

# **Pt. Mohan Lal S.D. College For Women, Gurdaspur**



**6.3.1**

## **Welfare Measure Schemes for Teaching and Non-Teaching**

**Dr. (Mrs.) Neeru Sharma  
Principal**

  
**Principal**  
**Pt. Mohan Lal S.D. College**  
**for Women, Gurdaspur**

पॉलिसी अनुसूची/ Policy Schedule - Group Personal Accident

**Policy Number: 401502422110000063**

व्यवसाय स्रोत/ Business Source: 401502

जारीकर्ता कार्यालय/Issuing Office

कार्यालय कोड/ Office Code: 401502

कार्यालय पता/ Office Address: GURDASPUR

BRANCH G T Road, Gurdaspur, Punjab -

143521.

State Code: 3, Punjab

GSTIN: 03AAACN9967E1ZD

Contact Number: 1874 223034

eMail: 401502@nic.co.in

Mobile Number:

वितरित चैनल/

Sales Channel Details

कोड/ Code: 9000135133

नाम/ Name: Mr Rajinder Mahajan

Contact Number: 9814728930

सह दलाल कोड/ Co Broker Code:

कस्टमर केयर टॉल फ्री नंबर/ Customer

Care Toll Free Number:

1800 345 0330

ईमेल/

email:customer.support@nic.co.in

Consolidated Stamp duty  
paid vide state Govt. approval  
on 19381 dated 04-12-2015

ग्राहक का नाम /Customer Name: PT MOHAN LAL S D COLLEGE  
FOR WOMEN

पता/ Address: KAHNUWAN ROAD GSP, City: GURDASPUR,

District: GURDASPUR, State: PUNJAB, PIN: 143521.

Cell: 0000000000

ग्राहक आईडी /Customer ID:

9701879361

फोन /Phone:

ई-मेल /E-Mail:

पैन /PAN:

पॉलिसी: 08/02/2022 के 15:00 से 07/02/2023 की मध्य रात्रि तक प्रभावी /Policy Effective from 15:00 hours, on 08/02/2022 to  
midnight of 07/02/2023

प्रिमियम/ Premium	₹ 12,600.00	कवर नोट संख्या और तारीख/ Cover Note Number and Date	लागू नहीं/NA
CGST	₹ 1,134.00		
SGST/UTGST	₹ 1,134.00		
IGST	₹ 0.00		
केरला बाढ़ उपकर/Kerala Flood Cess	₹ 0.00	प्रस्ताव संख्या और तारीख/ Proposal Number and Date	8800220208341858 Dt. 08/02/2022
कम-जीएसटी-टीडीएस / Less:GST_TDS	₹ 0.00		
पुनर्प्राप्ति योग्य स्टाम्प ड्यूटी /Recoverable Stamp Duty	₹ 0.00	रसीद संख्या और तारीख/ Receipt Number and Date	401502812110002260 Dt. 08/02/2022
कुल /Total Amount	₹ 14,868.00	पछिली पॉलिसी संख्या और समाप्ति तारीख/ Previous Policy Number and Expiry Date	लागू नहीं/NA

(Rupees Fourteen Thousand Eight Hundred Sixty Eight Only.)

Total Location Sum Insured	₹ 70,00,000.00
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Location Address: 1) PT MOHAN LAL S D COLLEGE FOR WOMEN KAHNUWAN ROAD GSP, Gurdaspur, Gurdaspur, Punjab, 143521.			
SL. No	Coverage Table III	Coverage Description	Sum Insured
1	अधिक/Excess: AS PER POLICY TERMS & CONDITIONS. Additional Information: ON GPA INSURANCE OF 70 EMPLOYEE ENGAGED IN ABOVE SAID INSTITUTION S.I. 1 LAKH EACH and WITH TABLE III MEDICAL EXPENSES AS PER POLICY TERMS & CONDITIONS	ON GPA INSURANCE OF 70 EMPLOYEE	70,00,000.00
Clauses		As per Annexure I	

टिप्पणियाँ/ Remarks: LIST OF EMPLOYEE AS PER LIST ATTACHED WITH COVER NOTE 401706228743 DT 16/03/2020

**नेशनल इन्श्योरेंस कंपनी लिमिटेड**  
NATIONAL INSURANCE COMPANY LIMITED  
CIN : U10200WB1906GO1001713  
IRDA Regn. No. - 58

For any information please contact the Policy Issuing Office or visit our website at [www.nationalinsurance.nic.co.in](http://www.nationalinsurance.nic.co.in)  
Bedi Bros. Chd./01/01-2021/100000 sheets

पंजीकृत कार्यालय : 3 मिडिलटन स्ट्रीट, कोलकाता - 700 071  
Registered Office : 3, Middleton Street, Kolkata-700 071  
Ph. No. : 033-22831705-06 Fax : 033-228311712  
email : [website.administrator@nic.co.in](mailto:website.administrator@nic.co.in)

*(Signature)*  
Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur

## TAX INVOICE

Invoice Date: 08/02/2022

Invoice Serial No: 30440P1P00000063

## Details of Supplier:

National Insurance Company Limited.,  
GURDASPUR BRANCH G.T. Road, Gurdaspur, Punjab - 143521  
State: 3, Punjab  
GSTIN No: 03AAACN9967E1ZD

## Details Of Receiver: PT MOHAN LAL S D COLLEGE FOR WOMEN

Address: KAHNUWAN ROAD GSP  
City: GURDASPUR,  
District: GURDASPUR,  
State: PUNJAB,  
PIN: 143521

Place Of Supply State: Punjab  
State Code: 3  
GSTIN No: NA

सैक कोड/ SAC Code	सेवा का विवरण/ Description of Service	कुल/Total(₹)	छूट/ Discount	टैक्स योग्य/ मूल्य/Taxable Value(₹)	सीजीएसटी की राशि/ CGST		एसजीएसटी/यूटीजीएसटी/ SGST/UTGST		आईजीएसटी/IGST		कैरला बाढ़ उपकर/Kerala Flood Cess	
					दर/Rate	राशि/ Amount(₹)	दर/Rate	राशि/ Amount(₹)	दर/Rate	राशि/ Amount(₹)	दर/Rate	राशि/ Amount(₹)
997139	Other non-life insurance services (excluding reinsurance services)	12,600	0%	12,600	9%	1,134	9%	1,134	0%	0		0
						1,134		1,134		0		0
TOTAL		12,600		12,600								

कुल इनवॉयस मूल्य (अंकों में) Total Invoice Value (In figures):

₹ 14,868

कुल इनवॉयस मूल्य (शब्दों में) Total Invoice Value (In words): रूपए/Rupees

Fourteen Thousand Eight Hundred Sixty Eight

केवल/Only.

रिवर्स चार्ज के अधीन टैक्स की राशि/ Amount of Tax Subject to Reverse Charge : No

E.&amp;.O.E

कृते नेशनल इन्श्योरेंस कंपनी लिमिटेड/ For  
and on behalf of National Insurance Company Limited

अधिकृत हस्ताक्षरकर्ता/ Authorized Signatory



Page no: 3

Printed on 09/02/2022 by ID: 32716

*Pt. Mohan Lal S.D. College*  
Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur



पॉलिसी अनुसूची/ Policy Schedule - Group Personal Accident

Policy Number: 401502422110000062

व्यवसाय स्रोत / Business Source: 401502

जारीकर्ता कार्यालय/Issuing Office  
कार्यालय कोड/ Office Code: 401502

कार्यालय पता/ Office Address: GURDASPUR  
BRANCH G T Road, Gurdaspur, Punjab - 143521.

State Code: 3, Punjab  
GSTIN: 03AAACN9967E12D  
Contact Number: 1874 223034  
eMail: 401502@nic.co.in  
Mobile Number:

वितरित चैनल/ Distribution Channel  
Sales Channel Details  
कोड/ Code: 9000135133

नाम/ Name: Mr Rajinder Mahajan  
Contact Number: 9814728930

सह देलाल कोड / Co Broker Code:

कस्टमर केयर टॉल फ्री नंबर/ Customer  
Care Toll Free Number:  
1800 345 0330

ईमेल/  
email: customer.support@nic.co.in

नेशनल इन्श्योरेंस  
National Insurance  
Trusted Since 1906

Consolidated Stamp duty  
paid vide state Govt. approval  
on 19381 dated 04-12-2015



ग्राहक का नाम / Customer Name: PT MOHAN LAL S D COLLEGE  
FOR WOMEN  
पता/ Address: KAHNUWAN ROAD GSP, City: GURDASPUR,  
District: GURDASPUR, State: PUNJAB, PIN: 143521.  
Cell: 0000000000

ग्राहक आईडी / Customer ID:  
9701878361  
फोन / Phone:  
ईमेल / E-Mail:

पैन / PAN:

पॉलिसी 08/02/2022 के 15:00 से 07/02/2023 की मध्य रात्रि तक प्रभावी / Policy Effective from 15:00 hours, on 08/02/2022 to  
midnight of 07/02/2023

प्रीमियम/ Premium	₹ 46,769.00	कवर नोट संख्या और तिथि/ Cover Note Number and Date	लागू नहीं/NA
CGST	₹ 4,209.00		
SGST/UTGST	₹ 4,209.00		
IGST	₹ 0.00		
केरला बाढ़ उपकर/Kerala Flood Cess	₹ 0.00	प्रस्ताव संख्या और तिथि/ Proposal Number and Date	8800220208341794 Dt. 08/02/2022
ब्याज-डीएसटी, टीडीएस / Less: GST, TDS	₹ 0.00		
पुनरप्राप्त योग्य स्टाम्प ड्यूटी /Recoverable Stamp Duty	₹ 0.00	रसीद संख्या और तिथि/ Receipt Number and Date	401502812110002260 Dt. 08/02/2022
कुल /Total Amount	₹ 55,187.00	पछिली पॉलिसी संख्या और समाप्ति तिथि/ Previous Policy Number and Expiry Date	लागू नहीं/NA

(Rupees Fifty Five Thousand One Hundred Eighty Seven Only.)

Total Location Sum Insured	₹ 5,47,00,000.00
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Location Address:

1) PT MOHAN LAL SD COLLEGE FOR WOMEN KAHNUWAN ROAD GSP, Gurdaspur, Gurdaspur, Punjab, 143521.

SL. No	Coverage Table II	Coverage Description	Sum Insured
1	अधिक/Excess: AS PER POLICY TERMS & CONDITIONS. Additional Information: ON GPA INSURANCE OF 1094 STUDENTS SI EACH STUDENT RS 50,000/- UNDER TABLE II AS PER POLICY TERMS & CONDITIONS	GPA INSURANCE OF 1094 STUDENTS	5,47,00,000.00
Clauses		As per Annexure I	

टिप्पणियाँ/ Remarks: DETAIL AS PER LIST ATTACHED dated 08/02/2022

Printed on 09/02/2022 by ID: 32316  
नेशनल इन्श्योरेंस कंपनी लिमिटेड  
NATIONAL INSURANCE COMPANY LIMITED  
CIN : U10200WB1906GO1001713  
IRDA Regn. No. - 58

For any information please contact the Policy Issuing Office or visit our website at [www.nationalinsurance.nic.co.in](http://www.nationalinsurance.nic.co.in)  
Bedi Bros. Chd./01/01-2021/100000 sheets

पंजीकृत कार्यालय : 3 मिडिल्टन स्ट्रीट, कोलकाता-700 071  
Registered Office : 3, Middleton Street, Kolkata-700 071  
Ph. No. : 033-22831705-06 Fax : 033-228311712  
email : [website.administrator@nic.co.in](mailto:website.administrator@nic.co.in)  
[www.nationalinsurance.nic.co.in](http://www.nationalinsurance.nic.co.in)

*(Signature)* Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur

## TAX INVOICE

Invoice Serial No: 30440P1P00000062

Invoice Date: 08/02/2022

## Details of Supplier

National Insurance Company Limited,  
GURDASPUR BRANCH G T Road, Gurdaspur, Punjab - 143521  
State: 3, Punjab  
GSTIN No: 03AAACN9967E1ZD

## Details Of Receiver: PT MOHAN LAL S D COLLEGE FOR WOMEN

Address: KAHNUWAN ROAD GSP  
City: GURDASPUR,  
District: GURDASPUR,  
State: PUNJAB,  
PIN: 143521.

Place Of Supply State: Punjab  
State Code: 3  
GSTIN No: NA

सैक कोड/ SAC Code	सेवा का विवरण/ Description of Service	कुल/Total( ₹)	छूट/ Discou nt	टैक्स योग्य/ मूल्य/Taxable Value(₹)	सीजीएसटी की राशि/		एसजीएसटी/यूटीजीएसटी/		आईजीएसटी//GST		केरला बाढ़
					CGST		SGST/UTGST				उपकर/Kerala
					दर/Rate	राशि/ Amount( ₹)	दर/Rate	राशि/ Amount( ₹)	दर/Rate	राशि/ Amount( ₹)	राशि/Amount( ₹)
997139	Other non-life insurance services (excluding reinsurance services)	46,769	0%	46,769	9%	4,209	9%	4,209	0%	0	0
TOTAL		46,769		46,769		4,209		4,209		0	0

कुल इनवॉयस मूल्य (अंकों में) Total Invoice Value (In figures):  
₹ 55,187

कुल इनवॉयस मूल्य (शब्दों में) Total Invoice Value (In words): रुपए/Rupees  
Fifty Five Thousand One Hundred Eighty Seven  
केवल/Only.

रविंद्रस चाइज के अधीन टैक्स की राशि/ Amount of Tax Subject to Reverse Charge : No

E.&amp;O.E

कृते नेशनल इन्शुरेंस कंपनी लिमिटेड/ For  
and on behalf of National Insurance Company Limited

अधिकृत हस्ताक्षरकर्ता/ Authorized Signatory



*[Signature]* Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur



**MAHARAJA AGRASEN HIMALAYAN GARHWAL UNIVERSITY**  
UTTARAKHAND  
(Formerly known as Himalayan Garhwal University, Uttarakhand)

Ref.: HGU/Ro/Ph.D./066/2022

Date: 12.01.2023

**Notification**

As per the provision of Ordinance (in accordance with UGC regulation 2016) and the decision taken by the RDC of "Commerce" in its meeting on date 12.12.2022, the registration for Ph.D. of the candidate is notified as below:

Name: **SEEMA MAHAJAN**

Enrollment No: **PM21056**

Supervisor: **DR. PUNEET KUMAR JAIN**

Co Supervisor If Any: **N/A**

Date of Registration: **MAY - 2021**

Title of the Thesis: **"COMPARATIVE ANALYSIS OF CUSTOMERS PERCEPTIONS OF OFFLINE AND ONLINE MARKETING - AN EMPIRICAL STUDY OF PUNJAB STATE"**

Note:-

The Supervisor/Co Supervisor would ensure to submit the progress report on every six month, of the candidate.

In Case any discrepancy is found in the notification, same will be intimated to this office within 15 days from the date of notification, otherwise it will be considered that all the content are correct.

*[Signature]*  
Registrar

Copy to:

Respective Supervisor

Research Scholar

PS to VC

Head Research Center

Library

Finance controller

Shiv Nagar, Dhaidgaon, Block Pokhra, Distt. Pauri Garhwal (Uttarakhand) 246169  
Mobile- +91-8395874101, 8395874102 • E-mail- info@hgu.ac.in • Website- www.hgu.ac.in



**MAHARAJA AGRASEN HIMALAYAN GARHWAL UNIVERSITY**  
UTTARAKHAND  
(Formerly known as Himalayan Garhwal University, Uttarakhand)

Ref.: HGU/Ro/Ph.D./065/2022

Date: 12.01.2023

**Notification**

As per the provision of Ordinance (in accordance with UGC regulation 2016) and the decision taken by the RDC of "Commerce" in its meeting on date 12.12.2022, the registration for Ph.D. of the candidate is notified as below:

Name: **MONEY OHRI**

Enrollment No: **PM21055**

Supervisor: **DR. PUNEET KUMAR JAIN**

Co Supervisor If Any: **N/A**

Date of Registration: **MAY - 2021**

Title of the Thesis: **"An Examination Of Forensic Accounting's System Role In Detection And Prevention Of Financial Frauds In India"**

Note:-

The Supervisor/Co Supervisor would ensure to submit the progress report on every six month, of the candidate.

In Case any discrepancy is found in the notification, same will be intimated to this office within 15 days from the date of notification, otherwise it will be considered that all the content are correct.

*[Signature]*  
Registrar

Copy to:

Respective Supervisor

Research Scholar

PS to VC

Head Research Center

Library

Finance controller

Shiv Nagar, Dhaidgaon, Block Pokhra, Distt. Pauri Garhwal (Uttarakhand) 246169  
Mobile- +91-8395874101, 8395874102 • E-mail- info@hgu.ac.in • Website- www.hgu.ac.in

**Sardar Beant Singh State University, Gurdaspur, Punjab**  
Attendance Report for Ph.D. Course work (March-May 2022)

Name of Candidate: Savitri Wanda  
Provisional Registration No.: 22031102

S.No.	Subject Name	Subject Code	% Lectures Attended	Signature of Subject Teacher
1.	Numerical Analysis	MSMT-21205	Attended 82% Lectures	<i>[Signature]</i>
2.	Research and Publication Ethics	RPE-22101	Attended 85% Lectures	<i>[Signature]</i>
3.	Subject Seminars	PHDSN-22101	Attended 90%	<i>[Signature]</i>
4.	Research Methodology	MTME-21201	Attended 98%	<i>[Signature]</i>

*[Signature]*  
Registrar  
Sardar Beant Singh State University  
Gurdaspur (Punjab)

**Sardar Beant Singh State University, Gurdaspur, Punjab**  
Attendance Report for Ph.D. Course work (March-May 2022)

Name of Candidate: SURKHAS SHELLY  
Provisional Registration No.: 22023110

S.No.	Subject Name	Subject Code	% Lectures Attended	Signature of Subject Teacher
1.	Research and Publication Ethics	RPE-22101	93%	<i>[Signature]</i>
2.	Advanced data structure	MCCS-21001	95%	<i>[Signature]</i>
3.	Research Methodology	MTME-21201	98%	<i>[Signature]</i>

*[Signature]*  
Registrar  
Sardar Beant Singh State University  
Gurdaspur (Punjab)

*[Signature]* **Principal**  
**Pt. Mohan Lal S.D. College**  
**for Women, Gurdaspur**

	<b>SINGHANIA UNIVERSITY</b> PACHERI BARI, JHUNJHUNU - 333515 RAJASTHAN, INDIA	CONTACT NO: 91-8955515516 EMAIL ID: REQUEST@SINGHANIAUNIVERSITY.AC.IN WEBSITE: WWW.SINGHANIAUNIVERSITY.CO.IN
<b>STUDENT ID CARD</b>		
ENROLLMENT NO: 200155133564		COURSE: DOCTOR OF PHILOSOPHY
NAME: PUNITA		HINDI
FATHER/HUSBAND NAME: SOB RAJ		ADDRESS: HNO 565/6, MEHAIN SINGH WALI GALI, TIBRI ROAD, GURDASPUR
DOB: 26-06-1977		SIGNATURE: 
STUDENT'S SIGNATURE: 		ENROLLED: 19-08-2020

  
**Principal**  
**Pt. Mohan Lal S.D. College**  
**for Women, Gurdaspur**



## OPEN GYM AND ACCOMODATION FACILITY





## STAFF TOUR



## BEAUTY AND WELLNESS SERVICES





 Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur



## UNIFORM TO SUPPORTIVE STAFF



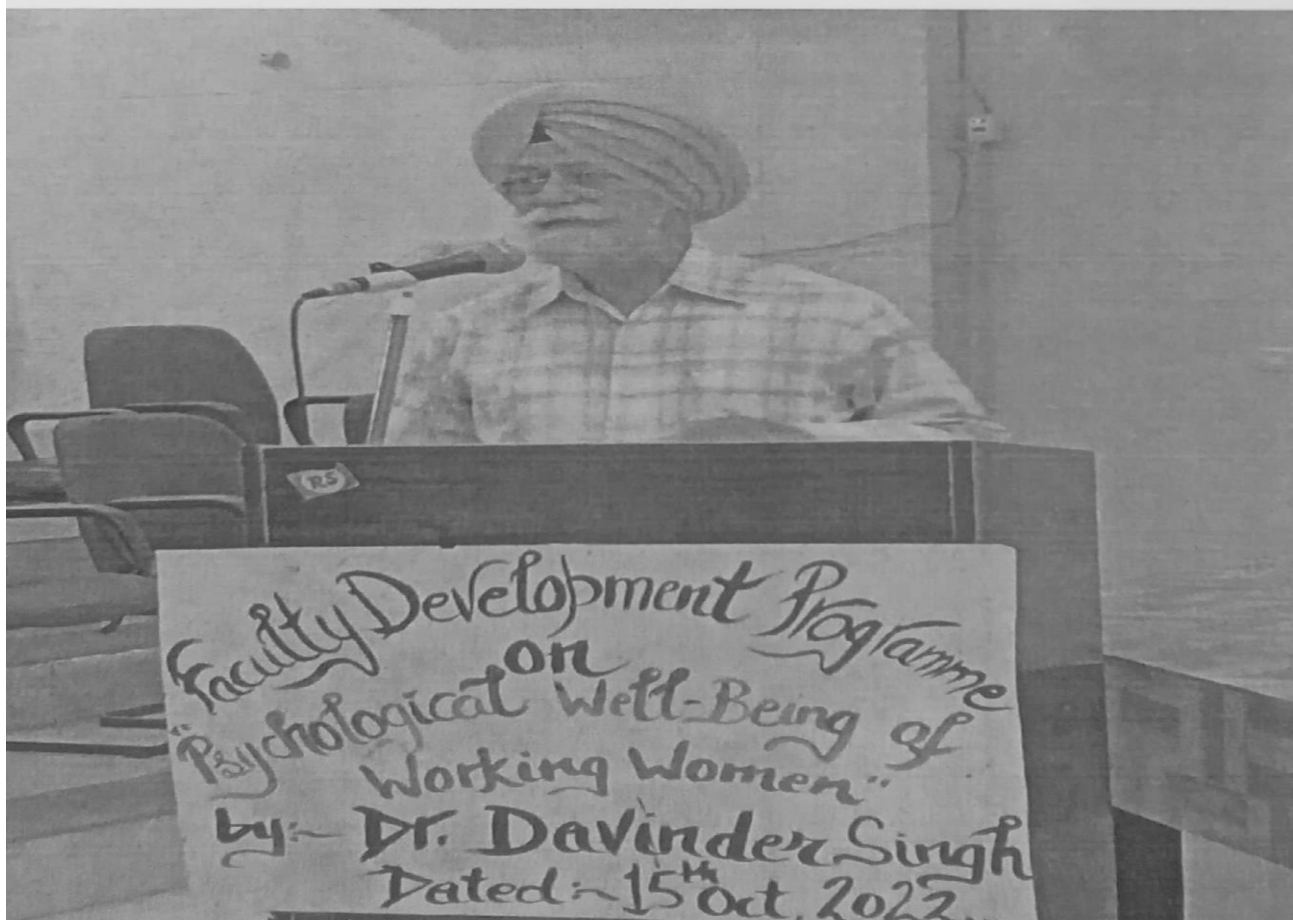
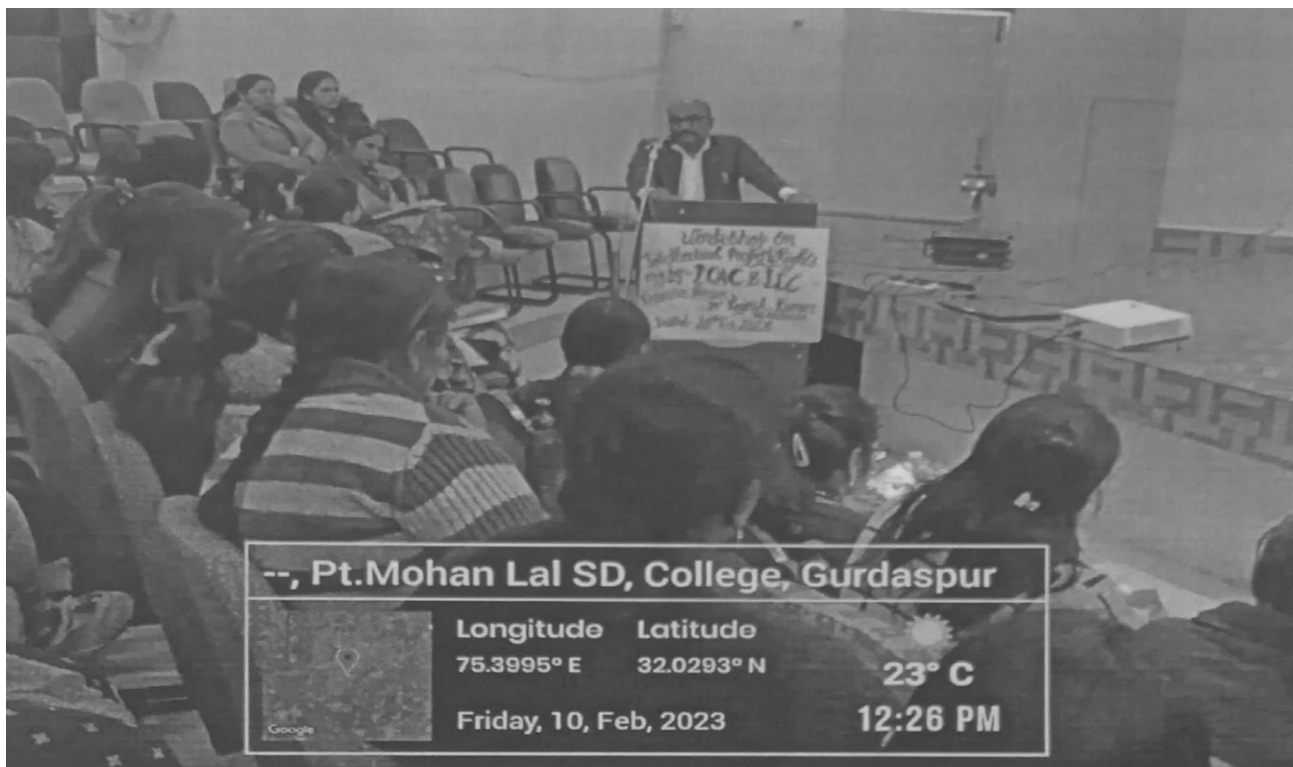
## DIWALI GIFT



*Naam* Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur



## FDPs



 Principal  
Pt. Mohan Lal S.D. College  
for Women, Gurdaspur

To,

The Principal  
Pt. Mohan Lal S.D. College for Women  
Gurdaspur - 143521

October 10, 2022.

Subject :- Application regarding medical leave.

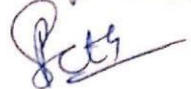
Respected Madam,

It is submitted that I was admitted in hospital on 03/10/2022 and subsequently discharged on 08/10/2022. Moreover, I have been advised complete Bed Rest for 07 days by doctor. I am still under severe medication and require further medical attention.

Therefore, it is requested to kindly sanction medical leave for period of absence from duty. I shall be highly obliged. Thanking you in anticipation.

Enclosed :-

- ① Discharge Card issued by Hospital on 08/10/2022.
- ② Certificate issued by the Doctor on 09/10/2022.

Yours faithfully,  


(POONAM SETHI)

Sanctioned  
1. Leave  
2. From 10 Oct 2022

The Principal

Pt. Mohan Lal P.D. College for Women  
Gurdaspur

Subject: Medical leave for one month

Respected Mam,

myself Kamlesh Kumari as Asst. Prof.  
in Punjabi. It is to bring into your kind notice  
that I am suffering from Hernia and also have  
cyst in uterus. For these I've to be operation upon  
kindly sanction me medical leave for one month  
from 1st October to 31 October. Doctor's reports are  
attached along with. I shall be highly obliged.

Your faithfully,

Kamlesh Kumari — 9779407187  
Asst. Prof. in Pbi.

Sanctioned  
20/10/20



To

The Principal  
H. M. L. S. D. College for Women,  
Gurdaspur.

Subject: Medical Leave

Respected Madam,

With due respect I want to bring into your kind notice that myself Savita Nanda (Maths) is suffering from acute back pain and Dr. has advised complete bed rest for one week w.o.p. 15<sup>th</sup> Sept. to 21<sup>st</sup> Sept, 2022.

Kindly grant me the medical leave.

Highly obliged

*Savita*  
Savita Nanda  
(Maths Deptt.)

Date

15/09/2022

For Mrs. Sweety  
keep in record



4-16  
Record of  
Leave  
am medical  
Mrs. Suneel 16/4 August  
in office

The Principal,  
Pt. Mahan Lal S.D. College For Women  
Gurdaspur.

Subject: To extend my medical leave.

Respected madam,

I am still suffering from spinal problem, which is making it difficult for me to perform basic tasks.

The doctor has recommended 2 weeks of bed rest again. So I would need to extend my medical leave upto that duration. I hope you will understand my concern and will be very thankful for approval of leave.

Yours sincerely  
Daljinder Kaur  
Asst. Prof. Political Science  
Date 16 August 2022

Seen  
23 Aug 2022

The President  
G.G.D.S.D College Society  
Chandigarh.

Sub: - Regarding Medical leave.

Revered Sir,

I wish to bring into your kind notice that I am suffering from back pain due to compression of Vertebrae. I am unable to walk properly. I consulted Doctor in jalandhar. He suggested me to take complete rest for 7 days (5/6/22 – 11/6/22). Kindly sanction my medical leave for six days.

Yours Sincerely

  
Principal

To

The Principal

Pt Mohan Lal SD College For Women,  
Gurdaspur

Subject :- Regarding medical leave

Permitted  
3

Respected Madam

I wish to state that I am working as Asst. Prof. in Computer Science Department in your College. As you know that I am approaching toward end of my pregnancy. My due date for delivery is 29<sup>th</sup> May. So doctor has suggested me rest till due date. Kindly grant me medical leave for 5 days. I shall be highly obliged.

Yours Sincerely  
Surpreet Shelly Surpreet  
Asst Prof (CS)



To

Dated Jan 13, 2021

The Principal,

At M.L.S.D. College for women,  
Gurdaspur.

Subject: Leave for 10 days (Jan 15 - Jan 25, 2021)  
Madam

With due respect, I Ranmeet Kaur working  
as Assistant professor in department of Commerce.  
kindly grant me leave for 10 days (Jan 15, 2021 -  
Jan 25, 2021) for research work.

Thankyou  
your truly  
Ranmeet Kaur  
dept of Commerce  
9501911883

For Miss Sweetly 28

Sanctioned  
13 Jan 21  
Ranmeet



To

The Principal  
Pt. M.L.S.D. College for Women  
Gurdaspur

For Mrs. Seema Mahajan  
(Principal)  
Gurdaspur

Subject: Medical Leave for three days

Respected Madam

With due respect I want to state that ~~th~~ I have foot injury from last 15 days. I was also having dressing on my foot regularly but it is not recovering. Doctor has suggested me to take rest for 3 days at least so that wound can heal. It is an open sore on foot due to which I can not walk properly.

Kindly grant me leave for 3 days so that I can get well soon. I shall be highly thankful to you.

Yours Sincerely  
Seema Mahajan  
Asst. Prof in Commerce  
Pt. M.L.S.D. College for Women  
Gurdaspur.  
Dated: 8/8/2019.



NAME Ms. Sandeep  
DESIGNATION/DEPTT CS  
NATURE OF LEAVE-CASUAL/MED/STATION/AO  
DURATION 1 DAYS FROM 22/12 TO 22/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 22/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Ms. Rajni Sharma  
DESIGNATION/DEPTT Maths  
NATURE OF LEAVE-CASUAL/MED/STATION/AO  
DURATION 1 (IM) DAYS FROM 22/12 TO 22/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 22/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Ms. Palwinder  
DESIGNATION/DEPTT Zoology  
NATURE OF LEAVE-CASUAL/MED/STATION/AO  
DURATION 1 (last) DAYS FROM 22/12 TO 22/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 22/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Ms. Seema  
DESIGNATION/DEPTT Comm.  
NATURE OF LEAVE-CASUAL/MED/STATION/ANY OTHER  
DURATION 1 1/2 DAYS FROM 22/12 TO 23/12  
REASON OF LEAVE (IM) Urgent  
APPLICATION RECEIVED IN OFFICE 22/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Dr. Rame  
DESIGNATION/DEPTT Sc.  
NATURE OF LEAVE-CASUAL/MED/STATION/ANY OTHER  
DURATION 1 (IM) 1 1/2 (IM) DAYS FROM 22/12 TO 23/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 22/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Ms. Poonam Seth  
DESIGNATION/DEPTT CS  
NATURE OF LEAVE-CASUAL/MED/STATION/ANY OTHER  
DURATION 1 (last) DAYS FROM 22/12 TO 22/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 22/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Ms. Sweety  
DESIGNATION/DEPTT Accountant  
NATURE OF LEAVE-CASUAL/MED/STATION/AO  
DURATION one DAYS FROM 23/12 TO 23/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 23/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Ms. Biya  
DESIGNATION/DEPTT Physics  
NATURE OF LEAVE-CASUAL/MED/STATION/AO  
DURATION 1 DAYS FROM 23/12 TO 23/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 23/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Mr. Surinder Singh  
DESIGNATION/DEPTT Driver  
NATURE OF LEAVE-CASUAL/MED/STATION/AO  
DURATION one DAYS FROM 26/12 TO 26/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 26/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Ms. Rajwinder  
DESIGNATION/DEPTT Librarian  
NATURE OF LEAVE-CASUAL/MED/STATION/ANY OTHER  
DURATION one DAYS FROM 23/12 TO 23/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 23/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Ms. Kamlesh  
DESIGNATION/DEPTT Pt  
NATURE OF LEAVE-CASUAL/MED/STATION/ANY OTHER  
DURATION one DAYS FROM 23/12 TO 23/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 23/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Mr. Manu Bhatnagar  
DESIGNATION/DEPTT Clerk  
NATURE OF LEAVE-CASUAL/MED/STATION/ANY OTHER  
DURATION one DAYS FROM 26/12 TO 26/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 26/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]



NAME Mr. Gagandeep Mahajan  
DESIGNATION/DEPTT Clerk  
NATURE OF LEAVE-CASUAL/MED/STATION/AO  
DURATION 2 DAYS FROM 26/12 TO 29/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 26/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Mr. Surjit  
DESIGNATION/DEPTT Mali  
NATURE OF LEAVE-CASUAL/MED/STATION/AO  
DURATION 1 DAYS FROM 26/12 TO 26/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 26/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Ms. Balwinder  
DESIGNATION/DEPTT Sweeper  
NATURE OF LEAVE-CASUAL/MED/STATION/AO  
DURATION 3 DAYS FROM 26/12 TO 28/12 to 29/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 26/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Mr. Dalwinder  
DESIGNATION/DEPTT Clerk  
NATURE OF LEAVE-CASUAL/MED/STATION/ANY OTHER  
DURATION 1 DAYS FROM 26/12 TO 26/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 26/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Mr. Rinken  
DESIGNATION/DEPTT Daftari  
NATURE OF LEAVE-CASUAL/MED/STATION/ANY OTHER  
DURATION 1 DAYS FROM 26/12 TO 26/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 26/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]

NAME Ms. Meenu  
DESIGNATION/DEPTT Sweeper  
NATURE OF LEAVE-CASUAL/MED/STATION/ANY OTHER  
DURATION 2 DAYS FROM 28/12 TO 29/12  
REASON OF LEAVE Urgent  
APPLICATION RECEIVED IN OFFICE 28/12

SIGNATURE OF THE APPLICANT

PRINCIPAL [Signature]



To

The principal  
PTMLSD College for women  
Gurdaspur

Subject: About medical leave

Respected Mam

I am writing to request a medical leave of absence due to high fever. I have attached medical certificate to confirm the need of time off work. I apologise for any inconvenience my absence may cause. I will keep in touch with my department during my leave. So I would request you to give me medical leave for fully recover. Thank you for your understanding and support during my difficult time -

Yours Sincerely.

Rajni Sharma  
Maths Department

Date  
28/9/2023

Pranshita  
29-9-23