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| logo | **Sriram Institute of Marine Studies**  Approved by the **DG Shipping, Ministry of Shipping, Govt. of India.** Affiliated to **Indian Maritime University Chennai, Certified ISO 9001:2015 By Indian Register of Shipping {IRS}**  **MTI Unique id : 101005** |

**Monthly leave forecast by staff faculty and instructors for the month of \_\_\_\_\_\_\_\_\_\_\_\_ 2022**

**Name of faculty, instructor/Staff/ : Mr/Mrs/Ms\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Submission:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Day** | **Date** | **Day** | **Date** | **Day** | **Date** | **Day** | **Date** | **Day** |
| **1** | **Tues** | **07** | **Mon** | **14** | **Mon** | **21** | **Mon** | **28** | **Mon** |
| **2** | **Wednes** | **08** | **Tuesday** | **15** | **Tuesday** | **22** | **Tuesday** | **29** | **Tuesday** |
| **3** | **Thurs** | **09** | **Wed** | **16** | **Wed** | **23** | **Wed** | **30** | **Wed** |
| **4** | **Friday** | **10** | **Thurs** | **17** | **Thurs** | **24** | **Thurs** | **31** | **Thurs** |
| **5** | **Saturday** | **11** | **Friday** | **18** | **Friday** | **25** | **Friday** |  |  |
|  |  | **12** | **Saturday** | **19** | **Saturday** | **26** | **Saturday** |  |  |
|  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **{a}** | **No of days leave proposed** |  |
| **{b}** | **Type of leave applied** |  |
| **{c}** | **Balance C/F for the year 2022** |  |

**Date : Signature of individual**

**Place: New Delhi**