

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
SUTRADHARA DIVISION
ESTABLISHMENT SECTION

Dated: 09.02.2026

Subject:- Leave Record of IGNC Officials for Earned Leave/HPL for the month of December, 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.	Shri Naresh Kumar, UDC	E.L.	22.12.2025	24.12.2025	03	301		297
		E.L.	29.12.2025	31.12.2025	03			
2.	Shri Om Prakash, Programmer	E.L.	16.12.2025	19.12.2025	04	311		703
3.	Smt. Laxmi Rawat, AFA & AO	E.L.	29.12.2025		01	308		445
4.	Shri Kartar Singh, MTS	E.L.	15.12.2025	19.12.2025	05	298		390
5.	Shri Jatin Gandhi, Multimedia Assistant	E.L.	09.12.2025	16.12.2025	01	304		522
		E.L.	15.12.2025		02			
		E.L.	26.12.2025		01			
6.	Shri Hemraj Singh, MTS	E.L.	01.12.2025	05.12.2025	05	180		163
7.	Ms. Geeta Manchanda, P.S.	E.L.	16.12.2025	17.12.2025	02	179		436
		E.L.	29.12.2025		01			
8.	Shri A.N. Mishra Asstt. Programmer	E.L.	09.12.2025	10.12.2025	02	301		377
		E.L.	26.12.2025					
		E.L.	30.12.2025					
9.	Smt. Anupama Dhawan, Sr. Production Assistant	E.L.	09.12.2025	11.12.2025	03	269		152
10.	Shri Kishan Lal, MTS	E.L.	26.11.2025	04.12.2025	09	254		38
11.	Shri Ankit Kumar Meena, LIA	E.L.	05.12.2025		01	28		20
		E.L.	12.12.2025		01			
12.	Shri Chaman Lal, UDC	E.L.	01.12.2025	04.12.2025	04	304		459
		Commuted Leave	05.12.2025	15.12.2025	11			
13.	Smt. Surabha Gopan, Under Secretary	Commuted Leave	01.01.2026	31.03.2026	90	304		95
14.	Smt. Sunita Arora, Sr. P.A.	Earned Leave	12.01.2026	06.02.2026	26	166		332
15.	Smt. Daya Sadhu, P.S.	E.L.	08.12.2025	09.12.2025	02	303		287
16.	Shri Randhir Singh, UDC	E.L.	08.12.2025	12.12.2025	05	295		440
		E.L.	22.12.2025	31.12.2025	10			
17.	Shri Prashant Kumar, MTS	E.L.	01.12.2025	05.12.2025	05	133		96



42.	Dr. Sapam Ranabir Singh, R.D. (Guwahati)	E.L.	09.12.2025	24.12.2025	16	157	163
43.	Dr. Kumar Sanjay Jha, Regional Director(Ranchi)	E.L.	11.12.2025	15.12.2025	05	216	277
44.	Shri Subrata Das, R.O.	E.L.	01.12.2025	12.12.2025	12	287	520
45.	Smt. Sheela Rana, Technical Officer	E.L.	29.12.2025	05.01.2026	08	303	215
46.	Shri Gajraj Singh, MTS	Commuted Leave	11.12.2025	02.01.2026	23	232	93

Rakesh Kumar
10/12/2025
(RAKESH KUMAR)
S.O. (SD)

Copy to:-

All HoD's/Regional Director's

Copy for information to:-

1. PPS to Member Secretary.
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