Sriram Institute of Marine Studies

Leave records- Faculty and Instructor for the month of August 2021.

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| SNo | Name | Rank | Annual leave | | | Casual leave | | | Offs (if any) | Reason | Total Availed | | | Balance | | |
|  | Faculty/Inst. | Desig | T | A | B | T | A | B |  |  | T | A | B |  |  |  |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Date :

Place:

Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_ HOI Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ED’S Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_