

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION
ESTABLISHMENT SECTION

Dated: 24..10.2025

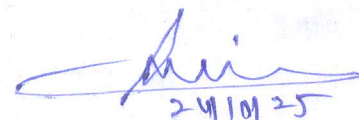
Subject:- Leave Record of IGNCAs Officials for Earned Leave/HPL for the month of September, 2025.

Leave is sanctioned to the following officials for the period mentioned against their names:-

Sl. No.	Name & Designation	Nature of Leave	Period		Total Days	Balance upto 31.12.2025	EL	HPL
			From	To				
1.	Dr. Kumar Sanjay Jha, R.D. (Ranchi)	E.L.	01.09.2025	02.09.2025	02	221		277
2.	Smt. Nisha Gandhi, Asstt. Graphic Designer	E.L. E.L.	03.09.2025 23.09.2025	04.09.2025	02 01	250		396
3.	Shri Anil Kumar, S.O.	E.L.	01.09.2025		01	314		599
4.	Smt. Sunita Saxena, AFA & AO	E.L.	08.09.2025	11.09.2025	04	311		143
5.	Smt. Meenu Bhalla, P.S.	E.L. E.L.	08.09.2025 15.09.2025		01 01	196		154
6.	Shri Padminder Singh Bisht, UDC	Commuted Leave	13.08.2025	29.08.2025	17	309		568
7.	Shri R.P. Singh, S.O.	E.L.	15.09.2025	19.09.2025	05	310		598
8.	Shri Kamal Singh Negi, S.O.	E.L.	15.09.2025	19.09.2025	05	99		271
9.	Shri Rajesh Kumar, MTS	E.L. E.L.	08.09.2025 10.09.2025	12.09.2025	01 03	305		526
10.	Shri Shiv Shankar Dubey, UDC	E.L.	08.09.2025	09.09.2025	02	313		456
11.	Smt. Sunita Arora, Sr. P.A.	Commuted Leave E.L. E.L.	01.09.2025 04.09.2025 29.09.2025	03.09.2025 03.10.2025	03 01 05	177		322
12.	Shri Raj Kumar, MTS	E.L.	08.09.2025	09.09.2025	02	81		137
13.	Shri Nand Kishore Mishra Staff Car Driver	E.L. Commuted Leave	04.08.2025 08.09.2025	08.08.2025 14.09.2025	05 07	195		133
14.	Shri Balkishan Sharma, Staff Car Driver	E.L.	08.07.2025	11.07.2025	04	186		163
15.	Shri Anurag Punetha, Controller(MC)	E.L.	17.09.2025	25.09.2025	07	79		72
16.	Smt. Parveen Shah, Dy. FA & Sr. A.O.	Commuted Leave E.L.	08.09.2025 16.09.2025	09.09.2025	02 01	305		177
17.	Shri Dhanraj Singh Negi, Assistant	E.L.	22.09.2025	26.09.2025	05	211		346
18.	Shri A.N. Mishra, Asstt. Programmer	E.L.	29.09.2025	03.10.2025	05	305		395
19.	Shri Rohit Mittal, Asstt. Graphic Designer	E.L.	18.09.2025		01	297		397
20.	Smt. Neelam Gautam, FA & CAO (Accounts)	Commuted Leave	11.08.2025	14.08.2025	04	312		254

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21.	Shri Brijesh Masand, Sr. P.A.	E.L. Commuted Leave	26.08.2025 29.08.2025	28.08.2025 12.09.2025	03 15	186	328
22.	Smt. Renuka Kamboj, Assistant	E.L.	19.09.2025		01	314	342
23.	Smt. Sheela Unnikrishnan, AFA & AO	Commuted Leave	15.09.2025	19.09.2025	05	230	89
24.	Shri Naresh Kumar, UDC	E.L.	25.09.2025	26.09.2025	02	310	305
25.	Ms. Geeta Manchanda, P.S.	E.L. E.L.	17.09.2025 29.09.2025	19.09.2025 30.09.2025	03 02	194	436
26.	Smt. Rajni Adlakha, P.S.	Commuted Leave E.L.	15.09.2025 30.09.2025	18.09.2025 01.10.2025	04 02	304	325
27.	Smt. Kiran Kapoor, P.S.	Commuted Leave	23.09.2025	25.09.2025	03	302	191
28.	Shri Kartar Singh, MTS	Commuted Leave	23.09.2025	26.09.2025	04	313	404
27.	Shri Narayan Hari, Technical Officer	E.L.	25.09.2025	26.09.2025	02	313	321
28.	Smt. Geeta Rawat, AFA & AO	Commuted Leave	23.09.2025	27.09.2025	04	312	205
29.	Prof. (Dr.) Richa Kamboj, HoD(KD)	E.L.	25.09.2025	26.09.2025	02	53	31
30.	Shri Mukesh Kumar, MTS	E.L.	29.09.2025	01.10.2025	03	307	527
31.	Smt. Raj, MTS	E.L. Commuted Leave	29.09.2025 30.09.2025	01.10.2025 01.10.2025	01 02	306	335
33.	Smt. Seema Bahl, Programmer	E.L.	29.09.2025	30.09.2025	02	273	360


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(ANIL KUMAR)

S.O. (E)

Copy for information to:-

1. All HoD's (HQ).
2. IGNC A Website.
3. Accounts Branch.
4. Regional Director, IGNC A Ranchi.