

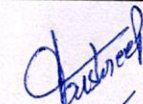
F.No.3/58/2026-SD/AM
INDIRA GANDHI NATIONAL FOR THE ARTS
SUTRADHARA DIVISION (ESTABLISHMENT SECTION)

Dated :-21.08.2026

Subject:- Sanction Order & leave balance of IGNCAs Officials towards EL/HPL/CCL/PL for the month of July, 2026

S.No.	Name & Designation	Nature of Leave	Period		Total Days	Balance EL upto 31.12.2026	HPL
			From	To			
1	Dr. K.Rajasekaran (Assistant Prof. Grade II)	E.L.	06.07.2026	17.07.2026	12	88	130
2	Sh. Rohit Mittal Asstt. Graphic Designer	E.L. E.L.	02.07.2026 22.07.2026	- 31.07.2026	01 10	298	417
3	Sh. Manish Saxena J.R.O.	E.L.	13.07.2026	24.07.2026	12	299	441
4	Ms. Richa Negi HoD (Rock Art Unit)	Commuted Leave	22.06.2026	03.07.2026	12	93	66
5	Sh. Randhir Singh U.D.C.	E.L.	27.07.2026	31.07.2026	05	310	460
6	Ms. Geeta Manchanda Private Secretary	E.L. E.L.	10.07.2026 21.07.2026	- 24.07.2026	01 04	184	456
7	Sh. Shiv Shankar Dubey U.D.C.	E.L.	08.07.2026	09.07.2026	02	313	472
8	Sh. Jagdamba Prasad Joshi U.D.C.	E.L.	23.07.2026	24.07.2026	02	248	256
9	Sh. Raj Kumar M.T.S.	E.L.	07.07.2026	08.07.2026	02	80	157
10	Ms. Sunita Arora PS	Commuted Leave	08.07.2026	09.07.2026	02	175	238
11	Sh. Subash Chand M.T.S	E.L.	01.07.2026	03.07.2026	03	312	610
13	Sh. Jagat Singh Lighting Asstt.	E.L.	01.07.2026	03.07.2026	03	312	626
14	Sh. Shiv Charan Singh Rawat, Sr. Cameraman	E.L.	01.07.2026	03.07.2026	03	312	684
15	Sh. Pravin Kumar Multimedia Asstt.	E.L.	21.07.2026	23.07.2026	03	308	350
16	Sh. Anil Kumar S.O.	E.L. E.L.	10.07.2026 28.07.2026	- -	01 01	313	619
17	Sh. Jatin Gandhi Multimedia Assistant	E.L.	16.07.2026	17.07.2026	02	313	542
18	Smt. Nisha Gandhi Graphic Designer	E.L.	23.07.2026	24.07.2026	02	257	416
19	Sh. Om Prakash Programmer	E.L.	21.07.2026	-	01	304	716
21	Smt. Rajni Adlakha Personal Secretary	E.L. E.L.	20.07.2026 23.07.2026	21.07.2026 24.07.2026	02 02	309	333
25	Sh. Rajesh Kumar M.T.S.	E.L.	28.07.2026	04.08.2026	08	307	540

S.No.	Name & Designation	Nature of Leave	Period		Total Days	Balance EL upto 31.12.2026	HPL
			From	To			
26	Smt. Seema Bahl Programmer	Commuted Leave	16.06.2026	17.06.2026	02	312	368
		E.L.	29.06.2026	30.06.2026	02		
		Commuted Leave	08.07.2026	09.07.2026	02		
27	Sh. Mukesh Kumar M.T.S.	Commuted Leave	23.02.2026	15.05.2026	82	315	383
28	Sh. Satish Library & Information Astd.	Paternity Leave	08.07.2026	22.07.2026	15	58	38
29	Ms. Jyoti Assistant Reprographer	Child Care Leave	15.07.2026	14.08.2026	31	20	13



(P. Jaishree)

AFA & AO (Admn.)

Copy to:-

1. All HoD's / Regional Director's

Copy for information to:-

1. PPS to Member Secretary
2. PS to Dean
3. PPS to Director (Admn.)
4. Upload in IGNC's Website
5. Guard file