

REGISTER OF LEAVE

Principal employer : Tata Power Delhi Distribution Limited.

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

Month-Oct 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 Availd	EL Closing balance	Remark
1	Harish	01.06.2020	DELHI	15	0	0	15	
2	Rahul	22.11.2021	DELHI	13.75	1.25	0	15	
3	Rajiv Kumar	22.11.2021	DELHI	6.25	1.25	0	7.5	
4	Ganesh	22.11.2021	DELHI	8.75	1.25	0	10	
5	Ram Babu	22.11.2021	DELHI	13.75	1.25	0	15	
6	Robin	22.11.2021	DELHI	13.75	1.25	0	15	

Notes :

Only EL / PL to be considered for the leave register

Op- Previous month of EL Closing Balance

Eligibility - Availd leave for the particular month to add

EL availd - Approved leave to consier

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

