



Swami Shraddhanand College University of Delhi

Supporting Document: **6.3.1**

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression



Assessment Period: 2018-2023

Title	Link
PBAS AND APAR SAMPLE COPY	Click Here
SAMPLE OF SCHOOL FEE REIMBURSEMENT	Click Here

Leave Record

1	Sh. N.K. Oberoi	Comme rce	11	2						
2	Sh. G. R. Luthra	Comme rce	10	1						
3	Dr. P.V. Khatri	Comme rce	5							
4	Dr. R.N. Srivastava	Comme rce	No	3						
5	Sh. K.K. Joshi	Comme rce	No	6						
6	Mrs. Sudhanshu Bansal	Comme rce	7	8	5					
7	Mrs. Renu Sobti	Comme rce	No	3	12					
8	Dr. D.R. Jalwani	Comme rce	No	8						
1	Mrs. Meera Sharma	Comp. Sc.	No	1						
1	Dr. (Mrs.) Manju Gupta	Econo mics'	10		25					
2	Mrs. Saudamini Das	Econo mics'					365			
3	Sh. T.P.Sinha	Econo mics'	No							
4	Mr. Jitender Kr. Pandey	Econo mics'	17							
5	Mrs. Aruna Shokeen	Econo mics'	No						82	
6	Dr. Joginder Singh	Econo mics'	12							
1	Dr. Y.K. Sharma	English	No							
2	Mrs. Saroj Bala	English	No	4						
3	Dr. (Mrs.) Kuhu Chanana	English	No							
4	Dr. Provakar Palaka	English	No	4						

1	Sh. N.K. Oberoi	Comme rce		2						
2	Sh. G. R. Luthra	Comme rce		3						
3	Dr. P.V. Khatri	Comme rce	5	2	12					
4	Dr. R.N. Srivastava	Comme rce	No							
5	Sh. K.K. Joshi	Comme rce	No	8						
6	Mrs. Sudhanshu Bansal	Comme rce	no	8						
7	Mrs. Renu Sobti	Comme rce	No		21					
8	Dr. D.R. Jalwani	Comme rce	No	3						
1	Mrs. Meera Sharma	Comp. Sc.	No							
1	Dr. (Mrs.) Manju Gupta	Econo mics'	22	2						
2	Mrs. Saudamini Das	Econo mics'								
3	Sh. T.P.Sinha	Econo mics'	no	5						
4	Mr. Jitender Kr. Pandey	Econo mics'	18							
5	Mrs. Aruna Shokeen	Econo mics'	No						30	
6	Dr. Joginder Singh	Econo mics'	No	1						
1	Dr. Y.K. Sharma	English	NO							
2	Mrs. Saroj Bala	English	10 (LTC)	6						

3	Dr. (Mrs.) Kuhu Chanana	English	NO							
4	Dr. Provakar Palaka	English	No	3						
5	Mr. Pankaj Kumar	English	No		7					
6	Mr. Bijay Kr. Padhan	English	No	2		4				
1	Dr. Daljit Singh	Geography	No	2		3				
2	Dr. Jagbir Singh	Geography	No	1		2				
3	Dr. Anand Malik	Geography	No	2						
4	Dr. (Mrs.) Preeti Sachhar	Geography	No	2		3		180		
5	Mrs. Ushvinder Kaur	Geography	No	3		2				
6	Mrs. Kiran Dabas	Geography	No							
7	Mrs. Anjali Yadav	Geography	No	1		2				
1	Dr. (Miss) Vineeta Kumari	Hindi	NO							
2	Dr. (Mrs.) Kamlesh Sareen	Hindi	No	4		3			32	
3	Dr. Tek Chand	Hindi	No			5				
4	Dr. Pardeep Kumar	Hindi	No							
5	Sh. Gopal Lal Meena	Hindi	No		15					
6	Dr. (Mrs.) Pratibha Rana	Hindi	No							
7	Dr. Sudhanshu Kumar	Hindi	No							
8	Dr. (Mrs.) Aishwarya Jha	Hindi	No							

9	Dr. Uma Shankar Choudhary	Hindi	No			1				
10	Dr. Anil Kumar	Hindi	No							
1	Dr. V.P. Rana	History	no	5		16				
2	Sh. Kumar Sanjay Singh	History	No	5						
3	Dr. Shalabh Chikara	History	No							
4	Dr. Aditi Gupta	History	No	5						
5	Sh. Manish Sharma	History	no	3						
6	Sh. Ranjan Kumar	History	No	3		1				
7	Dr. Umesh Dubey	History	No	3						
8	Dr. (Mrs.) Sadhana Kushwah	History	No	4		14			183	
9	Sh. Devender Kumar	History	No	8						
10	Dr. L.B. Swarnkar	History	No			21				
11	Sh. A.N. Jha	History	No	4		2				
12	Dr. suraj Yadav	History	21							
1	Sh. R.K. Srivastava	Mathe matics	No							
2	Mrs. Rajender Kaur	Mathe matics	no							
3	Dr. (Mrs.) Seema Bansal	Mathe matics	No			1				
1	Dr. (Mrs.) Renu Dutt	Microbi ology	10	6	10					
2	Dr. S.K. Srivastava	Microbi ology	No							
3	Dr. (Mrs.) Anjana Kapoor	Microbi ology	No	3						

4	Dr. (Mrs.) A. Archana	Microbiology	No	2						
1	Dr. Vinod Prasad Nautiyal	Physics	No							
2	Dr. Babu Lal	Physics	No	3						
3	Dr. (Mrs.) Namrata	Physics	no	1					81	
4	Dr. Mukesh Rana	Physics	No							
5	Dr. (Mrs.) Ruby Gupta	Physics	No	2						
6	Sh. Ashish Tyagi	Physics	No							
7	Dr. (Mrs.) Shiva Upadhayay	Physics	No			1				
1	Sh. Manish Kumar	Pol. Science	35	3		3				
2	Sh. Pankaj Lakhera	Pol. Science	No	3						
1	Dr. A.K. Dubey	Sanskrit	No							
1	Dr. (Mrs.) Rajni Arora	Zoology	89	4	9					
2	Dr. (Mrs.) Tanushri Saxena	Zoology	No	1						
3	Dr. (Miss) Neera Mehra	Zoology	No	1						
4	Dr. S.K. Sagar	Zoology	10							
5	Dr. Surender Sharma	Zoology	No	3						
6	Dr. (Mrs.) Gauri Mishra	Zoology	No							

1	Dr. Inder Mohan Dutta	Phy. Education	No	1						
1	Mrs. Sushila Thakran	OMSP	no	2						

Year - 2020-21

Sr. No.	Name	Department	Earned Leave	Casual Leave	Medical Leave	Duty Leave	Extra Ord. Leave	Maternity/Paternity	Child Care Leave	Study Leave
1	Dr. (Mrs.) Geeta Saxena	Botany	No							
2	Dr. (Mrs.) Renu Garg	Botany	No							
3	Dr. (Mrs.) Sadhna Babbar	Botany	No							
4	Dr. (Mrs.) Rekha Joshi	Botany	No							
5	Dr. Parveen Garg	Botany	No							
6	Mrs. Madhulika Singh	Botany	No							
7	Dr. Bhoopinder Giri	Botany	No							
1	Dr. Bhupender Mehta	Chemistry	9							
2	Dr. Gajendra Gaur	Chemistry	No							

3	Dr. Pardeep Pratap Singh	Chemistry	No							
4	Dr. (Mrs.) Saraswati Kanodia	Chemistry	No							
5	Mrs. Suman Yadav	Chemistry	No							
						5				
1	Dr. P.V. Khatri	Commerce	28							
2	Dr. R.N. Srivastava	Commerce	No							
3	Sh. K.K. Joshi	Commerce	No	1						
4	Mrs. Sudhanshu Bansal	Commerce	14							
5	Mrs. Renu Sobti	Commerce	No							
6	Dr. D.R. Jalwani	Commerce	No	1						
1	Mrs. Meera Sharma	Comp. Sc.	18	2						
1	Dr. (Mrs.) Manju Gupta	Economics'	17							
2	Mrs. Saudamini Das	Economics'				365				
3	Sh. T.P.Sinha	Economics'	33							
4	Mr. Jitender Kr. Pandey	Economics'	No							
5	Mrs. Aruna Shokeen	Economics'	No							
6	Dr. Joginder Singh	Economics'	No							
1	Dr. Y.K. Sharma	English	NO							
2	Mrs. Saroj Bala	English	NO							

3	Dr. (Mrs.) Kuhu Chanana	English	10 (LTC)							
4	Dr. Provakar Palaka	English	8		11					
5	Mr. Pankaj Kumar	English		3						
6	Mr. Bijay Kr. Padhan	English	No		6					
1	Dr. Daljit Singh	Geography	No							
2	Dr. Jagbir Singh	Geography	No							
3	Dr. Anand Malik	Geography	No				55			
4	Dr. (Mrs.) Preeti Sachhar	Geography	No							
5	Mrs. Ushvinder Kaur	Geography	No							
6	Mrs. Kiran Dabas	Geography	No							
7	Mrs. Anjali Yadav	Geography	No							
1	Dr. (Miss) Vineeta Kumari	Hindi	18							
2	Dr. (Mrs.) Kamlesh Sareen	Hindi	No							
3	Dr. Tek Chand	Hindi	No							
4	Dr. Pardeep Kumar	Hindi	No							
5	Sh. Gopal Lal Meena	Hindi	10			4				
6	Dr. (Mrs.) Pratibha Rana	Hindi	10							
7	Dr. Sudhanshu Kumar	Hindi	10	1						
8	Dr. (Mrs.) Aishwarya Jha	Hindi	10							

9	Dr. Uma Shankar Choudhary	Hindi	10							
10	Dr. Anil Kumar	Hindi	2							
1	Dr. V.P. Rana	History	no							
2	Sh. Kumar Sanjay Singh	History	21							
3	Dr. Shalabh Chikara	History	10							
4	Dr. Aditi Gupta	History	No							
5	Sh. Manish Sharma	History	No							
6	Sh. Ranjan Kumar	History	No							
7	Dr. Umesh Dubey	History	10			1				
8	Dr. (Mrs.) Sadhana Kushwah	History	No							
9	Sh. Devender Kumar	History	No							
10	Dr. L.B. Swarnkar	History	No			6				
11	Sh. A.N. Jha	History	20							
12	Dr. suraj Yadav	History	8							
1	Sh. R.K. Srivastava	Mathe matics	No							
2	Mrs. Rajender Kaur	Mathe matics	no							
3	Dr. (Mrs.) Seema Bansal	Mathe matics	No							
1	Dr. (Mrs.) Renu Dutt	Microbi ology	10							
2	Dr. S.K. Srivastava	Microbi ology	No							
3	Dr. (Mrs.) Anjana Kapoor	Microbi ology	No							

1	Dr. Inder Mohan Dutta	Phy. Education	No							
1	Mrs. Sushila Thakran	OMSP	10							

Year - 2021-22

Sr. No.	Name	Department	Earned	Casual	Medical	Duty	Extra Ord.	Maternity/	Child Care	Study
			Leave	Leave	Leave	Leave	Leave	Paternity	Leave	Leave
1	Dr. (Mrs.) Geeta Saxena	Botany	10							
2	Dr. (Mrs.) Renu Garg	Botany	No	4						
3	Dr. (Mrs.) Sadhna Babbar	Botany		8		5				
4	Dr. (Mrs.) Rekha Joshi	Botany								
5	Dr. Parveen Garg	Botany	No							
6	Mrs. Madhulika Singh	Botany								
7	Dr. Bhoopinder Giri	Botany	No							
1	Dr. Bhupender Mehta	Chemistry	No	4						
2	Dr. Gajendra Gaur	Chemistry	No	6						
3	Dr. Pardeep Pratap Singh	Chemistry	No							

4	Dr. (Mrs.) Saraswati Kanodia	Chemis try	No							
5	Mrs. Suman Yadav	Chemis try	No							
1	Dr. P.V. Khatri	Comme rce	14	4						
2	Dr. R.N. Srivastava	Comme rce	7		17					
3	Sh. K.K. Joshi	Comme rce	No	2						
4	Mrs. Sudhanshu Bansal	Comme rce	15							
5	Mrs. Renu Sobti	Comme rce	17			5				
6	Dr. D.R. Jalwani	Comme rce	No							
1	Mrs. Meera Sharma	Comp. Sc.	No	4						
1	Dr. (Mrs.) Manju Gupta	Econo mics'	No							
2	Mrs. Saudamini Das	Econo mics'								
3	Sh. T.P.Sinha	Econo mics'	No							
4	Mr. Jitender Kr. Pandey	Econo mics'	No	1						
5	Mrs. Aruna Shokeen	Econo mics'	No	2					15	
6	Dr. Joginder Singh	Econo mics'	No	2	5					
1	Dr. Y.K. Sharma	English	18							
2	Mrs. Saroj Bala	English	No	8		3				
3	Dr. (Mrs.) Kuhu Chanana	English	No	1						

4	Dr. Provakar Palaka	English	14	8						
5	Mr. Pankaj Kumar	English		1						03-08-2022
6	Mr. Bijay Kr. Padhan	English	28							
1	Dr. Daljit Singh	Geography	No	5		6				
2	Dr. Jagbir Singh	Geography	No							
3	Dr. Anand Malik	Geography		1			215			
4	Dr. (Mrs.) Preeti Sachhar	Geography	No							
5	Mrs. Ushvinder Kaur	Geography	No	1		2				
6	Mrs. Kiran Dabas	Geography	No							
7	Mrs. Anjali Yadav	Geography	No							
1	Dr. (Miss) Vineeta Kumari	Hindi	NO	2	9					
2	Dr. (Mrs.) Kamlesh Sareen	Hindi	No	3		3			52	
3	Dr. Tek Chand	Hindi	No							
4	Dr. Pardeep Kumar		4 No			2				
5	Sh. Gopal Lal Meena	Hindi	No			4				
6	Dr. (Mrs.) Pratibha Rana	Hindi	No	1		2				
7	Dr. Sudhanshu Kumar	Hindi	No	1						
8	Dr. (Mrs.) Aishwarya Jha	Hindi	No	4		2				
9	Dr. Uma Shankar Choudhary	Hindi	No							
10	Dr. Anil Kumar	Hindi	No							

1	Mrs. Sushila Thakran	OMSP	no							
2022-23										
Sr. No.	Name	Department	Earned	Casual	Medical	Duty	Extra Ord.	Maternity/	Child Care	Study
			Leave	Leave	Leave	Leave	Leave	Paternity	Leave	Leave
1	Dr. (Mrs.) Geeta Saxena	Botany	26	4						
2	Dr. (Mrs.) Renu Garg	Botany	10		53					
3	Dr. (Mrs.) Sadhna Babbar	Botany	No	7		7				
5	Dr. Parveen Garg	Botany	19							
6	Mrs. Madhulika Singh	Botany	17	2					102	
7	Dr. Bhoopinder Giri	Botany	16							
8	Dr. Ekta Singh	Botany		2				180		
9	Dr. Amit Vashishtha	Botany		1		2				
10	Dr. Anil Kumar	Botany								
11	Dr. Shibhaji Bhagar	Botany		2						
12	Dr.(Ms.) Isha Gunwal	Botany								
13	Dr. Narender Sharma	Botany								
14	Dr. Bhawana Saxena	Botany		2		2				
1	Dr. Bhupender Mehta	Chemistry	9	1						

2	Dr. Gajendra Gaur	Chemistry	5							
3	Dr. Pardeep Pratap Singh	Chemistry	17	2						
4	Dr. (Mrs.) Saraswati Kanodia	Chemistry	10							
5	Mrs. Suman Yadav	Chemistry	No	6						
6	Dr.(Ms.) Seema Gupta	Chemistry								
7	Dr. Chaggan Lal	Chemistry								
8	Mr. Amar Singh Meena	Chemistry		1						
9	Dr. Nishant Verma	Chemistry		6						
10	Dr. Govind Ji Rai	Chemistry		1						
11	Dr. Nirbir Singh	Chemistry		2						
12	Dr. (Ms.) Anchal Sethi	Chemistry		1						
13	Dr. (Ms.) Gunjan Arora	Chemistry		2						
14	Dr. Bholey Singh	Chemistry								
15	Dr. Chander Shekhar Veengar	Chemistry								
16	Dr. Mukesh Kumar Verma	Chemistry								
17	Dr. Pratibha	Chemistry								
1	Sh. R.N. Srivastav	Commerce	16	5						
2	Dr. P.V. Khatri	Commerce	27		7					

3	Sh. K.K. Joshi	Comme rce	14	4						
4	Mrs. Sudhanshu Bansal	Comme rce	NO							
5	Mrs. Renu Sobti	Comme rce	NO	1						
6	Dr. D.R. Jalwani	Comme rce	10							
7	Dr. Laxman Ram Paliwal	Comme rce								
8	Dr. Mohar Singh	Comme rce								
9	Dr. Mahender Pal Singh	Comme rce								
10	Dr. Samir	Comme rce								
11	Dr Aradhana Chadha	Comme rce		2						
12	Dr. (Ms.) Rekha Gupta	Comme rce								
13	Ms. Ritu	Comme rce		2						
14	Mr. Deepak	Comme rce								
15	Mr. Om Dutt	Comme rce								
16	Mr. Pankaj Shah	Comme rce								
17	Dr. (Mr.) Aishwarya Bansal	Comme rce						from 4/6/2 3		
18	Mr. Ramesh Kumar	Comme rce								
19	Mr. Manish kumar Dubey	Comme rce		1						
20	Mr. Anoop Kumar	Comme rce								
21	Dr. Priyanka	Comme rce								

22	Mr. Ashutosh Kr. Jha	Comme rce								
23	Ms. Purva Mittal	Comme rce								
24	Ms. Gayatri Meena	Comme rce								
25	Ms. Mansi Babbar	Comme rce								
26	Ms. Chanchal	Comme rce								
27	Ms. Mansi Kapoor	Comme rce		3						
28	Ms. Vikram	Comme rce								
29	Ms. Sakshi Aggarwla	Comme rce								
1	Mrs. Meera Sharma	Comp. Sc.	No	2		3				
2	Ms. Akanksha Gupta	Comp. Sc.								
3	Ms. Mehak	Comp. Sc.								
1	Dr. (Mrs.) Manju Gupta	Econo mics'	19							
2	Mrs. Saudamini Das	Econo mics'								
3	Sh. T.P.Sinha	Econo mics'	No							
4	Mr. Jitender Kr. Pandey	Econo mics'	NO	2						
5	Mrs. Aruna Shokeen	Econo mics'	NO	6					15	
6	Dr. Joginder Singh	Econo mics'	NO	2		7				
1	Dr. Y.K. Sharma	English	36							
2	Mrs. Saroj Bala	English	No	4	42					

3	Dr. (Mrs.) Kuhu Chanana	English	No	2						
4	Dr. Provakar Palaka	English	14	1						
5	Mr. Pankaj Kumar	English								Upto 8/3/23
6	Mr. Bijay Kr. Padhan	English								upto 28/12/23
7	Dr. Naresh Shokeen	English		3						
8	Dr. (Ms.) Jyoti Lax, I Kashyap	English		1						
9	Dr. Chetna Sharma	English								
10	Mr. Vijay Kumar	English		1		1				
11	Dr. Vipin Kumar	English		1						
12	Dr. (Ms.) Setolu Tunyl	English		4						
13	Mr. Deepak Hathwala	English		7						
14	Dr. Yamini Malhotra	English		1						
15	Dr. Abhishek Chandra	English								
1	Dr. Daljit Singh	Geography	4			9				
2	Dr. Jagbir Singh	Geography	No							
3	Dr. Anand Malik	Geography	No	2	9	3				
4	Dr. (Mrs.) Preeti Sachhar	Geography	No	1		2				
5	Mrs. Ushvinder Kaur	Geography	No	2		1			75	
6	Mrs. Kiran Dabas	Geography	No	3		1			72	
7	Mrs. Anjali Yadav	Geography	16							

8	Dr. Avijit Mahala	Geogra phy		1						
1	Dr. (Miss) Vineeta Kumari	Hindi	16							
2	Dr. (Mrs.) Kamlesh Sareen	Hindi	No	5						
3	Dr. Tek Chand	Hindi	No							
4	Dr. Pardeep Kumar	Hindi	No			9				
5	Sh. Gopal Lal Meena	Hindi	No	1						
6	Dr. (Mrs.) Pratibha Rana	Hindi	No	5						
7	Dr. Sudhanshu Kumar	Hindi	No							
8	Dr. (Mrs.) Aishwarya Jha	Hindi	5	5		1				
9	Dr. Uma Shankar Choudhary	Hindi	No	1						
10	Dr. Anil Kumar	Hindi	No	2						
11	Dr. Parveen	Hindi								
12	Mr. Sheetal Prasad	Hindi								
13	Mr. Nitin Mishra	Hindi		1						
1	Dr. V.P. Rana	History	27							
2	Sh. Kumar Sanjay Singh	History	NO							
3	Dr. Shalabh Chikara	History	No	2						
4	Dr. Aditi Gupta	History	15	2						
5	Sh. Manish Sharma	History	8	4						
6	Sh. Ranjan Kumar	History	11							
7	Dr. Umesh Dubey	History	No			10				

8	Dr. (Mrs.) Sadhana Kushwah	History	12	1	4					
9	Sh. Devender Kumar	History	No							upto 20/8/23
10	Dr. L.B. Swarnkar	History	No	3						
11	Sh. A.N. Jha	History		1	8					
12	Dr. suraj Yadav	History	14							
13	Mr. Ajay Kumar Singh	History		1						
1	Sh. R.K. Srivastava	Mathe matics		3	5					
2	Mrs. Rajender Kaur	Mathe matics	NO	2	2					
3	Dr. (Mrs.) Seema Bansal	Mathe matics	No							
4	Mr. Megh Pal	Mathe matics		2						
5	Dr. (Ms.) Deepika	Mathe matics		1						
6	Dr. (Mr.) Neha Ahuja	Mathe matics		3						
1	Dr. (Mrs.) Renu Dutt	Microbi ology	No	1						
2	Dr. S.K. Srivastava	Microbi ology	210							
3	Dr. (Mrs.) Anjana Kapoor	Microbi ology	10							
4	Dr. (Mrs.) A. Archana	Microbi ology	10	4						
5	Dr. Lakshna Mahajan	Microbi ology		2						
6	Dr. Sanjay Kumar Gupta	Microbi ology								
7	Dr. Bhupender Kumar	Microbi ology		4						

8	Dr.(Ms.)Sakshi Talwar	Microbiology						from 4/8/23		
1	Dr. Vinod Prasad Nautiyal	Physics	No	8						
2	Dr. Babu Lal	Physics	No	4						
3	Dr. (Mrs.) Namrata	Physics	No	4	5					
4	Dr. Mukesh Rana	Physics	12	2						
5	Dr. (Mrs.) Ruby Gupta	Physics	no							
6	Sh. Ashish Tyagi	Physics	no	3						
7	Dr. (Mrs.) Shiva Upadhayay	Physics	No							
8	Mr. Brijender Dahiya	Physics								
9	Dr. Shobhit Giri	Physics		2						
10	Dr. Lovedeep	Physics		2						
11	Dr. Kavindera Kumar	Physics		3						
1	Sh. Manish Kumar	Pol. Science	34							
2	Sh. Pankaj Lakhera	Pol. Science	No	2						
3	Dr. Rajveer Yadav	Pol. Science								
4	Dr. Rajveer Yadav	Pol. Science								
5	Dr.Pramod Kumar	Pol. Science								
6	Mr. Subhash Chand Upadhayay	Pol. Science								
7	Mr. Ram Singh Meena	Pol. Science		3						

1	Dr. A.K. Dubey	Sanskrit	No							
1	Dr. (Mrs.) Rajni Arora	Zoology	9	1						
2	Dr. (Mrs.) Tanushri Saxena	Zoology	No	7						
3	Dr. (Miss) Neera Mehra	Zoology	8							
4	Dr. S.K. Sagar	Zoology	No	5						
5	Dr. Surender Sharma	Zoology	16	2						
6	Dr. (Mrs.) Gauri Mishra	Zoology	10	1						
7	Dr. (Ms.) Smita Shukla	Zoology								
8	Dr. Bipin Kumar	Zoology								
9	Dr. (Ms.) Kiran Bala Negi	Zoology		4						
10	Dr. Mukesh Kumar	Zoology								
11	Dr. Gowri Devi Kommana	Zoology		1						
12	Dr. Sunil Kumar Saini	Zoology		2						
13	Mr. Promod Kumar	Zoology		1						
1	Dr. Inder Mohan Dutta	Phy. Education	no							
1	Mrs. Sushila Thakran	OMSP	NO							
1	Dr. Abhishek Chandra	EVS								

2	Dr. (Ms.) Neetu Sharma	EVS								
3	Dr. Rohit Kumar Choudhary	EVS		1						

Non-Teaching Staff									
2018-2019									
Sr. No	Name	Department	Earned	Casual	Medical	Study	Extra Ord.	Maternity/	Child Care
			Leave	Leave	Leave	Leave	Leave	Paternity	Leave
1	Sh. D.V. Bhardwaj	Administration	15						
2	Sh. S.K. Dahiya		28						
3	Sh. Rahul Pathak								
4	Sh. Bal Kumar				16				
5	Sh. Salim Khan		17						
6	Mrs. Neha Paruthi		15						33
7	Sh. Chander Singh Rawat		8						
8	Sh. Subhash								
9	Mrs. Neeraj Sethi								
10	Sh. Sachin Kumar		No						
11	Sh. Mukesh Kumar								
12	Sh. Shekhar Raj		sss						
13	Sh. Govind Singh		4					15 days Paternity	
14	Sh. Hemant Singh		17						
15	Sh. Manoj Kumar		35						
16	Sh. Ashok Amrohi								
17	Mrs. Sumitra Sharma		22						

18	Sh. Mangu Jaiswal		No		15				
19	Sh. Devender Singh		22						
20	Sh. Inder Pal Singh								
21	Sh. Naresh Kumar		No		11				
22	Sh. Lalit Kumar								
23	Sh. Lalit								
24	Sh. Anil Kumar								
25	Sh. Rajpaltan Rai								
26	Sh. Raj Kishore		15						
27	Sh. Rajesh Kumar								
28	Sh. Parveen								
29	Sh. Chander Pal								
30	Sh. Rambir								
31	Sh. Shyan Singh								
32	Mrs. Poonam								
33	Mr. Naveen								
34	Sh. Ram Karan		28		8				
35	Sh. Devanand								
1	NEETIKA SHARMA	LIBRARIAN	NO						
2	Sh. Govind Singh	LIBRARY DEPTT.	2		33				
3	Mrs. Sunita Rana		43						
4	Mr. Sushil Kumar		24						
5	Shehnaz B		18		17				36
6	Mr. Kedar Nath		25		6				
7	Mrs. Anjula Singh		2						54
8	Rajesh Kumar		NO						

9	Mrs. Babita Tomar		NO						
1	Sh. Raj Singh Rana	Botany	23		62				
2	Sh. Ganesh Giri		49						
3	Mrs. Sushila Devi		22						
4	Sh. Satish Chander		12						
5	Sh. Raj Kumar		12						
6	Sh. Krishan Kumar		3						
7	Sh. Dayanand		22		59				
8	Sh. Jagbir Singh		13						
9	Sh. Arvind		27						
1	sh. Ashok Sharma	Zoology	44						
2	Sh. Rajesh Khatri	Zoology	36						
3	Sh. K.S. Negi		No		8				
4	Sh. Aman Kumar		12						
5	Sh. Satish Kumar		10						
6	Sh. Jitender Singh Rawat		22						
7	Deepak Goswami		27						
1	Mrs. Rajpreet Sharma	Microbiology	20		4				
2	Sh. Subhash Chand Sharma		30						
3	Mrs. Geeta Devi		26						
4	Mr. Surender Singh Rana		14						

5	Mrs Santosh		1						180	
6	Mr. Subhash Bharti		19							

2019-2020

Sr. No.	Name	Department	Earned Leave	Casual Leave	Medical Leave	Study Leave	Extra Ord. Leave	Maternity/ Paternity	Child Care Leave
1	Sh. D.V. Bhardwaj	Administrative Officer	3		10				
2	Sh. S.K. Dahiya	S.O. (Admn.)	4		12				
3	Sh. Rahul Pathak	Sr. P.A. to Principal							
4	Sh. Bal Kumar	S.O. (Accounts)	20						
5	Sh. Salim Khan	Sr. Assistant	no						
6	Mrs. Neha Paruthi	Sr. Assistant	3					180 days	
7	Sh. Chander Singh Rawat	Assistant	no						
8	Sh. Subhash	Assistant			32				
9	Sh. Shekhar Raj	Assistant							
10	Sh. Sachin Kumar	Assistant	No						
11	Mrs. Neeraj Sethi	Assistant							
12	Sh. Mukesh Kumar	JACT							
13	Sh. Govind Singh	JACT	No						
14	Sh. Hemant Singh	JACT	No					15 days Paternity	

15	Sh. Manoj Kumar	JACT	4						
16	Sh. Ashok Amrohi	JACT							
17	Mrs. Disha	JACT							
18	Ms. Sakshi Saini	JACT							
19	Sh. Pradeep Kumar	JACT							
20	Mrs.Sumitra Sharma	Gestener Operator	2						
21	Sh. Mangu Jaiswal	Daftri	No						
22	Sh. Devender Singh	Daftri	No						
23	Sh. Inder Pal Singh	Office Attendant							
24	Sh. Naresh Kumar	Office Attendant	No						
25	Sh. Lalit Kumar	Office Attendant							
26	Sh. Lalit	Office Attendant							
27	Sh. Anil Kumar	Chowkidar							
28	Sh. Rajpaltan Rai	Chowkidar							
29	Sh. Raj Kishore	Chowkidar	16						
30	Sh. Rajesh Kumar	Chowkidar							
31	Sh. Parveen	Chowkidar							
32	Sh. Chander Pal	Safai Karamchari							
33	Sh. Rambir	Safai Karamchari							
34	Sh. Shyan Singh	Safai Karamchari							
35	Mrs. Poonam	Safai Karamchari							
36	Mr. Naveen	Waterman							
37	Sh. Ram Karan	Mali	9						

38	Sh. Devanand	Mali							
1	NEETIKA SHARMA	LIBRARIAN	NO						
2	Sh. Govind Singh	JLIA	No						
3	Mrs. Sunita Rana								
4	Mr. Sushil Kumar		No						
5	Shehnaz B								
6	Mr. Kedar Nath								
7	Mrs. Anjula Singh								
8	Rajesh Kumar		NO						
9	Mrs. Babita		NO						
1	Sh. Raj Singh Rana	Botany	No		62				
2	Sh. Ganesh Giri	Botany	3						
3	Mrs. Sushila Devi		No						
4	Mr. Satish Chander	No	No						
5	Sh. Raj Kumar		19						
6	Sh. Krishan Kumar		No						
7	Sh. Dayanand		6						
8	Sh. Jagbir Singh		No						
9	Sh. Arvind		No						
1	Sh. Ashok Sharma	Zoology	No						
2	Sh. Rajesh Khatri	Zoology	No						
3	Sh. K.S. Negi		No		8				
4	Sh. Aman Kumar		No						

5	Sh. Satish Kumar		No						
6	Sh. Jitender Singh Rawat		No						
7	Sh. Deepak Goswami		No						
1	Mrs Raj Preet Sharma	Microbiology	No						
2	Sh. Subhash Chand Sharma		2		12				
3	Mrs. Geeta Devi		No						
4	Mr. Surender Singh Rana		No						
5	Mrs. Santosh		No						33 Days
6			No						

2020-2021

Sr. No.	Name	Department	Earned	Casual	Medical	Study	Extra Ord.	Maternity/	Child Care
			Leave	Leave	Leave	Leave	Leave	Paternity	Leave
1	Sh. D.V. Bhardwaj	Administrative Officer	No						
2	Sh. S.K. Dahiya	S.O. (Admn.)	25		9				
3	Sh. Rahul Pathak	Sr. P.A. to Principal			10				
4	Sh. Bal Kumar	S.O. (Accounts)	25						
5	Sh. Salim Khan	Sr. Assistant	15						
6	Mrs. Neha Paruthi	Sr. Assistant	5						169 days

7	Sh. Chander Singh Rawat	Assistant	19						
8	Sh. Subhash	Assistant							
9	Sh. Shekhar Raj	Assistant							
10	Sh. Sachin Kumar	Assistant	6						
11	Mrs. Neeraj Sethi	Assistant							
12	Sh. Mukesh Kumar	JACT							
13	Sh. Govind Singh	JACT	No						
14	Sh. Hemant Singh	JACT	19						
15	Sh. Manoj Kumar	JACT	3		4				
16	Sh. Ashok Amrohi	JACT							
17	Mrs. Disha	JACT							
18	Ms. Sakshi Saini	JACT							
19	Sh. Pradeep Kumar	JACT							
20	Mrs. Sumitra Sharma	Gestener Operator	28		6				
21	Sh. Mangu Jaiswal	Daftri	27		9				
22	Sh. Devender Singh	Daftri	14		11				
23	Sh. Inder Pal Singh	Office Attendant							
24	Sh. Naresh Kumar	Office Attendant	10						
25	Sh. Lalit Kumar	Office Attendant							
26	Sh. Lalit	Office Attendant							
27	Sh. Anil Kumar	Chowkidar							
28	Sh. Rajpaltan Rai	Chowkidar							

29	Sh. Raj Kishore	Chowkidar	58						
30	Sh. Rajesh Kumar	Chowkidar							
31	Sh. Parveen	Chowkidar							
32	Sh. Chander Pal	Safai Karamchari							
33	Sh. Rambir	Safai Karamchari							
34	Sh. Shyan Singh	Safai Karamchari							
35	Mrs. Poonam	Safai Karamchari							
36	Mr. Naveen	Waterman							
37	Sh. Ram Karan	Mali	26		46				
38	Sh. Devanand	Mali							
1	NEETIKA SHARMA	LIBRARIAN	NO						
2	Mrs. Sunita Rana		17						
3	Mr. Sushil Kumar		30						
4	Shehnaz B		8		3				
5	Mr. Kedar Nath		39		13				
6	Mrs. Anjula Singh		9		20				25
7	Rajesh Kumar		2						
8	Mrs. Babita		12		14				
1	Sh. Raj Singh Rana	Botany	21						
2	Sh. Ganesh Giri	Botany	1						
3	Mrs. Sushila Devi		23						
4	Mr. Satish Chander		5						
5	Sh. Raj Kumar		2						
6	Sh. Dayanand		18						

1	Sh. D.V. Bhardwaj	Administrative Officer	No						
2	Sh. S.K. Dahiya	S.O. (Admn.)	30						
3	Sh. Rahul Pathak	Sr. P.A. to Principal			3				
4	Sh. Bal Kumar	S.O. (Accounts)	20						
5	Sh. Salim Khan	Sr. Assistant	6						
6	Mrs. Neha Paruthi	Sr. Assistant	21		3				
7	Sh. Chander Singh Rawat	Assistant	8						
8	Sh. Subhash	Assistant			46				
9	Sh. Shekhar Raj	Assistant							
10	Sh. Sachin Kumar	Assistant	20						
11	Mrs. Neeraj Sethi	Assistant							
12	Sh. Mukesh Kumar	JACT							
13	Sh. Govind Singh	JACT	5						
14	Sh. Hemant Singh	JACT	1						
15	Sh. Manoj Kumar	JACT	12		2				
16	Sh. Ashok Amrohi	JACT							
17	Mrs. Disha	JACT							
18	Ms. Sakshi Saini	JACT							
19	Sh. Pradeep Kumar	JACT							
20	Mrs. Sumitra Sharma	Gestener Operator	27		31				
21	Sh. Mangu Jaiswal	Daftri	29		21				
22	Sh. Devender Singh	Daftri	34		32				

2022-2023

Sr. No.	Name	Department	Earned Leave	Casual Leave	Medical Leave	Study Leave	Extra Ord. Leave	Maternity/ Paternity	Child Care Leave
1	Sh. D.V. Bhardwaj	Administrative Officer	No						
2	Sh. S.K. Dahiya	S.O. (Admn.)	15		10				
3	Sh. Rahul Pathak	Sr. P.A. to Principal							
4	Sh. Bal Kumar	S.O. (Accounts)	19						
5	Sh. Salim Khan	Sr. Assistant	15		5				
6	Mrs. Neha Paruthi	Sr. Assistant							15 days
7	Sh. Chander Singh Rawat	Assistant	11						
8	Sh. Subhash	Assistant			32				
9	Sh. Shekhar Raj	Assistant							
10	Sh. Sachin Kumar	Assistant	15						
11	Mrs. Neeraj Sethi	Assistant							
12	Sh. Mukesh Kumar	JACT							
13	Sh. Govind Singh	JACT	1						
14	Sh. Hemant Singh	JACT	17						
15	Sh. Manoj Kumar	JACT	15		2				
16	Sh. Ashok Amrohi	JACT							
17	Mrs. Disha	JACT							
18	Ms. Sakshi Saini	JACT							

19	Sh. Pradeep Kumar	JACT							
20	Mrs.Sumitra Sharma	Gestener Operator	10						
21	Sh. Mangu Jaiswal	Daftri	15						
22	Sh. Devender Singh	Daftri			17				
23	Sh. Inder Pal Singh	Office Attendant							
24	Sh. Naresh Kumar	Office Attendant							
25	Sh. Lalit Kumar	Office Attendant							
26	Sh. Lalit	Office Attendant							
27	Sh. Anil Kumar	Chowkidar							
28	Sh. Rajpaltan Rai	Chowkidar							
29	Sh. Raj Kishore	Chowkidar	15						
30	Sh. Rajesh Kumar	Chowkidar							
31	Sh. Parveen	Chowkidar							
32	Sh. Chander Pal	Safai Karamchari							
33	Sh. Rambir	Safai Karamchari							
34	Sh. Shyan Singh	Safai Karamchari							
35	Mrs. Poonam	Safai Karamchari							
36	Mr. Naveen	Waterman							
37	Sh. Ram Karan	Mali	23						
38	Sh. Devanand	Mali							
1	Mrs. Sunita Rana	Library	15						

2	Shehnaz B				5				
3	Mr. Sushil		13						
3	Mr. Kedar Nath		16		3				
4	Mrs. Anjula Singh		No						57
5	Rajesh Kumar		8						
6	Mrs. Babita		5						
1	Mr. Satish Chander		3						
2	Sh. Raj Kumar								
3	Sh. Dayanand								
4	Sh. Jagbir Singh								
5	Sh. Arvind Kumar								
1	sh. Ashok Sharma	Zoology	7						
2	Sh. Rajesh Khatri	Zoology	6						
3	Sh. K.S. Negi		6						
4	Sh. Aman Kumar		14						
5	Sh. Satish Kumar		1						
6	Sh. Jitender Singh Rawat		5						
7	Sh. Deepak Goswami		14						
1	Mrs. Rajpreet Sharma	Microbiology	22						
2	Sh. Subhash Chand Sharma		13						
3	Mrs. Geeta Devi		21						
4	Mr. Surender Singh Rana		12						

5	Mrs. Santosh		3						15
6	Mr.Subhash Singh Bharti								

Teachers Promotion -2021-22

S.No.	Name	Various Level			
1	Dr. Neetika Sharma	10 to11			
2	Dr. Geeta Saxena				13A to 14
3	Dr. Parveen Garg				13A to 14
4	MrsMadhulika Singh			12 TO 13 A	
5	Dr.BhoopenderGiri		11 to 12	12 to 13 A	
6	Dr.Saraswati Kanodia		11 to 12	12 to 13 A	
7	Dr. Suman Yadav	10 to11	11 to 12	12 to 13 A	
8	Dr. Pradeep Pratap Singh		11 to 12	12 to 13 A	
9	Dr. D R Jalwani		11 to 12	12 to 13 A	
10	Dr. Meera Sharma	10 to11	11 to 12	12 to 13 A	13A to 14
11	Mrs.Aruna Shokeen		11 to 12	12 to 13 A	
12	Mr. Jeetendra Kumar Pandey	10 to11	11 to 12		
13	Dr. Y K Sharma				13A to 14
14	Dr. .Kuhu Sharma Chanana				13A to 14
15	Dr.ProvakarPalaka		11 to 12		
16	Mr Pankaj Kumar	10 to11	11 to 12		
17	Mr.Bijay Kumar Padhan	10 to11			
18	Dr. Daljit Singh				13A to 14
19	Dr. Jagbir Singh				13A to 14
20	Dr.Preeti Sachar/Malik		11 to 12	12 to 13 A	
21	Dr. Anjali Yadav		11 to 12	12 to 13 A	
22	Dr. Kiran Dabas		11 to 12	12 to 13 A	
23	Dr.Vineeta Kumari				13A to 14
24	Dr. Pradeep Kumar		11 to 12	12 to 13 A	13A to 14
25	Dr. Uma Shankar Chaudhary	10 to11			
26	Dr. Pratibha Rana	10 to11	11 to 12		
27	Dr. Aishwarya Jha	10 to11	11 to 12		
28	Dr. Sudhanshu Kumar	10 to11	11 to 12		
29	Dr. Anil Kumar	10 to11			

30	Dr. Gopal Lal Meena	10 to11	11 to 12		
31	Dr. Tek Chand	10 to11	11 to 12		
32	Mr. Ranjan Kumar		11 to 12	12 to 13 A	
33	Dr. Aditi Govil		11 to 12	12 to 13 A	
34	Dr. L B Swarankar	10 to11	11 to 12		
35	Dr. Umesh Kumar	10 to11	11 to 12		
36	Dr. Sadhana Khushwaha	10 to11	11 to 12		
37	Dr. Manish Kumar		11 to 12	12 to 13 A	
38	Mr. Devender Singh	10 to 11			
39	Dr.Vinod Prasad				13A to 14
40	Dr.Namarata				13A to 14
41	Dr. Ruby Gupta			12 to 13 A	
42	Dr. Mukesh Kumar			12 to 13 A	
43	Dr. Shiva Upadhyay		11 to 12	12 to 13 A	
44	Mr. Ashish Tyagi		11 to 12	12 to 13 A	
45	Mr. Manish Kumar pol.Sci		11 to 12	12 to 13 A	
46	Mr. Pankaj Kumar		11 to 12	12 to 13 A	
47	Dr. Gauri Mishra	10 to11	11 to 12	12 to 13 A	
48	Dr. A K Dubey			12 to 13 A	

Teachers Promotion -2022-23

49	Dr. Renu Garg				13A to 14
50	Dr. Sadhana babbar				13A to 14
51	Dr. Bhoopender Giri				13A to 14
52	Dr. Gajender Gaur				13A to 14
53	Dr. P. V. Khatri				13A to 14
54	Dr. R. N. Srivastava				13A to 14
55	Dr.Renu Sobti				13A to 14
56	Dr. Prabhakar Palka			12 to13A	
57	Mr. Pankaj Kumar			12 to13A	
58	Dr. Joginder		11 TO 12		

59	Dr. Ved Pal Rana				13A to 14
60	Dr. A. Archana				13A to 14
61	Dr. A. K. Dubey				13A to 14
62	Dr. S. K. Sagar				13A to 14

Teachers Promotion -2023-24

63	Dr. Surendar Kumar				13A to 14
64	Dr. Rajni Arora				13A to 14
65	Dr. Anand Malik				13A to 14
66	Dr. Tanushree Saxsena				13A to 14
67	Dr. Neera Mehra				13A to 14
68	Dr. Kamlesh Sareen				13A to 14

Non-Teaching Promotions

List of Employees who Promoted from 2018 to June 2023

Sr.No.	Name of the Employees	Designation	Year of Promotion	Level
1	Sh. D.V. Bhardwaj	Administrative Officer	2021	Level-8 to Level-10
2	Sh. S.K. Dahiya	Section Officer	2021	Level-6 to Level-7
3	Sh. Rahul Pathak	Section Officer	2021	Level-6 to Level-7
4	Sh. Salim Khan	Sr. Assistant	2021	Level-5 to Level-6
5	Mrs. Neha Paruthi	Sr. Assistant	2021	Level-4 to Level-6
6	Mr. Shikhar Raj	Assistant	2021	Level-2 to Level-4
7	Mr. Sachin	Assistant	2021	Level-3 to Level-4
8	Mr. Ashok Amrohi	Jr. Assistant	2021	Level-1 to Level-2
9	Mrs. Sunita Kumari Rana	Library Assistant	2021	Level 1 to Level-4
10	Mr. Subhash Singh	Lab Assistant	2021	Level 1 to Level-4
11	Mrs. Santosh	Lab Assistant	2021	Level 1 to Level-4
12	Mr. Surender Singh Rana	Lab Assistant	2021	Level 1 to Level-4
13	Mr. Dayanand	Lab Assistant	2021	Level 1 to Level-4
14	Mr. Jagbir Singh	Lab Assistant	2021	Level 1 to Level-4
15	Mr. Arvind Kumar	Lab Assistant	2021	Level 1 to Level-4
16	Mr. Ashok Kumar Sharma	Lab Assistant	2021	Level 1 to Level-4
17	Mr. Avinash Basaou	Lab Assistant	2021	Level 1 to Level-4
18	Mr. Jitender Singh Rawat	Lab Assistant	2021	Level 1 to Level-4
19	Mrs. Neeraj Sethi	Assistant	2023	Level-3 to Level-4



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग III—खण्ड 4

PART III—Section 4

प्राधिकार से प्रकाशित

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No. 271]

NEW DELHI, WEDNESDAY, JULY 18, 2018/ASHADHA 27, 1940

विश्वविद्यालय अनुदान आयोग

अधिसूचना

नई दिल्ली, 18 जुलाई, 2018

विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय संबंधी विनियम, 2018

सं. एफ. 1-2/2017 (ईसी/पीएस).—विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 (1956 का 3) की धारा 14 के साथ पठित धारा 26 की उपधारा (अ) के खंड (ब) और (घ) के तहत प्रदत्त शक्तियों का प्रयोग करते हुए तथा विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हता तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु अन्य उपाय संबंधी विनियम, 2010" (विनियम सं. एफ 3-1/2009 दिनांक 30 जून, 2010) तथा समय-समय पर इनमें किए गए सभी संशोधनों का अधिक्रमण करते हुए, विश्वविद्यालय अनुदान आयोग, एतद्वारा निम्नलिखित विनियमों को तैयार करता है, नामतः—

1. लघु शीर्षक, अनुप्रयोग एवं प्रवर्तन:

- इन विनियमों को विश्वविद्यालय अनुदान आयोग (विश्वविद्यालय और महाविद्यालयों में शिक्षकों और अन्य शैक्षिक कर्मचारियों की नियुक्ति हेतु न्यूनतम अर्हताएं तथा उच्चतर शिक्षा में मानकों के रखरखाव हेतु उपाय) संबंधी विनियम, 2018 कहा जाएगा।
 - ये विनियम विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 2 के खंड (अ) के तहत संबंधित विश्वविद्यालय के साथ परामर्श कर किसी केन्द्रीय अधिनियम, प्रांतीय अधिनियम, अथवा किसी राज्य अधिनियम के द्वारा स्थापित अथवा निर्गमित प्रत्येक विश्वविद्यालय, आयोग द्वारा मान्यता प्राप्त संघटित अथवा संबद्ध महाविद्यालय सहित प्रत्येक संस्थान और उक्त अधिनियम की धारा 3 के अंतर्गत प्रत्येक सम विश्वविद्यालय संस्थान पर लागू होंगे।
 - यह विनियम अधिलिखित किए जाने की तिथि से लागू होंगे।
2. उच्चतर शिक्षा में मानकों को बनाए रखने के एक उपाय के रूप में विश्वविद्यालय और महाविद्यालय शिक्षकों, पुस्तकालयकों और निदेशक, शारीरिक शिक्षा और खेलकूद की नियुक्ति और अन्य सेवा शर्तों की न्यूनतम अर्हताएं इन विनियमों के अनुबद्ध में दी जाएगी।
3. यदि कोई विश्वविद्यालय इन विनियमों को उपबंधों का उल्लंघन करता है तो ऐसे उल्लंघन किए जाने अथवा इस प्रकार उपबंधों का पालन करने में असफल रहने पर उक्त विश्वविद्यालय द्वारा दिया गया कारण, यदि कोई हो, पर विचार करते हुए आयोग, अपनी निधियों में से विश्वविद्यालय को प्रदान किए जाने वाले प्रस्तावित अनुदानों को रोक सकता है।

Thrift & credit Society (TNC)

SWAMI SHRADDHANAND COLLEGE , EMPLOYEES CO - OPERATIVE
THRIFT & CREDIT SOCIETY LIMITED (Regd.)
RECEIPT AND PAYMENTS DURING THE YEAR ENDING ON 31.03.2023

AMOUNT 2021-22	RECEIPT	AMOUNT 2022 23	AMOUNT 2021-22	PAYMENT	AMOUNT 2022 23
13 67 346 05	Opening balance (Bank)	88,790 05	1 70 05 552 00	Loan paid to Members	1 83 27,000 00
-	Admission Fees	1,500 00	2 80 000 00	Honourarium paid	2 20,000 00
8 30 000 00	Share Money Received	14,00,900 00	2 95,000 00	Share Money paid	2 05,000 00
19 18 100 00	Compl Deposit received	19,16,401 00	8 68 814 00	C D Paid	9 15,189 50
31 89 086 00	Intt. Received against Loan	35,46,925 00	2,16,840 00	G B Expenses	2,36,000 00
1,39,50,952 00	Loan Recovered from Members	1,55,82,000 00	12,92,378 00	Intt. On CD paid	13,56,264 00
22,075 00	Time bar cheques	-	7,81,382 00	Divident paid	8,04 741 00
			31,000 00	Printing & stationery	11,300 00
			774 00	Bank Charges	482 00
			1,70,000 00	Business Promotion Exp	1,40,000 00
			25,192 00	Education fund	4,676 00
			92,000 00	Professional fee paid	35,000 00
			44,037 00	Time bar cheques	-
			85,800 00	Audit Fees	8,350 00
				Conveyance payable	50,000 00
			88,790 05	Closing Balance :- Allahabad Bank	2,22,513 55
2,12,77,559 05		2,25,36,516 05	2,12,77,559 05		2,25,36,516 05

PROFIT & LOSS ACCOUNTS - 31.03.2023

AMOUNT	EXPENDITURE	AMOUNT	AMOUNT	INCOME	AMOUNT
2,21,840 00	G B Exp	2,46,000 00	200 00	Admission fees	1,500 00
11,000 00	Printing & Stationary	13,300 00			
1,40,000 00	Business Promotion Exp	1,40,000 00	32,12,433 00	INTEREST A/c	35,63,627 00
774 00	Bank Charges	482 00			
2,40,000 00	Honorarium	2,40,000 00			
35,000 00	Professional Expenses /	35,000 00			
13,56,264 00	Intt. On CD	15,53,212 00			
85,800 00	Audit Fees	8,350 00			
50,000 00	Conveyance	80,000 00			
10,71,755 00	Nett Profit (T/F in B Sheet)	12,48,783 00			
32,12,433 00		35,65,127 00	32,12,633 00		35,65,127 00


TREASURER

SECRETARY


PRESIDENT



SWAMI SHRADDHANAND COLLEGE , EMPLOYEES CO- OPERATIVE
THRIFT & CREDIT SOCIETY LIMITED (Regd.)
BALANCE SHEET FOR THE YEAR 2022-2023

AMOUNT PREVIOUS YEAR	LIABILITIES	AMOUNT CURRENT YEAR	AMOUNT PREVIOUS YEAR	ASSETS	AMOUNT CURRENT YEAR
84,89,900.00	Share Money	96,85,800.00	3,58,46,900.00	Loan to Members	3,85,91,900.00
2,32,14,695.99	Compulsory Deposit	2,42,15,907.49	37.15	Share to D S C B A/c	37.15
17,33,686.25	Reserve Fund	20,45,881.25	100.00	Share to D S C F	100.00
1,27,733.60	Education Fund	1,48,032.60	2,82,962.00	Intt Recoverable	2,99,664.00
34,074.31	Undistributed Profit	11,714.31	50.00	Balance in D S C Bank A/c	50.00
60,000.00	Hon Payable	80,000.00			
29,550.00	Bed Debts A/c	29,550.00			
13,56,264.00	Intt On CD Payable	15,53,212.00			
1,20,000.00	G. B. Expenses payable	1,30,000.00		Closing Balance:-	
1,40,000.00	Business Promotion exp. Payable	1,40,000.00		Cash in Hand	138.95
50,000.00	Conveyance payable	80,000.00	138.95	Allahabad Bank A/c	2,22,513.55
10,000.00	Printing & Stationary (payable)	12,000.00	88,790.05		
60,989.00	Professional fees	60,989.00			
9,704.00	Timebar cheques	9,704.00			
7,82,381.00	Divident Payable (2022-23)	9,11,613.00			
3,62,18,978.15		3,91,14,403.65	3,62,18,978.15		3,91,14,403.65


TREASURER

SECRETARY


PRESIDENT



F. No. 31011/12/2022-Estt.A-IV
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Establishment A-IV Desk

North Block, New Delhi.
Dated 29th August, 2022

OFFICE MEMORANDUM

Subject: Instructions on booking of Air Tickets on Government Account in respect of Leave Travel Concession (LTC) – regarding.

The undersigned is directed to refer to the above mentioned subject and to state that in view of the disinvestment of Air India and the consolidated instructions issued consequently by Department of Expenditure vide O.M. No. 19024/03/2021-E.IV dated 16.06.2022, which is also applicable in case of air journey in respect of LTC, it has been decided that:

- i. In all cases of air travel in respect of LTC, air tickets shall be purchased only from the three Authorized Travel Agents (ATAs), namely:
 - (a) M/s Balmer Lawrie & Company Limited (BLCL),
 - (b) M/s Ashok Travels & Tours (ATT),
 - (c) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
- ii. The choice of the travel agent for booking of ticket from the three authorized travel agents is left open to the Ministry/Department and the official in case of self booking, based on convenience and service quality. No agency charges/convenience fees will be paid to these ATAs.
- iii. Government employees are to choose flight having the **Best Available Fare** on their entitled travel class which is the **Cheapest Fare** available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking. They are to retain the print-out of the concerned webpage of the ATAs having flight and fare details for the purpose of the settlement of the LTC claims.
 - (a) On the day of travel in the desired 3 hours' slot of following time band – 00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.
 - (b) With provision of optimizing within a 10% price band, for convenience and comfort.
- iv. Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the exchequer.

Contd ...2

- v. Employees are also encouraged to avoid unnecessary cancellations. Cancellations made less than 24 hours before intended travel on LTC, will require the submission of a self-declared justification by the employee. All the three ATAs have been directed to provide zero/nil cancellation charges. Till then, cancellation charges are to be reimbursed for all cases where cancellation was due to the circumstances/reasons beyond the control of Government employee.
- vi. Employees should preferably book only one ticket for each leg of intended travel on LTC. Holding of more than one ticket is not allowed.
- vii. While tickets may be arranged by the office through the travel agent, employees are encouraged to make ticket booking digitally through the Self Booking Tool/online booking website/portal of these 3 ATAs only. Employees must register their official Government Email-Id with these three agencies to book their air tickets digitally through above modes for travel by any airlines.
- viii. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.
- ix. No Mileage Points will be generated against travel on Government account.

Provisions for Advances

- (i) Government employees entitled for air travel, may apply for LTC advance with the print-out of the concerned webpage of authorized travel agency having suitable flight and fare details while tracking the fare of the flight under the three hour time slot, as mentioned at Para 1(iii)(a) above, at least 30 days prior to the intended date of journey.
- (ii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare.
- (iii) Those Government employees who are not entitled for air travel but who wish to travel by air under the Special Dispensation Scheme, may apply for LTC advance with reference to Rail/Bus fare from their Headquarters/place of posting up to Kolkata/Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar plus air fare (indicated in print-out of the concerned webpage of authorized travel agency having suitable flight and fare details) from the relevant railhead in Kolkata/ Guwahati/ Chennai/ Visakhapatnam/ Delhi/ Amritsar till the place of visit in North East Region/Union Territory of Jammu & Kashmir/Union Territory of Andaman & Nicobar/Union Territory of Ladakh.

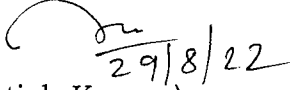
Contd ...3

Provisions for Reimbursements

- (i) In case, at the time of actual booking of the ticket after receiving the advance, there is any difference in fare owing to the time gap between request for advance and grant of advance, the difference in fare will be adjusted at the time of settlement of LTC claim.
- (ii) In all cases wherein the non-entitled Government employees travel by air under Special Dispensation Scheme directly from their Headquarters/place of posting to the place of visit in NER/J&K/A&N/Ladakh, the Government employees must take the print-out of the concerned webpage having flight and fare details of the flight for relevant railhead viz. Kolkata/ Guwahati/ Delhi/ Amritsar/ Chennai/ Vishakhapatnam to the place of visit viz. NER or UT of J&K or UT of Ladakh or UT of A&N within the same time-slot where the direct flight has been booked for the purpose of reimbursement. In case the flight tickets are not available in the same slot, the print out of the details of the flights available in the next slot may be retained.

In such cases, the reimbursement will be restricted to the actual air fare for the direct journey or the fare entitled under Special Dispensation Scheme, whichever is less.

- (iii) Government employees not entitled for air travel and wish to travel by air but not under the Special Dispensation Scheme, are also required to book their air ticket through only the three ATAs mentioned above irrespective of booking time limit. However, the reimbursement will be restricted to the actual air fare or the entitled train/bus fare for the shortest route, whichever is less.


(Satish Kumar)

Under Secretary to the Government of India

Tel: 2304 0341

To

All Secretaries of Ministries/Departments
(As per Standard List)

Copy to:

1. Comptroller & Auditor General of India, New Delhi.
2. Union Public Service Commission, New Delhi.
3. Central Vigilance Commission, New Delhi.
4. Central Bureau of Investigation, New Delhi.
5. Parliament Library, New Delhi.
6. All Union Territory Administrations
7. Lok Sabha/ Rajya Sabha Secretariat.
8. All Attached and Subordinate Offices of Ministry of Personnel, P.G. & Pensions.
9. Hindi Section for Hindi version.
