



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK, Accredited by NBA & NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Number of teaching and non-teaching staff members provided with the welfare measures implemented by the institution during the academic year 2022-23.

S. No	Welfare Measures	2022-2023	
		No. of Staff Benefited	
		Teaching	Non- Teaching
1	Transport facility	140	133
2	Group Insurance	52	
3	ESI	-	76
4	Canteen	25	30
5	Provident fund	84	
6	Uniform	-	152
7	Financial Support to attend conferences/ workshops and towards membership fees of professional bodies	116	-
8	School Fee Concession	15	5
9	Summer Vacation	167	152
10	Salary advance	6	8
11	On Duty	60	-
12	Casual Leaves	167	152
13	Maternity leave	-	-
14	Compensatory leave	167	75
15	Medical leaves	4	2
16	Study leaves	1	-


Principal

PRINCIPAL
Aditya College of Engineering
SURAMPALAM-533 437





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A list of effective welfare measures with sample supporting documents are providing for teaching and non-teaching staff in the institution are attached below:

S. No	Description	Page no.
1	Sample Teaching staff pay slips for the proof of EPF, Canteen concession facility and Loan & Salary advance	3
2	Sample UAN cards of employees and Supporting document for the proof of EPF	7
3	Sample health cards of employees	14
4	Sample of Non-Teaching staff ESI Cards	17
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6	Sample proof of OD form	29
7	Sample document for the proof of Maternity leave	31
8	Sample proof forms of Encouraging faculty members to pursue Higher Studies	33

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC)
Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month of MARCH - 2023

Name of the Employee :	P.Raja Sekhar Reddy	Bank A/c No :	32682210003647
Employee ID :	1003	PF Number :	GRRJY00366920000000614
Designation :	Asst. Professor		
Department :	BSE		
Earnings		Deductions	
Basic	24311	Loss of Pay	0
DA	19449	Professional Tax	200
HRA	1823	EPF	1800
Others	0	Group Insurance	450
		Canteen	0
		Bank loan & Advance	1020
		TDS	0
		ESI	0
Total Earnings	45583	Total Deductions	3470

Net Salary

27921


Accounts Incharge



ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC)

Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month of MARCH - 2023

Name of the Employee :	Y.Sugandhi Naidu	Bank A/c No :	32682210003912
Employee ID :	1906	PF Number :	GRRJY00366920000000880
Designation :	Asst. Professor		
Department :	ECE		
Earnings		Deductions	
Basic	24311	Loss of Pay	0
DA	19449	Professional Tax	200
HRA	1823	EPF	1800
Others	0	Group Insurance	450
		Canteen	0
		Bank loan & Advance	2967
		TDS	0
		ESI	0
Total Earnings	45583	Total Deductions	5417

Net Salary

32052

Ain
Accounts Incharge



ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC)
Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month of MARCH - 2023

Name of the Employee :	B.Sri Rama Murthy	Bank A/c No :	32682210005341
Employee ID :	177	PF Number :	GRRJY00366920000000589
Designation :	Computer Operator		
Department :	Administration		
Earnings		Deductions	
Basic	22500	Loss of Pay	0
DA	0	Professional Tax	200
HRA	0	EPF	1800
Others	0	Group Insurance	0
		Canteen	0
		Bank loan & Advance	0
		TDS	0
		ESI	0
Total Earnings	22500	Total Deductions	2000

Net Salary

20500


Accounts Incharge



ADITYA COLLEGE OF ENGINEERING

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Aditya Nagar, ADB Road, Surampalem, E.G. Dist, A.P

Pay Slip for the Month of MARCH - 2023

Name of the Employee	: A Ram Prasad	Bank A/c No	: 32682210009020
Employee ID	: 2705	PF Number	: GRRJY00366920000011288
Designation	: Jr Asst		
Department	: Administration		
Earnings		Deductions	
Basic	13750	Loss of Pay	0
DA	0	Professional Tax	150
HRA	0	EPF	1650
Others	2000	Group Insurance	0
		Canteen	0
		Bank loan & Advance	1832
		TDS	0
		ESI	118
Total Earnings	15750	Total Deductions	3753

Net Salary

11997

A. Ram Prasad
Accounts Incharge





कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Govt. of India)



सदस्य पासबुक / Member Passbook

स्थापना आईडी/नाम	Establishment ID/Name	GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY
सदस्य आईडी/नाम	Member ID/Name	GRRJY00366920000000779 / GEESALA VEERAPANDU
जन्म तिथि	DOB	28-JUN-1968
यू ए न	UAN	100152329293

ईपीएफ पासबुक वित्तीय वर्ष 2021-2022 EPF Passbook [Financial Year - 2021-2022]

वेतन माह / Wage Month	विवरण / Particulars	जमा निकासी दिनांक / Date of Credit / Withdrawal	ईपीएफ वेतन / EPF Wages	ईपीएस वेतन / EPS Wages	जमा / Deposit			निकासी / Withdrawal			पेंशन अन्वयान / Pension Contribution
					कर्मचारी अन्वयान / Employee Share	नियोक्ता अन्वयान / Employer Share	कर्मचारी अन्वयान / Employee Share	नियोक्ता अन्वयान / Employer Share			
Opening Balance as on 01-04-2021					37,167	37,167	0	20,838			1,04,351
					मासिक अंशदान / Monthly Cont.	वार्षिक संचयी शेष / Cumulative Balance for the year					
						नॉन-टैक्सिबल / Non-Taxable	टैक्सिबल / Taxable				
Mar-2021	Cont. For Due-Month 042021	29-04-2021	15,000	15,000	1,800	1,800	0	550	0	0	1,250
Apr-2021	Cont. For Due-Month 052021	26-05-2021	15,000	15,000	1,800	3,600	0	550	0	0	1,250
May-2021	Cont. For Due-Month 062021	28-06-2021	15,000	15,000	1,800	5,400	0	550	0	0	1,250
Jun-2021	Cont. For Due-Month 072021	19-07-2021	15,000	15,000	1,800	7,200	0	550	0	0	1,250
Jul-2021	Cont. For Due-Month 082021	23-08-2021	15,000	15,000	1,800	9,000	0	550	0	0	1,250
Aug-2021	Cont. For Due-Month 092021	18-09-2021	15,000	15,000	1,800	10,800	0	550	0	0	1,250
Sep-2021	Cont. For Due-Month 102021	28-10-2021	15,000	15,000	1,800	12,600	0	550	0	0	1,250
Oct-2021	Cont. For Due-Month 112021	18-11-2021	15,000	15,000	1,800	14,400	0	550	0	0	1,250
Nov-2021	Cont. For Due-Month 122021	24-12-2021	15,000	15,000	1,800	16,200	0	550	0	0	1,250
Dec-2021	Cont. For Due-Month 012022	22-01-2022	15,000	15,000	1,800	18,000	0	550	0	0	1,250
Jan-2022	Cont. For Due-Month 022022	18-02-2022	15,000	15,000	1,800	19,800	0	550	0	0	1,250
Feb-2022	Cont. For Due-Month 032022	17-03-2022	15,000	15,000	1,800	21,600	0	550	0	0	1,250
Int. Updated upto 31/03/2022					3,812	3,812	0	1,933	0	0	0
Closing Balance as on 31-03-2022					62,579	62,579	0	29,371			1,19,351

In case taxable interest is less than Rs. 5,000/- then TDS will not be deducted.

विवरण की समाप्ति
--End Of Statement--

मुद्रित 14-02-2023 13:55:53
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प्रतिबन्धन -- उपर दी गई जानकारी केंद्रीय सर्वर पर दी गई जानकारी के आधार पर है। यह जानकारी कानूनी प्रयोजन के लिए उपयोग नहीं की जा सकती है।

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कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(Established under the Employees' Provident Fund Act, 1952)



सदस्य पासबुक / Member Passbook

स्थापना आईडी / नाम | Establishment ID/Name: GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY
 सदस्य आईडी / नाम | Member ID/Name: GRRJY00366920000011881 / YERNI SATHIBABU
 जन्म तिथि | DOB: 12-JUN-1989
 पुराना | UAN: 101163517402

ईपीएफ पासबुक वित्तीय वर्ष 2021-2022 EPF Passbook [Financial Year - 2021-2022]

विलेख माह / Wage Month	विवरण / Particulars	जमा तिथि / Date of Credit / Withdrawal	ईपीएफ केतन / EPF Wages	ईपीएफ केतन / EPS Wages	जमा / Deposit		विक्रय / Withdrawal		पेंशन अवदान / Pension Contribution
					कर्मचारी अवदान / Employee Share	नियोक्ता अवदान / Employer Share	कर्मचारी अवदान /Employee Share	नियोक्ता अवदान / Employer Share	
Opening Balance					2,557	782			1,768
MAR-2021	Cont. For Due-Month 042021	29-04-2021	11,750	11,750	1,410	431			979
APR-2021	Cont. For Due-Month 052021	26-05-2021	11,750	11,750	1,410	431			979
MAY-2021	Cont. For Due-Month 062021	28-06-2021	11,750	11,750	1,410	431			979
JUN-2021	Cont. For Due-Month 072021	19-07-2021	11,750	11,750	1,410	431			979
JUL-2021	Cont. For Due-Month 082021	23-08-2021	11,750	11,750	1,410	431			979
AUG-2021	Cont. For Due-Month 092021	18-09-2021	11,750	11,750	1,410	431			979
SEP-2021	Cont. For Due-Month 102021	28-10-2021	11,750	11,750	1,410	431			979
OCT-2021	Cont. For Due-Month 112021	18-11-2021	11,750	11,750	1,410	431			979
NOV-2021	Cont. for Due-Month 122021				0	0			0
DEC-2021	Cont. for Due-Month 012022				0	0			0
JAN-2022	Cont. for Due-Month 022022				0	0			0
FEB-2022	Cont. for Due-Month 032022				0	0			0
Interest details N/A									
Closing Balance					16,273	20,742			9,600
TRANSFER IN - SAME OFFICE (Old Member Id:-GRRJY00366920000011333)					2,369	16,057			0
TRANSFER IN - INTEREST AMOUNT ONLY (Old Member Id:-GRRJY00366920000011333)					67	455			0

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-End Of Statement-

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 SURAMPALAM - 533 437

GRRJY00366920000011681



सदस्य पासबुक / Member Passbook
 Establishment ID/Name: GRRJY0036692000 / SARATHI EDUCATIONAL SOCIETY
 Member ID/Name: GRRJY00366920000011881 / YERHI SATHIBABU
 DOB: 12-JUN-1989
 UAN: 101163517402

वेतन माह / Wage Month	विवरण / Particulars	जमा निकासी तिथि / Date of Credit / Withdrawal	ईपीएफ वेतन / EPF Wages	ईपीएफ वेतन / EPS Wages	जमा / Deposit		निकासी / Withdrawal		पension Contribution
					कर्मचारी अकाउंट / Employee Share	नियोक्ता अकाउंट / Employer Share	कर्मचारी अकाउंट / Employee Share	नियोक्ता अकाउंट / Employer Share	
Opening Balance									
MAR-2020	Cont. for Due-Month 042020				0	0			0
APR-2020	Cont. for Due-Month 052020				0	0			0
MAY-2020	Cont. for Due-Month 062020				0	0			0
JUN-2020	Cont. for Due-Month 072020				0	0			0
JUL-2020	Cont. for Due-Month 082020				0	0			0
AUG-2020	Cont. for Due-Month 092020				0	0			0
SEP-2020	Cont. for Due-Month 102020				0	0			0
OCT-2020	Cont. for Due-Month 112020				0	0			0
NOV-2020	Cont. for Due-Month 122020				0	0			0
DEC-2020	Cont. for Due-Month 012021				0	0			0
JAN-2021	Cont. For Due-Month 022021	08-03-2021	11,750	11,750	1,410	431			979
FEB-2021	Cont. For Due-Month 032021	03-04-2021	9,475	9,475	1,137	348			789
Int. Updated upto 31/03/2021									
Closing Balance					10	3			0
					2,557	782			1,768

विवरण की समाप्ति
-End Of Statement-

मुद्रित 20-12-2021 11:53:47
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गुप्तता - वर्य ही यई जानकारी केभीय सदर वर ती यई जानकारी के जमा वर है। यर जानकारी अयुनी प्रवेदन के लिए अयुक्त यही की ज्ञ सकती है।
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PRINCIPAL
Aditya College of Engineering
SURANIFALEM - 533 437

GRRJY00366920000011881



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(Ministry of Labour & Employment, Govt. of India)



सदस्य पासबुक / Member Passbook

स्थापक आईडी/नाम | Establishment ID/Name | GRRJY0036692000 / SAROJINI EDUCATIONAL SOCIETY
सदस्य आईडी/नाम | Member ID/Name | GRRJY00366920000000813 / KAMBAMPATI LAKSHMI
जन्म तिथि | DOB | 21-AUG-1980
यू ए न | UAN | 100183659182

ईपीएफ पासबुक वित्तीय वर्ष 2021-2022 EPF Passbook [Financial Year - 2021-2022]									
वहन माह / Wage Month	विवरण / Particulars	जमा भिकारी दिनांक / Date of Credit /Withdra wal	ईपीएफ वेतन / EPF Wages	ईपीएस वेतन / EPS Wages	जमा / Deposit		निकासी / Withdrawal		पension अवदान / Pension Contribu tion
					कर्मचारी अवदान / Employee Share	नियोक्ता अवदान / Employer Share	कर्मचारी अवदान /Employee Share	नियोक्ता अवदान / Employer Share	
Opening Balance					20,897	62,187			1,03,846
MAR-2021	Cont. For Due-Month 042021	29-04-2021	15,000	15,000	1,800	550			1,250
APR-2021	Cont. For Due-Month 052021	26-05-2021	15,000	15,000	1,800	550			1,250
MAY-2021	Cont. For Due-Month 062021	28-06-2021	15,000	15,000	1,800	550			1,250
JUN-2021	Cont. For Due-Month 072021	19-07-2021	15,000	15,000	1,800	550			1,250
JUL-2021	Cont. For Due-Month 082021	23-08-2021	15,000	15,000	1,800	550			1,250
AUG-2021	Cont. For Due-Month 092021	18-09-2021	15,000	15,000	1,800	550			1,250
SEP-2021	Cont. For Due-Month 102021	28-10-2021	15,000	15,000	1,800	550			1,250
OCT-2021	Cont. For Due-Month 112021	18-11-2021	15,000	15,000	1,800	550			1,250
NOV-2021	Cont. for Due-Month 122021				0	0			0
DEC-2021	Cont. for Due-Month 012022				0	0			0
JAN-2022	Cont. for Due-Month 022022				0	0			0
FEB-2022	Cont. for Due-Month 032022				0	0			0
Interest details N/A					0	0			0
Closing Balance					35,297	66,587			1,13,846

विवरण की समाप्ति

मुद्रित 20-12-2021 11:47:07

--End Of Statement--

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SURAMPALAM - 533 437.

GRRJY00366920000000813

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कर्मचारी भविष्य निधि संगठन, भारत
Employees' Provident Fund Organisation,

यूनिवर्सल खाता संख्या

Universal Account Number (UAN)

100262370801



PUDI RAMESH

नाम

पिता / पति का नाम

Father's / Husband's Name

के.वाई.सी.

K.Y.C.

RAMA RAO

Yes

www.epfindia.

यूनिवर्सल खाता संख्या

Universal Account Number

100262370801



प्रतिबन्धन : इस कार्ड पर दर्शाया गया डेटा ईपीएफओ में उपलब्ध डेटाबेस के अनुसार है। विसंगति के मामले
आप उससे सुधार के लिए अपने क्षेत्रीय कार्यालय से संपर्क कर सकते हैं।

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कर्मचारी भविष्य निधि संगठन, भारत
Employees' Provident Fund Organisation,

युनिवर्सल खाता संख्या

Universal Account Number (UAN)

100223558252



नाम

Name

पति / पति का नाम

Father's / Husband's Name

के.वाई.सी.

K.Y.C.

MARNEEDI SRINIVASU

APPA RAO

No

www.epfindia.

युनिवर्सल खाता संख्या

Universal Account Number

100223558252



प्रतिष्ठान : इस कार्ड पर दर्शाया गया डेटा ईपीएफओ में उपलब्ध डेटाबेस के अनुसार है। विसंगति के मामले
आप उसमें सुधार के लिए अपने क्षेत्रीय कार्यालय से संपर्क कर सकते हैं।

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The New India Assurance Co. Ltd.

P SAI VAISHNAVI EKAMBARAM

AGE : 7

EMP ID : 1435

GOOD HEALTH ID : CHIN00010246521

VALID FROM : 08-10-2010

SARJINI EDUCATIONAL SOCIETY



Good Health Insurance TPA Limited

- The rates of the cost shall not guarantee individual performance.
- This policy is non-transferable.
- Continuity of the insurance is the Member's liability. The rates of contribution shall be subject to change.
- The insured member's Good Health ID is a must for seeking medical reimbursement at Hospital/Doctor's Office.
- The Hospital/Doctor will be awarded a passbook with the policy terms and conditions.
- For more details please refer the policy term conditions.

Toll Free ☎ 1800-425-1540

Fax Us ☎ 1800-125-1212

E-Mail ✉ customer.care@ghitpa.com

Web Access ☎ www.goodhealthtpa.com



Good Health Insurance TPA Limited

Plot No. 89, Nagajohn 19th, Postgraduate,
Hyderabad - 500 082, Telangana, India.



The New India Assurance Co. Ltd.

K LAKSHMI

AGE : 36

EMP ID : 1403

GOOD HEALTH ID : CHIN0001049518

VALID FROM : 09-10-2010

SARJINI EDUCATIONAL SOCIETY



Good Health Insurance TPA Limited

- The rates of the cost shall not guarantee individual performance.
- This policy is non-transferable.
- Continuity of the insurance is the Member's liability. The rates of contribution shall be subject to change.
- The insured member's Good Health ID is a must for seeking medical reimbursement at Hospital/Doctor's Office.
- The Hospital/Doctor will be awarded a passbook with the policy terms and conditions.
- For more details please refer the policy term conditions.

Toll Free ☎ 1800-425-1540

Fax Us ☎ 1800-125-1212

E-Mail ✉ customer.care@ghitpa.com

Web Access ☎ www.goodhealthtpa.com



Good Health Insurance TPA Limited

Plot No. 89, Nagajohn 19th, Postgraduate,
Hyderabad - 500 082, Telangana, India.

- . This issue of this card does not guarantee cashless hospitalization.
- . This card is for identification purpose only.
- . Card has to be presented to the network service provider at the time of admission / availing the services.
- . Pre-authorization from Good Health is must for availing cashless hospitalization.
- . The insurance claim will be processed in a accordance with the policy terms and conditions.
- . For more details please refer the guide book provided / Website.

Talk To Us : 1860 425 3545

Fax Us : 1860 425 4242

E-Mail : customer.care@ghptpa.com

Web Access : www.goodhealthtpa.com



Good Health Insurance TPA Limited

Suite 403-406A, 4th Floor, Ashoka My Home Chambers, Behind Ashok Bhoopal Chambers.

Sardar Patel Road, Secunderabad - 500 003, Telangana, India.

 **Apolo SHINE**
FOUNDATION

 **Apolo**
HOSPITALS
KAKINADA

STAFF
PRIVILEGE CARD



Sample Non-Teaching staff Employee's State Insurance (ESI) cards for the proof of health insurance:

Documents Uploaded:

none

Signature (Litho of Registered Employee / IP)

G. Prasad Rao

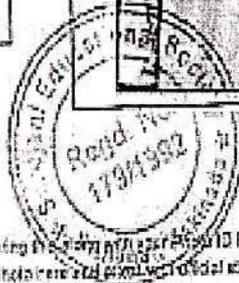
Mobile Number: 9955164402



Original

NOTE:

1. Please keep this printout for future reference and bring it along with your Aadhar ID for all your Government benefits and services.
2. Employer to please affix employee and his family photo here and print your official stamp across.



SECRETAR
Sarojini Educational
Institutions
Kakinada

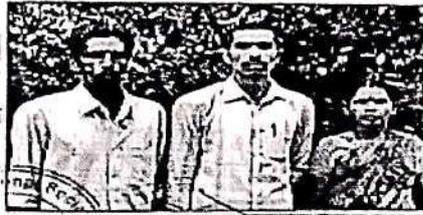
Signature / Stamp of ESI Officer / Employer

Documents Uploaded:
None

Registration of Registered Employee (R)

G. Hanu & Co

Mobile Number: 8885164102



SECRETARY
SARJANA EDUCATIONAL SOCIETY
BANGALORE / Director of ESIC Office / Employee

NOTE:

- Please keep this record for future reference and bring it to the office of the Employer in case of any change in details.
- Employer to provide photo of employee and his family (photo here and there) in case of any change in details.



EMPLOYEES' STATE INSURANCE CORPORATION

e-Polichan Card

Insured Person: **Godawari Ramakrishna Nehar Phanteurkar**
 Insurance No.: **6258116048**
 Date of Registration: **14/07/2017**
 In case Aadhaar Number is not entered (this is valid upto date: 14/07/2017 only)

YOUR REGISTRATION DETAILS

Employee Name:	Godawari Ramakrishna Nehar Phanteurkar	Type of Disability:	None
Name of Father/Husband:	Godawari Venkata Ramana	Date of Birth:	14/04/1965
Marital Status:	Unmarried	Gender:	Male
Present Address:	D No. 171, Ramajayam Street, Tharavale, Kulkarni Rural, B.G.D.T. Dist East Godavari, Andhra Pradesh 520025	Permanent Address:	D No. 171, Ramajayam Street, Tharavale, Kulkarni Rural, B.G.D.T. Dist East Godavari, Andhra Pradesh 520025
Residence Status:	Urban/Rural	Address Status:	Urban/Rural
Dependency ICM for ES:	Karnataka AP (ESIC) (Ind)	Dependency ICM for Family:	Karnataka AP (ESIC) (Ind)
Current Employer Details		First Employer Details	
Employer's Code No.:	52002148173	Employer's Code No.:	None
ESIC Unit Code No.:	14206	Sub Unit Code No.:	None
Date of Appointment:	01/07/2017	ESIC Unit Code No.:	None
Name of Employer:	SARJANA EDUCATIONAL SOCIETY	Name of Employer:	None
Address of Employer:	SRINAGAR NAKHANANDI ROAD, Godavari Andhra Pradesh 520025	Address of Employer:	None

Family Details:

Name	Relationship with Employee	Current Birth	Whether Resident with Insured Person	State	District	Address	Resident Status
Godawari Venkata Ramana	Dependent Father	01/07/1960	Yes	Andhra Pradesh	East Godavari	52002148173	Unverified
Godawari Chakrababthini	Dependent Mother	01/07/1964	Yes	Andhra Pradesh	East Godavari	52002148173	Unverified

Domestic Details:

Name of Member	Relationship with IP	Percentage	Address of Member	Resident	Address Status
Godawari Chakrababthini	Dependent Mother	50	D No. 171, Ramajayam Street, Tharavale, Kulkarni Rural, B.G.D.T. Dist East Godavari, Andhra Pradesh 520025	Yes	Unverified

MEDICAL ACCEPTANCE CARD

Full Name BAIPA. PARIMALA JYOTHI	
Father or Husband's Name BAIPA. RAJKUMAR	
Factory Name SAROJINI EDUCATIONAL SOCIETY	
Present Residential address BLOCK NO 7,II FLOOR,NTR APARTMENTS,JAGGAMPETA ROAD,Dist:East Godawari,Andhra Pra	
Ins. No./ Ref. No.	6208115104

EMPLOYEES' STATE INSURANCE CORPORATION			
I apply to be included in the list of Dr..... I declare that I am not already in the list of a doctor in this or any other area.			
Date.....	Signature or thumb impression of Insured Person		
To be completed by Doctor:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> Doctor's Code No. </td> <td style="width: 50%;"></td> </tr> </table>	Doctor's Code No.	
Doctor's Code No.			
I accept this person for inclusion in my list			
Date:	Signature of the Doctor.		



EMPLOYEES' STATE INSURANCE CORPORATION

e-Pehchan Card

Insured Person : Baipa. Parimala Jyothi	In case Aadhaar Number is not entered, this is valid upto date: 13/08/2017 only
Insurance No. : 6208115104	
Date of Registration : 15/07/2017	

YOUR REGISTRATION DETAILS

Employee Name:	Baipa. Parimala Jyothi	Type of Disability :	None
Name of Father / Husband:	BAIPA. RAJKUMAR	Date of Birth :	08/08/1970
Marital Status :	Married	Gender :	Female
Present Address :	BLOCK NO 7,II FLOOR,NTR APARTMENTS,JAGGAMPETA ROAD,Dist:East Godawari,Andhra Pradesh,533447	Permanent Address :	BLOCK NO 7,II FLOOR,NTR APARTMENTS,JAGGAMPETA ROAD,Dist:East Godawari,Andhra Pradesh,533447
Aadhaar Number :	859088545249	Aadhaar Status :	Unverified
Dispensary / IMP for IP :	Samalkot, AP (ESIS Disp.)	Dispensary / IMP for Family:	Samalkot, AP (ESIS Disp.)
Current Employer Details		First Employer Details	
Employer's Code No. :	62000367610001303	Employer's Code No. :	None
Sub Unit's Code No. :	None	Sub Unit's Code No. :	None
Date of Appointment :	01/06/2017	First Insurance No. :	None
Name of Employer :	SAROJINI EDUCATIONAL SOCIETY	Name of Employer :	None
Address of Employer :	SRINAGAR,KAKINADA,Dist:East GodawariAndhra Pradesh533003	Address of Employer :	None

Family Details:

Name	Relationship with the Employee	Date of Birth	Whether Residing with Insured Person	State	District	Aadhaar	Aadhaar Status
BAIPA SHARON ROSE	Dependant unmarried daughter	11/08/2002	Yes	Andhra Pradesh	East Godawari	633656110077	Unverified
BAIPA SHARON LILLY	Dependant unmarried daughter	28/11/2003	Yes	Andhra Pradesh	East Godawari	893350855455	Unverified

Nominee Details:

Name of Nominee	Relationship with IP	Percentage	Address of Nominee	Aadhaar	Aadhaar Status
BAIPA. RAJKUMAR	Spouse	100	BLOCK NO 7,II FLOOR,NTR APARTMENTS,JAGGAMPETA ROAD,PEDDAPURAM,EAST GODAVARI DT., AP	631372752541	Unverified

GOLLAPETA, NAGUL,Andhra PradeshDist:East Godawari533447

Sample proof of CL form

a) CL form for teaching staff:

ADITYA COLLEGE OF ENGINEERING

(Approved by AJCTE & Affiliated to JNTUK, Kakinada)
 (Recognized by UGC under section 2(f) of UGC Act 1956)
 Aditya Nagar, ADB Road, Surampalem - 533 437

CASUAL LEAVE FORM

Name of the Staff Member : G. Veerapandur Emp. ID. 623
 Designation : Assoc. Prof. Dept. ECE
 Date(s) applied for : 23/11/21 to 03/12/21
 Reason For Leave : Personal
 Contact Phone No. : 9491191574

Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
			completed class work	

Signature of the Staff Member : G. Veerapandur

Recommendations of HOD : [Signature]
 (Recommended / Not Recommended)

For Office Use Only :	
No. of Leaves in Credit :	<u>7</u>
No. of Leaves Availed :	<u>10</u>
Balance of Leaves :	<u>0</u>

PRINCIPAL
 ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM (HOD COPY)

Name of the Staff Member : G. Veerapandur Department : ECE
 Date (s) applied for : 23/11/21 to 03/12/21

Class	Date	Hour	Name of the Staff member	Signature
			completed class work	

G. Veerapandur
 Signature of the Staff Member

[Signature]
 PRINCIPAL

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Bangalore on 27/11/2010 based on JITEUR B. Accredited by UGC
 Recognized by UGC, New Delhi on 20/01/2011 and 12(B) of 1956 Act, Part B
 Aditya Nagar, Aditya Road, Sarampalem - 533 532

CASUAL LEAVE FORM

Name of the Staff Member : D.V.S.S.S.V. Prasad
 Designation : Asst. Prof. Dept. : M.E.
 Date(s) applied for : 31.03.22, 01.04.22 [Thursday, Friday]
 Reason For Leave : Not feeling well
 Contact Phone No. : 9442608121

Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
4-2ME Sec-B	31.03.22	1-1.50	M. Surat Chandra Prasad	<i>[Signature]</i>
4-2ME(B)	31.03.22	2.40-3.30	Dr. B.M.R. Bharathi	<i>[Signature]</i>
4-2ME(B)	01.04.22	11.10-12 Noon	M. Surat Chandra Prasad	<i>[Signature]</i>

Signature of the Staff Member : *[Signature]*
 Recommendations of HOD : *[Signature]*
 (Recommended / Not Recommended)

For Office Use Only :	
No. of Leaves in Credit :	5
No. of Leaves Availed :	2
Balance of Leaves :	3

[Signature]
PRINCIPAL
 ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM (HOD COPY)

Name of the Staff Member : D.V.S.S.S.V. Prasad Department : M.E.
 Date (s) applied for : 31.03.22, 01.04.22 [Thursday, Friday]

Class	Date	Hour	Name of the Staff member	Signature
4-2ME(B)	31.03.22	1-1.50	M. Surat Chandra Prasad	<i>[Signature]</i>
4-2ME(B)	31.03.22	2.40-3.30	Dr. B.M.R. Bharathi	<i>[Signature]</i>
4-2ME(B)	01.04.22	11.10-12 Noon	M. Surat Chandra Prasad	<i>[Signature]</i>

[Signature]
 Signature of the Staff Member

[Signature]
PRINCIPAL

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
(Recognized by UGC under section 2(f) of UGC Act 1956)
Aditya Nagar, ADB Road, Surampalem - 533 437.

CASUAL LEAVE FORM

Name of the Staff Member : K. chandya Sekhar Emp ID: 2302
Designation : Asst. professor Dept. ECE
Date(s) applied for : 26/11/2021, 30/11/2021
Reason For Leave : Personal work
Contact Phone No. : 9866095301

Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
<u>classwork</u>		<u>Adjusted</u>		

Signature of the Staff Member : K. Sekhar

Recommendations of HOD : [Signature]
(Recommended / Not Recommended)

For Office Use Only :	
No. of Leaves in Credit :	<u>8</u>
No. of Leaves Availed :	<u>5</u>
Balance of Leaves :	<u>3</u>

[Signature]
PRINCIPAL
ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM (HOD COPY)

Name of the Staff Member : K. chandya Sekhar Department : ECE
Date (s) applied for : 26/11/2021, 30/11/2021

Class	Date	Hour	Name of the Staff member	Signature
<u>classwork</u>		<u>Adjusted</u>		

[Signature]
Signature of the Staff Member

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ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM

Name of the Staff Member: Chalapathi Rao
 Department: IT
 Reason for leave: Health problem
 Date(s) applied for: 13/04/2022

Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
ITCE-A	13/04/22	6 th hour	A. Krishna Veni	<i>[Signature]</i>

Signature of the Staff Member : *[Signature]*
 Recommendations of HOD : *[Signature]*
 (Recommended / Not Recommended)

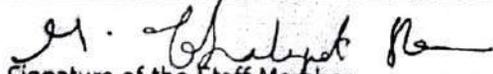
For Office Use Only :	
No. of Leaves in Credit :	2
No. of Leaves Availed :	1
Balance of Leaves :	1

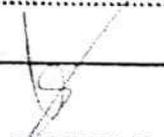

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ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM (HOD COPY)

Name of the Staff Member : CHALAPATHI RAO M Department : IT & BS
 Date (s) applied for : 13/04/2022

Class	Date	Hour	Name of the Staff member	Signature
ITCE-A	13/04/22	6 th hour	A. Krishna Veni	<i>[Signature]</i>


 Signature of the Staff Member


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ADITYA COLLEGE OF ENGINEERING

Approved by the AICTE, Government of India. The AICTE is a Government of India
 Institution of Technology (Autonomous) and UGC (2013) Act 1956
 Aditya Nagar, Aditya Nagar, Bangalore - 560012

CASUAL LEAVE FORM

Name of the Staff Member : N. Manasa Dept. No. : CE
 DESIGNATION : Asst. Prof. Date of Application : 11/04/22
 DATES Applied for : 11/04/22
 Reason for Leave : Health
 CONTACT Phone No. : 9845678910

Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
IV-II	11/4/22	1 st	N. MANASA	<u>[Signature]</u>

Signature of the Staff Member : [Signature]

Recommendations of HOD : [Signature]
 (Recommended / Not Recommended)

For Office Use Only :	
No. of Leaves In Credit :	3
No. of Leaves Availed :	1
Balance of Leaves :	2

[Signature]
PRINCIPAL
 ADITYA COLLEGE OF ENGINEERING

CASUAL LEAVE FORM (HOD COPY)

Name of the Staff Member : N. Manasa Department : CE
 Date (s) applied for : 11-04-2022

Class	Date	Hour	Name of the Staff member	Signature
IV-II	11/4/22	1 st	N. MANASA	<u>[Signature]</u>

[Signature]
 Signature of the Staff Member

[Signature]
PRINCIPAL

b) CL form of non-teaching staff:

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(F) of UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist., Ph: 99631 76662

LEAVE APPLICATION

For Office Use Only

Employee ID: 177

Date: 27-11-2021

Name of the Staff : B.S.R. MATHY
Designation : Asst. Clerk
Date(s) of Leave : 29-11-2021
Purpose of Leave : Personal
Phone No. : 90109 81516

For Office Use Only

No. of Leaves in Credit	8
No. of Leaves Availed	1
Balance of Leaves	7

Signature of A.O.

Signature of Principal

Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(F) of UGC Act, 1956
Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist., Ph: 99631 76662

For Office Use Only

LEAVE APPLICATION

Employee ID: 2208

Date: 8/04/2019

Name of the Staff : B. Madhava Chandra
Designation : Tr. M.T
Date(s) of Leave : 08/04/2019 (second half)
Purpose of Leave : Personal work
Phone No. : 8008834994

For Office Use Only

No. of Leaves in Credit	4
No. of Leaves Availed	0.5
Balance of Leaves	3.5

Signature of A.O.

Signature of Principal

Signature of the Employee

Signature of HOD-MECH

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTU & Accredited by NAAC
Recognized by UGC under section 2(F)(1) of UGC Act 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist. Ph: 99631 76662

LEAVE APPLICATION

Employee ID: 340

Date: 12/19/2019

Name of the Staff : S.V.V. Sathyanarayana
Designation : Superintendent
Date(s) of Leave : 5/4/2019 One Day
Purpose of Leave : personal
Phone No. : 9866606483

For Office Use Only	
No. of Leaves in Credit	3
No. of Leaves Availed	1
Balance of Leaves	2

Signature of A.O.

Signature of Principal

Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada
Recognized by UGC under Section 2(F)(1) of UGC Act. 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist. Ph: 99631 76662

LEAVE APPLICATION

Employee ID: 647

Date: 11/11/19

Name of the Staff : J. Swathi
Designation : Receptionist
Date(s) of Leave : 11/11/2019 - 11/11/2019
Purpose of Leave : personal
Phone No. : 9848197340

For Office Use Only	
No. of Leaves in Credit	4
No. of Leaves Availed	1
Balance of Leaves	3

Signature of A.O.

Signature of Principal

Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
Aditya Nagar, ADB Road, Surampalem - 533 437

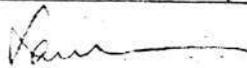
LEAVE APPLICATION

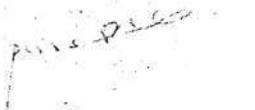
Employee ID 3888

Date: 25-04-2022

Name of the Staff : Ch. Sdoman Raju
Designation : Jr. Assistant
Date(s) of Leave : 25-04-2022 (SH)
Purpose of Leave : Personal work
Phone No. : 7075400854

For Office Use Only	
No. of Leaves in Credit	<u>5</u>
No. of Leaves Availed	<u>0.5</u>
Balance of Leaves	<u>4.5</u>


Signature of A.O.


Signature of Principal


Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
Aditya Nagar, ADB Road, Surampalem - 533 437

LEAVE APPLICATION

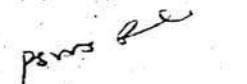
Employee ID 2002

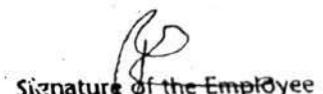
Date: 9-4-22

Name of the Staff : P. Srinivasa Rao
Designation : Jr. Assistant
Date(s) of Leave : 11-4-22
Purpose of Leave : Personal
Phone No. : 9393065614

For Office Use Only	
No. of Leaves in Credit	<u>3</u>
No. of Leaves Availed	<u>1</u>
Balance of Leaves	<u>2</u>


Signature of A.O.


Signature of Principal


Signature of the Employee

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
 (Recognized by UGC under section 2(f) of UGC Act 1956)
 Aditya Nagar, ADB Road, Surampalem - 533 437.

O.D. FORM

Name of the Staff Member : A. NEERAJA Emp. ID 21171
 Designation : Professor Dept. H.R.B.
 Date(s) applied for : 25-11-2019 to 30-11-2019 (6 days)
 Reason for O.D. : observer for JNTU Kakinada activities
 Contact Phone No on O.D. : 9505138959
 Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
ICSE-B	25-11-19	10:15	M. Prem Kumar	<i>[Signature]</i>
ICSE-B	26-11-19	3:00	V. Anantha Lakshmi	<i>[Signature]</i>
ICSE-B	27-11-19	11:00	V. Anantha Lakshmi	<i>[Signature]</i>
ICSE-B	28-11-19	10:15	Prem Kumar	<i>[Signature]</i>
ICSE-B	29-11-19	1:30 3:00	V. Ashish Babu P. Raja Sekhara	<i>[Signature]</i>
ICSE-B	30-11-19	12:45	M. Prem Kumar	<i>[Signature]</i>

Signature of the Staff Member : *[Signature]*
 Recommendations of HOD : M. J. Ven
2/11/19

PRINCIPAL
ADITYA COLLEGE OF ENGINEERING

O.D. FORM (HOD COPY)

Name of the Staff Member : A. Neeraja Department: H.R.B.
 Date (s) applied for : 25-11-2019 to 30-11-2019 (6 days)

Class	Date	Hour	Name of the Staff member	Signature
ICSE-B	25-11-19	10:15	M. Prem Kumar	<i>[Signature]</i>
ICSE-B	26-11-19	3:00	V. Anantha Lakshmi	<i>[Signature]</i>
ICSE-B	27-11-19	11:00	V. Anantha Lakshmi	<i>[Signature]</i>
ICSE-B	28-11-19	10:15	Prem Kumar	<i>[Signature]</i>
ICSE-B	29-11-19	1:30 3:00	V. Ashish Babu P. Raja Sekhara	<i>[Signature]</i>
ICSE-B	30-11-19	12:45	Prem Kumar	<i>[Signature]</i>

[Signature]
 Signature of the Staff Member

PRINCIPAL

ADITYA COLLEGE OF ENGINEERING

(Approved by AICTE & Affiliated to JNTUK, Kakinada)
 (Recognized by UGC under section 2(f) of UGC Act 1956)
 Aditya Nagar, ADB Road, Surampalem - 513 432

O.D. FORM

Name of the Staff Member : Dr. G. Ramakrishna Emp. ID. 190

Designation PROFESSOR Dept. ECE

Date(s) applied for 26/03/22

Reason for O.D. Resubmission Internal report of M.Tech

Contact Phone No on O.D. 9701207007

Class Work Adjustment :

Class	Date	Hour	Name of the Staff member	Signature
ECE2	26/03/22	10:20 P 11:10	M. Venkateswulu	
ECE0	26/03/22	2-40 P 07:10	T. Phanimala	

Signature of the Staff Member :

Recommendations of HOD :

PRINCIPAL
 ADITYA COLLEGE OF ENGINEERING

O.D. FORM (HOD COPY)

Name of the Staff Member : Dr. G. Ramakrishna Department : ECE

Date (s) applied for : 26/03/22

Class	Date	Hour	Name of the Staff member	Signature
ECE2	26/03/22	10:20 P 11:10	M. Venkateswulu	
ECE0	26/03/22	2-40 P 07:10	T. Phanimala	

Signature of the Staff Member

PRINCIPAL

Sample proof of Maternity leave form:

Surampalem,
11th Feb, 2022

To
The Principal,
Aditya College of Engineering,
Surampalem

Sub: Request to grant long leave for maternity
Regd:

Sir,

I (T. Krishna Mohana, EMP ID: 4340) am working as Asst. Professor in the department of EEE would like to request you to grant me long leave from 3rd March, 2022 for maternity. I will rejoin after my delivery.

This is for your kind approval.

Thanking You

Yours Sincerely,

Mohana

(T. KRISHNA MOHANA
EMP ID: 4340)

Forwarded
to principal sir

Recommended her
long leave.

G. J. J.

19/02/22

A. P. P. P.

A. P. P. P.

Sivampalem,
Dt: 30-6-2021.

To
The Principal,
Aditya College of Engineering,
Sivampalem.

Sub: Request for Work from home & Maternity leave.
Respected Sir,

Respected Sir,

- I K. Vijayakumari, faculty of ECE department in our organisation request you to grant me permission to deliver online classes & work from home till 25-07-2021 due to my pregnancy issue as I have problem in taking journey. Also I request you to grant me the maternity leave from 26th July, 2021 to October 31st, 2021 [31-10-2021]. Kindly consider my request and grant me permission

Forwarded to Principal Sir
Her request may be considered.
30/6/21.

Thanking You Sir,

Yours faithfully,

K. Vijaya Kumari,
Emp ID: 4489,
ECE: Asst. professor.

Retrieved
HDS

Sample proof form of Encouraging faculty members to pursue Higher Studies:

Sivampalem,
24. 6. 22

To
The principal,
Aditya College of Engg.,
Sivampalem.

Sub: Request for Long leave to attend ph.D
course work.

Respected sir,

I Chandra Sekhar Kotikotapudi with emp
Id. 2702 working as Assistant professor in the EEE
department. I got ph.D (part time - on campus) admission
in NIT Trichy. In this scheme I need to attend
course work for a period of six months which is
going to start from the 1st week of August 20,
I request you to give Long leave upto December
to attend course work.

Thanking you sir,

yours faithfully,
K. Chandra Sekhar
Emp Id: 2702

Forwarded
& Recommended
27/07/22

AG