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Hiralal Mazumdar Memorial College For Women Dakshineswar • Kolkata – 700035

Re-Accredited by NAAC with B++ Grade

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Ref. No.

Date:

Date: 27.12.2018

NOTICE

This is notified for information for the following category staff of the college that they are entitled to leave(s) as per the following details.

Sl. No.	Category of Staff	Number of Casual Leave	Number of Medical leave (Half Average Pay)
1	Management Supported Whole Time Contractual Teaching Staff	14 (Fourteen)	10 (Ten)
2	Management Supported Part Time Contractual Teaching Staff	10 (Ten)	10 (Ten)
3	Non Teaching Staff (Except Staff appointed against Substantive Posts and Ideal Security Staff)	14 (Fourteen)	10 (Ten)
4	Smt. Sumita Chakraborty	5 (Five)	5 (Five)
5	Smt. Soma Das	10 (Ten)	10 (Ten)

All concerned are requested to note and act accordingly.

M.B.

By Order
Dr. Soma Ghosh
Principal & Secretary