2022	Total Amount	Rev. Stamp	Salary Adv.	Puja Adv.	Total Deduction	Net Payable	Signature
1	Sankar Naskar	09.08.2011	7000	700	7700	0	1000	0	1000	6700	<i>Sankar Naskar</i>
2	Ajit Kumar Sardar	01.01.2013	6600	660	7260	0	0	0	0	7260	
3	Samir Sardar	08.02.2016	3300	330	3630	0	0	0	0	3630	<i>Samir Sardar</i>
4	Sukamal Panda	14.03.2016	3300	330	3630	0	0	0	0	3630	
5	Prosentjit Naskar		8200	820	9020	0	0	0	0	9020	<i>P.N.</i>
6	Tarak Ghosh	Night Gurard	7200	720	7920	0	0	0	0	7920	<i>Tarak Ghosh</i>
7	Rajib Das	Gym Staff	3520	352	3872	0	0	0	0	3872	<i>Rajib Das</i>
8	Rina Sardar	15.11.2021	3500	0	3500	0	0	0	0	3500	<i>Rina Sardar</i>
9	Namita Pramanik	15.11.2021	3500	0	3500	0	0	0	0	3500	<i>Namita Pramanik</i>
Total			46,120.00	3,912.00	50,032.00	0	1000	0	1000	49032	

Principal

SUSHIL KAR COLLEGE

Adhoc Bonus Sanctioning Memo No. 1585-CGA Dated 06.10.2021 (Rs.1,39,500/-)  
Ad-hoc Bonus, 2020-21 disbursed to eligible SACTs

Sl. No.	Name in full	Category	Subjects	AD-HOC BONUS Disbursed	Signature with date
1	Munmun Biswas	SACT-II	Bengali	4,500.00	<i>Munmun Biswas</i>
2	Purnendu Bikash Chatterjee	SACT-II	Commerce	4,500.00	<i>Purnendu Bikash Chatterjee</i>
3	Ria Chakraborty	SACT-II	History	4,500.00	<i>Ria Chakraborty</i>
4	Palash Naskar	SACT-II	History	4,500.00	<i>Palash Naskar</i>
5	Sudeshna Bhattacharya	SACT-II	History	4,500.00	<i>Sudeshna Bhattacharya</i>
6	Md. Tajmal Haque	SACT-II	DFSG	4,500.00	<i>Md. Tajmal Haque</i>
7	Tarak Nath Halder	SACT-II	Math.	4,500.00	<i>Tarak Nath Halder</i>
8	Debasree Dey	SACT-I	Pol.Sc.	4,500.00	
9	Dolgan Kunti	SACT-II	Education	4,500.00	<i>Dolgan Kunti</i>
10	Victoria Sharmila Gomes	SACT-II	Physics	4,500.00	<i>Victoria Sharmila Gomes</i>
11	Bidhan Das	SACT-II	Chemstry	4,500.00	<i>Bidhan Das</i>
12	Rajib Mondal	SACT-II	Chemistry	4,500.00	<i>Rajib Mondal</i>
13	Tanumoy Sardar	SACT-I	Education	4,500.00	<i>Tanumoy Sardar</i>
14	Dhrubaraj Giri	SACT-I	Sanskrit	4,500.00	<i>Dhrubaraj Giri</i>
15	Pabitra Maity	SACT-I	Physics	4,500.00	<i>Pabitra Maity</i>
16	Rafiul Hassan Sardar	SACT-II	Physics	4,500.00	<i>Rafiul Hassan Sardar</i>
17	Sohini Roy	SACT-I	Pol.Sc.	4,500.00	<i>Sohini Roy</i>
18	Rituparna Sengupta	SACT-I	English	4,500.00	<i>Rituparna Sengupta</i>
19	Payel Dutta	SACT-I	Philosophy	4,500.00	<i>Payel Dutta</i>
				85,500.00	

(Rupees eighty five thousand five hundred only)



SUSHIL KAR COLLEGE

Adhoc Bonus Sanctioning Memo No. 1585-CGA Dated 06.10.2021 (Rs.1,39,500/-)

Ad-hoc Bonus, 2020-21 disbursed to eligible Non-teaching Staff

Sl. No.	Name in full	Designation	Date of appointment	AD-HOC BONUS Disbursed	Signature with date
1	Anup Kumar Mondal	Typist	20.05.2009	4,500.00	Anup K. Mondal
2	Shanti Mondal	Lady Attendant	19.01.2009	4,500.00	2011g 23 09
3	Akhil Mondal	Clerk (L.D.)	02.06.2016	4,500.00	Akhil
4	Bapi Mondal	Clerk (L.D.)	02.06.2016	4,500.00	Bapi Mondal
5	Swarup Mondal	Peon	02.06.2016	4,500.00	Swarup Mondal
6	Bikramjit Majumer	Peon	02.06.2016	4,500.00	Bikramjit Majumer
7	Subrata Mondal	Lab. Atted.(Phys)	02.06.2016	4,500.00	Subrata Mondal
8	Susanta Halder	Lab. Atten(Comp. SC.)	02.06.2016	4,500.00	Susanta Halder
9	Prodyut Sardar	Lab. Atten(Chemistry)	02.06.2016	4,500.00	Prodyut Sardar
10	Sitanath Bahadur	Guard	22.08.2016	4,500.00	Sitanath Bahadur
11	Sukumar Baidya	Guard	05.01.2017	4,500.00	Sukumar Baidya
12	Sabita Biswas	Peon	13.07.2017	4,500.00	Sabita Biswas
				54,000.00	

(Rupees fifty thousand only)





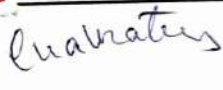










SUSIL KAR COLLEGE, P.O. CHAMPAHATI, DIST. SOUTH 24 PARGANAS  
SALARY FOR THE MONTH OF AUGUST'21

Dated : 01.09.2021

Sl. No.	Name	Days for which pay is due	Rate per Day	Amount	Prof. Tax	Rev. Stamp	Puja Advance	Salary Advance	Total Deduction	Net Payable	Signature
1	Prosentjit Naskar	31	230.00	7,130.00		-		1,000.00	1,000.00	6,130.00	<i>Prosentjit Naskar</i>
2	Tarak Ghosh	31	230.00	7,130.00		-			-	7,130.00	<i>Tarak Ghosh</i>
				14,260.00		-	-	1,000.00	1,000.00	13,260.00	

## AD-HOC BONUS- 2019-20

Ad-hoc Bonus, 2019-20 disbursed to eligible PTTs & CWTTs  
(Vide Sanctioning Memo No. 3020-CGA dated 02.01.2021 alongwith others)

Sl. No.	Name in full	Designation	AD-HOC BONUS Disbursed	Signature
1	Munmun Biswas	PTTs Bengali	4,200.00	 
2	Purnendu Bikash Chatterjee	PTTs Commerce	4,200.00	 
3	Ria Chakraborty	PTTs Hist.	4,200.00	 
4	Palash Naskar	PTTs Hist.	4,200.00	 
5	Sudeshna Bhattacharya	PTTs Hist.	4,200.00	 
6	Sanat Haldar	CWTTs Sanskrit	4,200.00	 
7	Md. Tajmal Haque	CWTTs Defence	4,200.00	 
Total			29,400.00	

(Rupees twenty nine thousand four hundred only)


Principal.





Dated : 30.09.2020

SUSIL KAR COLLEGE, P.O. CHAMPAHATI, DIST. SOUTH 24 PARGANAS  
SALARY ADVANCE FOR THE MONTH OF SEPTEMBER' 20

Sl. No.	Name	Date of Joining	Rate per Month		Amount	Signature
1	Mihir Dey	17.09.2019	40,000.00		40,000.00	
			40,000.00		40,000.00	

Principal.



**SUSIL KAR COLLEGE**  
**LEAVE ENCASHMENT CLAIM STATEMENT OF LATE GOBINDA CHANDARA NASKAR, EX-MIGHTWATCHMAN**  
**OF SUSIL KAR COLLEGE (DECEASED ON 17.05.2014)**

Sl. No.	Name of the Staff	Designation	Date of Deceased	Last Pay as on APRIL, 2014			Gross Total	Total per Day	Claim of Days	Total Claim	Signature
				Basic Pay + G.P.	G.D.A. 58%	Medical Allow					
1	Late Gobinda Chandra Naskar	Ex-Night watchman	17.05.2014	12,090.00	7,012.00	300.00	19,402.00	646.73	300	194,020.00	
Total										194,020.00	

(Rupees one lakh ninety four thousand twenty only)

*[Handwritten Signature]*  
**Principal**  
**Susil Kar College**  
 (S)

To,  
The Principal,  
Sushil Kar College,  
Champahati.

This is to bring to your kind notice that on 18.01.2019, the Dept. of English organised a Students' excursion to Jora Sanko Thakurbari, with 26 students.

The following expenses were incurred during the day:

Entry Tickets = Rs  $26 \times 10$  = Rs 260. X

lunch =  $1993 + 100$  = Rs 2093.

Metro Fare = Rs  $26 \times 20$  = Rs 520.

Total: Rs 2873/-.

~~By Begiven~~  
This expense was borne by the Faculty on that day, and I request you to reimburse the same to us, at your convenient earliest.

Thanking you,  
Yours faithfully,

Sudeshna Chakravorty,  
Head, Dept. of Eng.

No.

VOUCHER

Date 30.01.19



SUSHIL KAR COLLEGE

GHOSHPUR, CHAMPAHATI

24 Pgs. (SOUTH), Pin Code - 743330

Phone No. 03218 - 260005

IT/CREDIT Educational Excursion A/c.

o / Received from Dr. Sudeshna Chatterbarshi

um of Rupees Two Thousand six hundred only.

ccount of educational excursion on 18.1.19 English Dept.

S. 2600/-

Accountant

Cashier

Principal



# SUSHIL KAR COLLEGE

NAAC Accredited Grade- B

GHOSHPUR, P.O.- CHAMPAHATI, 24 PARGANAS (S)  
PIN - 743330

PHONE : 03218-260005 / 261584

Email : susilkarcollege@gmail.com

Website : www.susilkarcollege.com



Ref. No. P/3199/22

Date - 19.07.2022

To  
The Treasury Officer,  
Baruipur Treasury,  
Baruipur, Kolkata- 700144

Sir,

This is to request you is allow a non -refundable withdrawal of Rs. 8,00,000/- (Rupees. Eight Lakhs Only) in favour of Dr. Rupa Chattopadhyay, Sushil Kar College against the P.F Balance of Rs.10,80,319/- (up to 30 June'2022 without interest of 2021- 2022) which is approved by the P.F Sub-Committee of Sushil kar College .

Please do the needful and oblige.

Thanking you,

Yours faithfully,

*M. Anas W. Adhikari*  
Principal

Principal. Ex-Officio  
Secretary & P.D.O.  
SUSIL KAR COLLEGE



S | PL-07

Baruipur  
Local Advice Details  
For

ECS List For Personal Ledger Account/Local Fund Account/Provident Fund Account/Other Deposit Account

Operator Code : 3  
Operator Name: PRINCIPAL,SUSIL KAR COLLEGE(PF) Head of Account: 8336-00-800-002-00-0-23

Advice ID: 7 Local Advice Amount: 800000 Memo Number: 13  
Advice Date: 19/07/2022 Memo Date: 19/07/2022

Reference Number: 20220700001092 Net Amount of Reference: 800000  
Reference Date: 19/07/2022 Number of Beneficiaries: 1  
Scheme ID: 10891 Submitted to Treasury Scheme Description: SUSIL KAR COLLEGE015\_015

Scheme ID	Beneficiary ID	Beneficiary Name	IFS Code	Bank Account Number	Amount (₹)	Purpose	Income Tax/ Vat Deducted
10891	EP11080620	Rupa Chattopadhyay	SBIN0010538	32566409658	800000		No

Rs: 800000 Rupees (in words) Eight Lakh only to (Total number of beneficiaries) 1 by ECS.

Beneficiary list enclosed in details.  
The particulars of the beneficiaries including Bank A/C No & IFSC included in this advice have been verified.

Assistant / Accountant

Signature of PL/LF/PF/OD Operator

Signature of Joint Signatory (If Any)

T10-926 -  
20, 7, 22

Manas Kr. Adhikari  
Principal, Ex-Officio  
Secretary  
SUSIL KAR COLLEGE



# SUSHIL KAR COLLEGE

NAAC Accredited Grade- B

GHOSH PUR, P.O.- CHAMPAHATI, 24 PARGANAS (S)  
PIN - 743330

PHONE : 03218-260005 / 201034 / 261584

Email : susilkarcollege@gmail.com

Website : www.susilkarcollege.com



Ref.No.

Dated 08.08.2019

To  
The Treasury Officer,  
Baruipur Treasury,  
Baruipur, 24-Pgs(s).

## ORDER

Sanction is hereby accorded under Rule 833600800 A/C Non-Government Educational Control of Employees Act – 1982 of P.F. Scheme for employees of Non-Govt. Educational Institution as refundable withdrawn for Rs.30,000/- (Rupees thirty thousand ) only to Sri Anup Kumar Mondal, Non-teaching staff of the College from the P.F. Account No. 8336 P.F.D.A. of Susil Kar College for his Building Repair & Renovation.

The advance/refundable amount of Rs.30,000/-(Rupees thirty thousand) only sanctioned above will recovered in 20(twenty) equal installment @ Rs.1500/- per month..

Certified that Sri Anup Kumar Mondal has a balance of Rs.1,63,097/- (Rupees one lakh sixty three thousand ninety seven) only at his credit for the year /upto 31.07.2019.

Date of Joining – 21.09.1996

Date of Retirement – 31.03.2027

Gross Amount – Rs.1,63,097.00

Bank Account No.: 32563887323  
IFSC Code : SBIN0010538  
State Bank of India, Champahati Branch  
Mobile No. : 9163176044

*Meena K. Adhikari*

Principal /Secretary,  
Susil Kar College

*Principal, Ex-Officio  
Secretary & D.D.O.,  
SUSIL KAR COLLEGE*

To  
 The principal  
 Saril Das College  
 Ghoshpur.

Sir,

ଆମର ଶିକ୍ଷା ବିଭାଗ ଉପର ଭାଗ  
 ଶିକ୍ଷକଙ୍କ ସହଯୋଗୀ କର୍ମୀଙ୍କୁ ଶୁଣାଇବା  
 ନିମ୍ନଲିଖିତ ଭାବେ,

ଶିକ୍ଷକଙ୍କୁ ଶୁଣାଇବା ଉପରେ  
 ଆମର ଶିକ୍ଷା ବିଭାଗ, ଶିକ୍ଷକଙ୍କୁ ଶୁଣାଇବା  
 ଫି 30,000 ଟଙ୍କା ପ୍ରତି ବର୍ଷ,  
 ଶିକ୍ଷକଙ୍କୁ ଶୁଣାଇବା ଫି 16,000 ଟଙ୍କା ପ୍ରତି ବର୍ଷ,  
 ଶିକ୍ଷକଙ୍କୁ ଶୁଣାଇବା ଫି 163,097 ଟଙ୍କା ପ୍ରତି ବର୍ଷ

19  
 147097-  
 16,000/-  
 163,097/-

ଶିକ୍ଷକ  
 ଶିକ୍ଷକ  
 3/8/19

ଶିକ୍ଷକ  
 ଶିକ୍ଷକ



Local Advice Details  
For

ECS List For Personal Ledger Account/Local Fund Account/Provident Fund Account/Other Deposit Account

Operator Code : 3  
Operator Name: PRINCIPAL,SUSIL KAR COLLEGE(PF)

Head of Account: 8336-00-800-002-00-0-23

Local Advice ID: 1 Local Advice Amount: 30000 ✓ Memo Number: SKC/PF/06  
Local Advice Date: 08/08/2019 Memo Date: 08/08/2019Reference Number: 20190800001164 Net Amount of Reference: 30000  
Reference Date: 08/08/2019 Number of Beneficiaries: 1  
Status: Submitted to Treasury  
Scheme ID: 10891 Scheme Description: SUSIL KAR COLLEGE015\_015

Sl. no.	Scheme ID	Beneficiary ID	Beneficiary Name	IFS Code	Bank Account Number	Amount	Purpose	Incom V Ded
1	10891	EP10232881	ANUP KUMAR MONDAL	SBIN0010538	32563887323	30000	Repairing of House	

Pay Rs: 30000 Rupees (in words) Thirty Thousand only to (Total number of beneficiaries) 1 by ECS.

- Beneficiary list enclosed in details.
- The particulars of the beneficiaries including Bank A/C No & IFSC included in this advice have been verified.

*dl.*  
Assistant / Accountant

Signature of PL/LF/PF/OD Operator

*Manas kv. Adhikari*  
Secretary & D.D.O.,  
SUSIL KAR COLLEGE

Signature of Joint Signatory (If Any)



**INVOICE**


# GPA FIRE SAFETY & EQUIPMENT

BANAMALIPUR, BARASAT

KOLKATA 700124

CUSTOMER CARE: 9830240674

EMAIL ID: gpa.fireservices@gmail.com

Customer info Kushil Kar College Chimpahati, Chiner More, South 24 Pgs. Ph.no- 9474447246	Invoice no.		Dated	
	GPAFSE-Dec.322021		20-12-21	
Description of Goods	P.G	Hsn Code	Rate	Total
	QTY			
Refilling Fire Extinguisher ABC Type 4 kg Capacity	10	84241	400.00	4000.00
Refilling Fire Extinguisher DCP Type 5 kg Capacity	3		400.00	1200.00
Refilling Fire Extinguisher CO2 Type 4.5 kg Capacity	10		800.00	8000.00
Delivery charges	1		800.00	800.00
<b>Total (including all)</b>				<b>14000.00</b>
Amount Chargeable (in words) <b>Rupees fourteen Thousand Only</b>	 Authorised Signatory			
Declaration We declare that this invoice shows that actual price of the goods described and that all particulars are true and correct.				
Thank you for your business!				

*pay me amount by cheque  
21/12/21*

*cheque received No-019323  
Axis Bank  
Chimpahati  
Keishu deul Bal  
20/12/2021*

No.

VOUCHER

Date 28.9.21



# SUSHIL KAR COLLEGE

GHOSH PUR, CHAMPAHATI

24 Pgs. (SOUTH), Pin Code - 743330

Phone No. 03218 - 260005

~~DEBIT/CREDIT~~ College Pujya Advance A/c.

to / Received from Non teaching staff

sum of Rupees Thirty Thousand only.

account of Pujya Advance realised 5 (five) instalment from Oct '20  
Salary.

Rs. 30,000/-

Accountant

*[Signature]* Cashier

Principal

- 1) Subrata Mondal
- 2) Shanti Mondal
- 3) Sakita Biswas .

Rs. 10,000/- Subrata

Rs. 10,000/- Shanti

Rs. 10,000/- Sabita

Rs. 30,000/-

1. Subrata Mondal (28/09/21)

## COLLEGE PUJA ADVANCE

Date : 03.09.2021

Sl. No.	Name	Amount Paid	
1	Anup Kumar Mondal	10,000.00	Anup Kr. Mondal,
2	Bapi Mondal	10,000.00	Bapi Mondal
3	Akhil Mondal	10,000.00	Akhil Mondal
4	Sukumar Baidya	10,000.00	Sukumar Baidya
5	Ajit Kr. Sarदार	10,000.00	Ajit Sarदार
6	Rajib Das	5,000.00	Rajib Das.
7	Prosenjit Naskar	5,000.00	P. Naskar
8	Tarak Ghosh	5,000.00	Tarak Ghosh
9	Sankar Naskar	5,000.00	Sankar Naskar
10	Samir Sardar	3,000.00	Samir Sardar
11	Sukamal Panda	3,000.00	Sukamal Panda.
	Rs.	76,000.00	

(Rupees seventy six Thousand) only.

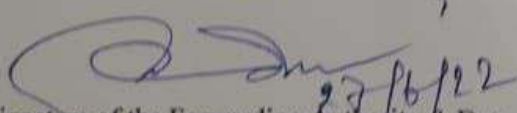

  
3-9-21



# THE UNIVERSITY OF CALCUTTA

## APPLICATION FOR CHILD CARE LEAVE (CCL)

1. Name of Applicant : DIPALI MONDAL
2. Designation : Asst. Professor
3. Department/Office /Section : Sushil Van College
4. Name of Child for whom CCL is applied for : SRIDIP NASAR
5. Date of Birth of the Child  
(Enclose Copy of the Birth Certificate) : 28.12.2007
6. Is the Child among the two eldest Children : Yes /No
7. Period of leave : 46 Days : From 2nd July To 16th August, 2022
8. Reason(s) for leave applied for  
(Supporting document(s), if any) : P. A. - 1 Examination
9. a) Whether permission to Leave station is required : Yes /No
- b) If Yes, Address during leave period : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Signature of the Forwarding Authority & Date 27/6/22

Dipali Mondal 27/6/22  
Signature of Applicant in full With Date

### OFFICE REPORT

1. Date on which the Child will be attaining 18 years
2. Prefix /Suffix of holidays with CCL, if any
3. Total CCL availed till date
4. CCL Due till date
5. Date of return form last leave & nature and period of that leave
6. EL in Credit ((as on Date)

### SANCTION OF CHILD CARE LEAVE (CCL)

Child Care Leave for \_\_\_\_\_ date from \_\_\_\_\_ to \_\_\_\_\_ may be granted

Smt. \_\_\_\_\_

### Application for sanction of Child Care Leave

Rly. Bd.'s Letter No. E(P&AII 2006, CFC/LE S dated 23/10

M. P/NDLS letter No. 432-E/GCPC/Child Care leave 08/E

(To be submitted before 15 days of availing Child Care Leave)

A.

1. Name Smt. Dipali Mondal.
  2. Designation Asst. Professor
  3. Pay Band & Pay 156001
  4. Working under Principal, Susil Kar College.
  5. Child Care Leave Required 35 days 9th Feb - 15th March 2022
  6. Earlier Child Care Leave Availed \_\_\_\_\_
  7. (Including leave not due After 740 days for Child Care leave)
  8. Name of Minor children for whom favored  
Child care leave required \_\_\_\_\_
  9. Proof of date of birth \_\_\_\_\_
- In favor of minor children availing child care leave.
10. Certified that I am having \_\_\_\_\_ Nos. of children and \_\_\_\_\_ child (eldest) of mine against whom Child care leave is requested.

Note:-

Children should be below 18 years upto the date of availing child care leave.  
The child care leave be admissible for two eldest surviving children only.  
Child care leave can be sanctioned by an authority competent to grant  
Child care leave is admissible for 730 day only during their ensure notice for  
taking care of upto two children in more than one spell.  
Employees cannot proceed on CCL without prior proposal approval of the  
leave by the leave sanctioning authority.  
Consequently Saturday, Sunday, Gazetted holidays etc. during the period of  
leave would also count for CCL, as the case of earned leave.

To

The Principal

Susil Kar College

Chamapahati

Subject: Application for study leave.

Respected sir,

I, Deepika Chettri, an Assistant Professor of Defence studies, would like to seek a study leave for 8 weeks starting from 3<sup>rd</sup> February to March 29<sup>th</sup> 2020. i.e., 56 days for the completion of my Ph.D. because this year is my last submission year of the thesis. I will join the college on 30<sup>th</sup> March, 2020 which is on Monday.

Sir, I would be highly grateful and obliged if you could grant me leave for the same.

Thanking You

Yours sincerely

Deepika Chettri

Assistant Professor

Defence studies

Susil kar college

Deepika Chettri  
31/1/20

Sir  
31/1/20

Principal  
Sushil Kar College  
Chamapahati, 24 Pgs. (S)



# THE UNIVERSITY OF CALCUTTA

## APPLICATION FOR CHILD CARE LEAVE (CCL)

1. Name of Applicant : DIPALI MONDAL
2. Designation : Asst. Professor.
3. Department/Office /Section : Sushil Kar College.
4. Name of Child for whom CCL is applied for : SRIDIP NASKAR
5. Date of Birth of the Child  
(Enclose Copy of the Birth Certificate) : 28.12.2007
6. Is the Child among the two eldest Children : Yes /No
7. Period of leave : 33 Days : From 2nd March To 3rd April.
8. Reason(s) for leave applied for  
(Supporting document(s), if any) : \_\_\_\_\_
9. a) Whether permission to Leave station is required :  Yes /No
- b) If Yes, Address during leave period : \_\_\_\_\_



Signature of the Forwarding Authority & Date

Dipali Mondal  
Signature of Applicant in full With Date

### OFFICE REPORT

1. Date on which the Child will be attaining 18 years
2. Prefix /Suffix of holidays with CCL, if any
3. Total CCL availed till date
4. CCL Due till date
5. Date of return form last leave & nature and period of that leave
6. EL in Credit ((as on Date)

### SANCTION OF CHILD CARE LEAVE (CCL)

Child Care Leave for \_\_\_\_\_ date from \_\_\_\_\_ to \_\_\_\_\_ may be granted