



PH: 044-22501211, 22500252

नं/No: RDSDE/CHD-11014/2022-23/Admn/

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Dated 20.04.2023

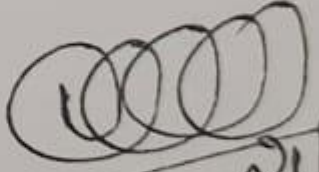
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OFFICE ORDER NO.16 of 2023.

Subject: Short fall in Working hours

From the Bio Metric Attendance details for the month of March 2023, the deficit in working hours is enclosed. No Permission is granted to attend office late and leave office early on account of urgent private work. Any official who is late twice in a month by more than quarter of an hour without previous permission is liable to be treated as having forfeited one day casual leave. Accordingly, the officials are intimated to submit the leave letters for covering the deficit days by 24th April 2023

This is issued with the approval of Regional Director.


21/4/23
(G C Rama Murthy)
Joint Director/ HOO

- ✓ Copy: 1) Concerned officials
2) Circulation to all
3) ✓ Shri M. Ganesh to publish Institute Website.

FILE NO. RDSDE/CH/D-11014/2022-23 / Adm (Dt: 20.04.2023)

LEAVE ORDER FOR THE MONTH OF MARCH 2023

NSTI Chennai and RDSDE TN

AFTER 2 PERMISSION

Leave Letter to be given for the following days


Reporting Officer
Shri/Smt

S.No	Name Shri/Smt	Dsg	Total Days Came After Office Start Time 09:30 AM	Deficit (Yes/No)	MORNING LATE LOGIN	EVENING EARLY LOGOUT	Leave Letter to be given for the following days	Reporting Officer Shri/Smt
1	R.Rajesh Kanna	TO	13	No	11	0	10/03/2023, 13/03/2023 - 15/03/2023, 21/03/2023 - 24/03/2023, 27/03/2023 - 29/03/2023	P. Namasivayam, DD
2	R. Arulmozhi	HS	17	Yes	16	0	01/03/2023, 03/03/2023, 08/03/2023 - 10/03/2023, 13/03/2023 - 17/03/2023, 21/03/2023 - 23/03/2023, 27/03/2023 - 29/03/2023, 31/03/2023	S. Vasanthi, DD
3	R. Usha	UDC	18	Yes	16	0	01/03/2023, 07/03/2023 - 10/03/2023, 13/03/2023 - 17/03/2023, 20/03/2023, 21/03/2023, 23/03/2023, 24/03/2023, 27/03/2023 - 30/03/2023	S. Vasanthi, DD
4	J.Jayanthi	UDC	21	Yes	19	0	07/03/2023 - 10/03/2023, 13/03/2023 - 17/03/2023, 20/03/2023 - 24/03/2023, 27/03/2023 - 31/03/2023	P. Namasivayam, DD
5	Kumbexmathaiah	LDC	6	Yes	4	0	13/03/2023, 16/03/2023, 20/03/2023, 31/03/2023	P. Namasivayam, DD
6	R. Suresh	WSA	6	No	4	0	15/03/2023, 21/03/2023, 29/03/2023, 31/03/2023	H. A. Manu Kumar, TO

FILE NO. RDSDE/CH/D-11014/2022-23 /Adm /Dt: 20.04.2023

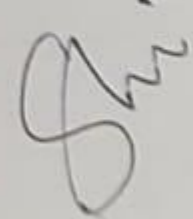
7	D.Venkateswarlu	MTS	9	No	7	0	09/03/2023, 10/03/2023, 13/03/2023, 14/03/2023, 20/03/2023, 22/03/2023, 24/03/2023, 28/03/2023, 30/03/2023	Ramesh Kumar, TO
8	Esther Rani M	MTS	8	Yes	6	1	10/03/2023, 15/03/2023, 16/03/2023, 20/03/2023, 22/03/2023, 27/03/2023	P. S. Rejani, TO
9	J.Nithyaraaj	MTS	14	No	12	0	09/03/2023, 10/03/2023, 13/03/2023, 16/03/2023, 17/03/2023, 20/03/2023, 21/03/2023, 23/03/2023, 24/03/2023, 27/03/2023 - 31/03/2023	Nitin Maheswari, OS
10	Jayanandam	MTS	14	No	12	0	09/03/2023, 10/03/2023, 13/03/2023, 14/03/2023, 20/03/2023, 23/03/2023, 24/03/2023, 27/03/2023 - 31/03/2023	R. Chinnadurai, TO

This is issued with the approval of RD.


G.C. Rama Murthy/JBT

Circulation: 1) To all the concerned staffs
2) AO
3) Estt. }

To Prepare leave sanction order deducting Casual leave/RH on indicated dates by 15/04/23


D. Venkateshwaral
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