

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION
ESTABLISHMENT SECTION

Date: 14.11.2023

Subject: Leave Record of IGNCAs Officials for Earned Leave/HPL for the Month of November, 2023.

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 31.12.2023	HPL
			From	To			
1.	Smt. Nisha Gandhi, Asstt. Graphic Designer	E.L.	01.11.2023	02.11.2023	02	239	356
		E.L.	06.11.2023		01		
		E.L.	13.11.2023	15.11.2023	03		
2.	Shri Verender Bangroo, Associate Professor	E.L.	13.11.2023	17.11.2023	05	302	374
3.	Ms. Geeta Manchanda, Sr. P.A.	E.L.	13.11.2023	15.11.2023	03	232	396
4.	Shri Raj Kumar, MTS	E.L.	02.11.2023		01	80	109
		E.L.	09.11.2023	10.11.2023	02		
		E.L.	14.11.2023	15.11.2023	02		
		E.L.	28.11.2023		01		
		E.L.	01.12.2023		01		
5.	Shri Anil Kumar, S.O.	E.L.	20.11.2023	23.11.2023	04	295	559
		E.L.	28.11.2023	01.12.2023	04		
6.	Shri Vijay Pal, Assistant	E.L.	01.11.2023	02.11.2023	02	308	368
7.	Shri Prem Prakash, MTS	E.L.	03.11.2023		01	20	16
		E.L.	20.11.2023		01		
8.	Smt. Deepa Malhotra, P.S.	E.L.	06.11.2023	10.11.2023	05	195	269
9.	Dr. Richa Negi, Mission Director	E.L.	13.11.2023	17.11.2023	05	32	36
10.	Shri Pratapanand Jha Prof. & Director	E.L.	04.12.2023	15.12.2023	12	295	390
11.	Smt. Sumitra Takkar, PPS	E.L.	14.11.2023	01.12.2023	18	179	371
12.	Smt. Safia Inam Al-Kabir, Dy. Director	E.L.	01.11.2023	17.11.2023	17	103	315
		E.L.					
13.	Ms. Shruti Nagpal, Dy. Controller	E.L.	28.11.2023	01.12.2023	04	49	100
14.	Shri Ramesh, Hospitality Attendant.	E.L.	15.11.2023	29.11.2023	15	300	254
15.	Smt. Renuka Kamboj, Assistant	E.L.	06.11.2023	08.11.2023	03	307	324
16.	Smt. Sunita Ganjoo, Sr. P.A.	E.L.	03.11.2023	07.11.2023	05	306	206



