

# REGISTER OF LEAVE

Principal employer : Tata Power Delhi Distribution Limited.

Address : 33kV Grid Sub Station, Gulabi Bagh, Delhi

Month-Sep 2022

Vendor name : Telecom Engineering Services

Address : C-194, Mayapuri, Phase-II, Delhi-110064

Nature and Location of Work : Distribution Projects & All Zonal Schemes in TPDDL Area.

| Sr. No. | Employee name | DOJ        | Location/ State | EL Op balance | EL added for the month | EL Availed | EL Closing balance | Remark |
|---------|---------------|------------|-----------------|---------------|------------------------|------------|--------------------|--------|
| 1       | Harish        | 01.06.2020 | DELHI           | 15            | 0                      | 0          | 15                 |        |
| 2       | Rahul         | 22.11.2021 | DELHI           | 12.5          | 1.25                   | 0          | 13.75              |        |
| 3       | Rajiv Kumar   | 22.11.2021 | DELHI           | 5             | 1.25                   | 0          | 6.25               |        |
| 4       | Ganesh        | 22.11.2021 | DELHI           | 7.5           | 1.25                   | 0          | 8.75               |        |
| 5       | Ram Babu      | 22.11.2021 | DELHI           | 12.5          | 1.25                   | 0          | 13.75              |        |
| 6       | Robin         | 22.11.2021 | DELHI           | 12.5          | 1.25                   | 0          | 13.75              |        |

## Notes :

Op- Previous month of EL Closing Balance

Eligibility - Availed leave for the particular month to add

EL availed - Approved leave to consier

EL closing balance - Opening balance + Leave eligibility - Leave availed

