

SOPHIA GIRLS' COLLEGE (AUTONOMOUS), AJMER

Session 2022-23

Criterion VI

Governance, Leadership and Management

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff members and avenues for career development/progression

S.No.	Staff Welfare Measures
1.	Casual Leave
2.	Work From Home
3.	Academic Leave
4.	Medical Leave
5.	On Duty Leave
6.	Maternity Leave
7.	Paid Leaves

Leave Application

Tc

The Principal

Sophia Girls' College (Autonomous),

Ajmer

Date: 3rd December, 2022

Subject: Leave application

Dear Sister,

This is to seek your permission to take 2 days leave to attend a seminar organised by St. Francis Province. Kindly, grant me leave on 5th and 6th December, 2022.

Shear

Thanking you

Yours Faithfully,

Sr. Vinita Xalxo Dept. of English Ton

The Principal Sophia Girls' College Waltonomous), Fimer

19 ate 3-5/08/2022

Subi- Regarding deave for one day

Dear Sister

This is in reference to the above mentioned subject. My mother's appointment with the Doctor is scheduled tomorrow due to which I will not be able to mark my presence in college tomorrow (i.e. 6+12 Aug2022).

Your goodself is requested to Kindly grant Leave Josone day

Thanking You

& Prad 5/8/22

Yours Truly

Pumud

Ms.KUMUD KHATRI Dept. of Economics. Jo

The Principal

Sophia Girls' College

(Autonomous), Ajmer

19th December, 2022

Respected Sister,

Subject :- Leave Application

This is to bring to your kind notice that I, Dr. Christina Davidson would be going to my hometown - Jabalpur (M.P.) for Christmas celebrations on 23nd December 2022.

Kindly grant two days leave and oblige.

Thanking You.

Yours sincerely.

Dr. Christina Davidson

(C. Davidson)

Department of Psychology

D1. Asha, charme 15/12/2022

Work from Home

The Principal Sophia Girls College Ajmeer

Date: 12.08.2022

Subject: Application for Work from Home.

Respected Sister

This is to inform you that with your farmission I have done work from home from 25th July to 8th August 2022, as I had fracture in my suight leg ankle.

So, please Consider my request for the same.

Thanking You
Yours Sincorely
Surbhi Mehra
Assistant Professor
Defet. of Managements

Work from
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classes.

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Medical Leave

The Principal Sophia Girls College Ajmer

Date: 12 8.2022

Subject: Application for Leave Respected Sister

This is to inform you that I have not aftended college from 7th July to 23 July 2022 as I had a fracture in my right leg ankle. So, please consider my request and grant me leave for the same.

Thanking Your Yours Sincerely Surbhi Mehra Assistant Professor Defot. Of Management Medical Leave

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190	भली प्रकार जाँच करके देख लिया है कि वे अब अपनी बीमारी
200	भली प्रकार जाँच करके देख लिया है कि वे अब अपनी बीमारी ''' ।
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90	मैं यह प्रमाणित करता हूँ कि इस निर्णय पर पहुँचने से पहले मैंने उस मूल अस्वास्थ्य प्रमाण-पत्र एवं रोगी के तथ्यों
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100	की अथवा पत्रों की सभी प्रतियों की जिनके आधार पर उनको अवकाश स्वीकृत किया गया था अथवा बढ़ाया गया था,
200	की जाँच कर विचार कर लिया है।
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98	अजमेर (गता)
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	दिनाङ्क 07/07/22 से दिनाङ्क 25/07/22 तक के कार्य
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्र आरोग्य प्रमाण-पत्र	आरोग्य प्रमाण-पत्र
प्रमाणित करता हूँ कि मैंने और अप अपनी बीमारी	प्रमाणित करता हूँ कि मैंने और Mrss श्रीज श्रीज श्रीज को जो विभाग में हैं भिली प्रकार जाँच करके देख लिया है कि वे अब अपनी बीमारी
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आधार पर उनको अवकाश स्वीकृत किया गया था अथवा बढ़ाया गया था, की जाँच हैं। कर विचार कर लिया है। िक Lemme duty from 9 May	की जाँच कर विचार कर लिया है। Can sehrme duly from gh Ang. 22
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Je, ` The Brincipal Sophia Girl's College Simer Date + 25th July 2022 Subject -> Medical Jeane for 15 days. Respected Sister Pearl, I Anni Choudhary from department of History like to inform you that I was suffering from ankle injury in my left leg and doctor recommended me to take rest for 15 days due to ligament injury and internal bleeding. Les 9 mas unable to malk due to plaster 9 request you to grant my medical leave from 11th July till 23rd of July 22. and assure you that leave will not affect my progress. I have attached a copy of the dector's prescription with the letter. Your kind Consideration be appreciated. S. Pearl 22 Regards Doni Choudhary Dani.



Pushkar Road, Ajmer - 305004 Tel.: (0145) 2603603 (6 Line) Mob.: 8003053111 Fax: 2603608 Email: info@mittalhospital.com Web: www.mittalhospital.com

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Medical Certificate

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Vo.:
his is to certify that Mr./Mrs./Ms. Am Chauchary Age: 27748Sex: M F
his is to certify that Mr./Mrs./Ms. Amni Chauchary. Age: 2.7.4.8Sex: M F F
rom 10/7/22 to Under Trathewith diagnosis of In Double
le/She is advised rest from $10/7/22$ to $24/7/22$
Signature of Consultant Name: Dr. Mulisin Harberton Medical Reg. No.: Marketon Date: 12



Pushkar Road, Ajmer - 305004 Tel.: (0145) 2 603 603 Mob.:/80030 53111 info@mittalhospital.com www.mittalhospital.com

om No: 16 OPD CASE PAPER Token No.: ase No. 22095164 Receipt No: 22169399 Date: 10/07/2022 11:19:32 Patient No: 22037157 : MS AVNI CHOUDHARY Name Age/Sex : 27 YEAR/F Father/Husb. Name Tel Number : 8000825928 . H.NO KOTRA AJMER Address : INDIVIDUAL Category Company Consultant : Dr. NITISH KABRA Department : ORTHOPAEDICS

Present complaint

Hory of past illness

Provisional diagnosis

Ex. Dane

Systemic examination

Drug allergies

Investigations advised

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Treatment plan / Medication / Diet advised

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& Pearl TerRebruserosse X70s

Preventive aspects

Review date/after day(s)

Signature of Dr.

(Please see overleaf if contents are there)

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Laure Chicken

To.

The Principal Sophia Girls collège (Autonomous) Afiner

Date: 12/september / 2022

Subject: Permission for medical leave on The September 2022

Respected sister.

With due respect, I request you to kindly grantme the permission for medical leave on the september a Das as I was under medication for fewer, Stomach pain and vomitting.

Thanking you in anticipation.

Yours tenly

Akhila Thomas

Department of Loology CL

So Peul 12/9/22

Dr. Pradeep Kumar Jaisinghani SHANTI NIKETAN Rtd. P.M.O. Police Line, Ajmer



Residence: H.No. 23, Dwarka Nagar 4, Ajmer (Raj.) Mob.: 9414237935



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Mob.: 9414755029 **BHAGWAN MEDICAL STORE** Police Line, Ajmer

Academic Leave

Jo.

The Principal

Sophia Girls' College

(Autononous), Ajmer

19th December, 2022

Respected Sister,

Subject: - Academic Leave Application

This is to bring to your kind notice that I, Dr. Christina Davidson would be going to IIS University, Jaifur as an External Practical Examiner on 21^{st} and 22^{nd} December, 2022.

Kindly grant two days academic leave and oblige.

Thanking You.

Yours sincerely,

Dr. Christina Davidson

(C. Davidson)

Department of Psychology OS. Asha sharma AV

& Pearl 12/22



2022 Dec 2022

CERTIFICATE

This is to certify that Dr. Christing Davidson From	n
Sophia Collège, djuur, Rajasthan	
Name & Place of College / University / Institution) has conducted the	
Practical/Project/Seminar/Viva-Vocé for Beactual Examination Semester end (VII)	1
on 21 & 22 Dec 2022in our institution.	

REGISTRAR

Registrar IIS (deemed to be University) Mansarovar, Jalpur-302020

22

Tolephone: 91-141-2400160-161 Fax: 91-141-2395494

Web : www.lisuniv.ac.ln www.icfla.org Email : icg@iisuniv.ac.in

To,
The Principal
Sophia girls' College
CAutonomous), Ajmer

Subi- Regarding Floadernic Leave for six days.

Dear Sister
This is in reference to the above mentioned subject. I am selected for Capacity Building
Training Programme for young Social Science
faculty organised by CSS, Swrat Supported.
by ICSSR & Min. of Edu, GOI. This selection
was done all over India, out of which
only 20 faculty members are selected.

As it is a Golden Opportunity, your Goodself is requested to kindly grant Academic deans for six days.

Thanking you

& Pearl 3/12/22

Duma Truly

Ms. Kumud Khatri Dept. of Economics To.

The Principal Sophia Girls' College CAutonomous), Ajmer

Sub :- Regarding Academic Leave for one day

Dear &ister

This is in reference to the above mentioned subject. The Departmental Research

Committee has &cheduled the DRC for the session 2022-23 on 27th July 2022.

Due to this I will not be able to mark my presence on 27th July in the college.

Your good self is requested to kindly grant academic Leave for one day, (27th Juy 2022)

Thanking you

Your Touly

KUMUDKHATRI Dept. of Economics.

S. Prant 7/22

On Duty Leave

To, The Principal Sophia Girls' College (Autonomous), Ajmez

out: - Regarding leave for 8 days

Dear Dister

This is in reference to the above mentioned subject. I have been detailed for the CATC Camp at Kayad from 23rd - 30th september 2022. I will not be able to mark my presence in the collège on the above mentioned dates.

Your goodself is requested to kindly grant. On Duty Leave for the above mentioned dates.

Thanking You

Yours Truly

KUMUD KHATRI CTO, NCC Naval Unit . S. Pearl 10/9/22

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To,

The Principal,

Sophia Girls' College (Autonomous) Ajmer,

Ajmer

Date: 19th October, 2022

Subject: Seeking permission for On-Duty Leave

Dear Sister,

This is to seek your permission to accompany the students to Kerala for Youth Leaders' Conference from 21st October to 27th October, 2022. Kindly grant me onduty leave for 27th October, 2022.

Thanking you

Yours Sincerely

Sr. Vinita Xalxo

Department of English

8 Pearl 19/12/22

To,

The Principal Jophia girls ! College (Autonomous), Amer

Jul :- Regarding OD from 11th-20th July 2022

Dear Sister This is in reference to the above mentioned subject. I have been detailed for the sailing Expedition camp from 11th - 20th July 2022 at the 2 Roy Naval NCC Unit. due to which & well not be able to mark my presence in the collège forme above

You are requested to Kindly grant OD for the above menteoned dates

& Pearl

Thanking You OD

mentioned dates

Yours Truly

@mud_

KUMUO KHATRI CTO, NAVAL NCC Dept. of Economics. To,

The Principal

Sophia Girls' College (Autonomous),

Ajmer.

Date: 28th July, 2022

Subject: On-Duty Leave Application

Dear Sister,

This is to request you to grant me On-duty leave for two days i.e. on 29th July, 2022 and 30th July, 2022 in order to attend some important meetings organised by the institute of the Mission Sisters of Ajmer.

0) Searl ... 18/22 -

Thanking you

Yours faithfully,

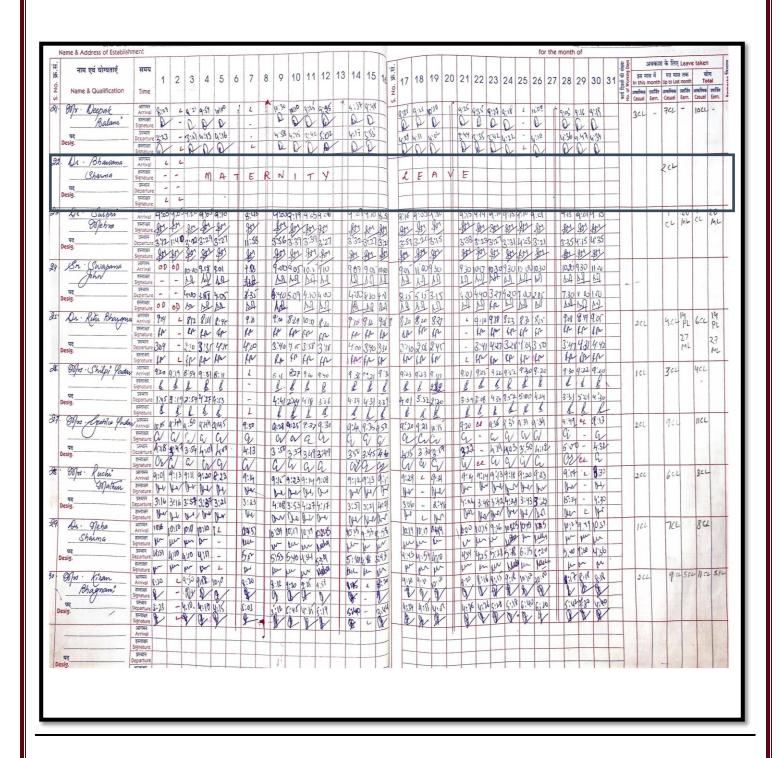
Sr. Vinita Xalxo

Dept. of English

Maternity Leave

The Principal Sophia Girls collège (Autonomous) Ajmer. Subject &- Requesting to allow maternity leave from 19m sep. 2022. Date - 17 "Sep. 2022. Respected sister, with due respect I want to say that cause of pregnancy I would not be able to come college from 19th sep. 2022 as my due date is 21° sep. 2022. So, this is my numble request to allow me to go on maternity leave from monday. (As per the status of syllakus, I have completed CIA course in all classes) Moternity Leave Thanking you. Sur Pearl 22 yours sincerely Dr. Bhawans macmo Associate Professor Dept of management.

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Paid Leaves



SOPHIA GIRLS COLLEGE, AJMER

Form of Application for Leave Under The Rajasthan Service Rules (Other Than Casual)

1.	Name of applicant and father's/husband's nar	me Dr. Asha Sharma
2.	Post Held.	Ass. Prof.
3.	Pay.	
4.	Nature & period of leave applied for and	
	date from which required.	12th Aug: ,22 - 15th Aug
5.	Sunday & holiday, if any proposed to be prefixed/suffixed to leave.	9
6.	Ground on which leave is applied for	Personal work
7.	Date of return from last leave and the nature	16th Aug., 22
	and period of that leave (other than casual leave)	, ,
8.	leave/commuted leave and that admissi admissible had below clause (iii) of sub-	between the leave salary drawn during previleg ible during half pay leave which would not have bee -rule (c) of rule 93 of Rajasthan Service Rules not bee a service at the end or during the currency of the leave.
	(b) I undertake to refund the leave salary dra	
	admissible, had the provision of provision applied, in the event of my voluntary retite leave.	o rule 93 (d) of the Rajasthan Service Rules not been rement from service at the end or during the currency of
9.	admissible, had the provision of provision applied, in the event of my voluntary retire the leave. Leave address D -5 Shai Ra	o rule 93 (d) of the Rajasthan Service Rules not been rement from service at the end or during the currency of the Nagal, The Wata,
9.	admissible, had the provision of provision applied, in the event of my voluntary retire the leave. Leave address D -5 Shai Ra	o rule 93 (d) of the Rajasthan Service Rules not beer rement from service at the end or during the currency of m. Nagai, Thabaraia.
9.	admissible, had the provision of provision applied, in the event of my voluntary retire the leave. Leave address D -5 Shai Ra	o rule 93 (d) of the Rajasthan Service Rules not beer rement from service at the end or during the currency of m. Nagai, Thabaraia.
9.	admissible, had the provision of provision applied, in the event of my voluntary retire the leave. Leave address D -5 Shai Ra	or rule 93 (d) of the Rajasthan Service Rules not been rement from service at the end or during the currency of the Nagas, That was a service at the end or during the currency of the Nagas, That was a service Rules not been remented by the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at
9.	admissible, had the provision of provision applied, in the event of my voluntary retire the leave. Leave address D -5 Shai Ra	orule 93 (d) of the Rajasthan Service Rules not beer rement from service at the end or during the currency of the Nagas, Thabasas (Signature of the applicant with date Leave due P. L.
9.	admissible, had the provision of provision applied, in the event of my voluntary retire the leave. Leave address D -5 Shai Ra	or rule 93 (d) of the Rajasthan Service Rules not been rement from service at the end or during the currency of the Nagas, That was a service at the end or during the currency of the Nagas, That was a service Rules not been remented by the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at the end or during the currency of the service at
	admissible, had the provision of provise applied, in the event of my voluntary retistive leave. Leave address D-5 Shee Ra	or rule 93 (d) of the Rajasthan Service Rules not beer rement from service at the end or during the currency of the Nagas, Thabasas (Signature of the applicant with date Leave due P. L.
	admissible, had the provision of provise applied, in the event of my voluntary retire the leave. Leave address 2-5, She Ra Taifus - 3020.	orule 93 (d) of the Rajasthan Service Rules not beer rement from service at the end or during the currency of the Nagal, The Go at a service at the end or during the currency of the Nagal, The Go at a service at the end or during the currency of the Nagal, Signature of the applicant with date Leave due P. L. Half Pay Leave applied for
	admissible, had the provision of provise applied, in the event of my voluntary retire the leave. Leave address 2-5, She Ra Taifus - 3020.	orule 93 (d) of the Rajasthan Service Rules not beer rement from service at the end or during the currency of the Magal, Thadwala, (Signature of the applicant with date Leave due P. L. Half Pay Leave applied for to is
	admissible, had the provision of provise applied, in the event of my voluntary retire the leave. Leave address 2-5, She Ra Taifus - 3020.	orule 93 (d) of the Rajasthan Service Rules not beer rement from service at the end or during the currency of the Nagal, The Last as (Signature of the applicant with date Leave due P. L. Half Pay. Leave applied for
	admissible, had the provision of provise applied, in the event of my voluntary retire the leave. Leave address 2-5, She Ra Taifus - 3020.	(Signature of the applicant with date Leave due P. L. Half Pay Leave applied for from to is admissible as under:- P. L. days.
	admissible, had the provision of provise applied, in the event of my voluntary retire the leave. Leave address	(Signature of the applicant with date Leave due P. L. Half Pay Leave applied for from to is admissible as under:- P. L. days. Half Pay Adays. Half Pay Adays.
10.	admissible, had the provision of provise applied, in the event of my voluntary retire the leave. Leave address D-5, Sher Ra Taifum - 3020. Remarks by the office (regarding leave account)	(Signature of the applicant with date Leave due P. L. Half Pay Leave applied for from to is admissible as under:- P. L. days. Half Pay Adays. Half Pay Adays.

From No.-2

SAMRAT PRITHVIRAJ CHAUHAN GOVERNMENT COLLEGE, AJMER

CERTIFICATE

Certified that Ms./Shri(Dr.). Tayung Setti
of Sophia Collège Ajmer:
has conducted practical examination of M.A./M.Sc.(P/F), B.A./B/Sc/ (Pass/Hons) Part. — Practical Examination
from 21.9.22 to 23.9-22 at S.P.C. Government
College, Ajmer.

S.P.C. Government College winder and

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Date - 19/9/2022

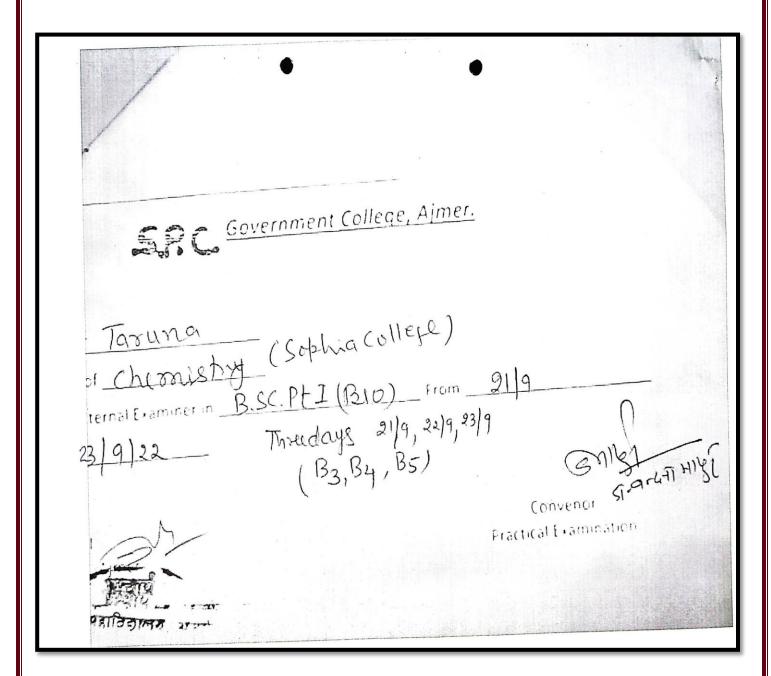
The Principal Sofehia Girls college Ajmer

Sub-Application for 3 days Academic leave Respected Dister,

- With respect to above mentioned subject kindly allow me for 3 clays Academic leave from 21st Sep 2022 to 23rd Sep 2022. As I will be going to take Practical Exam.
- Thanking You

Your's Sincerely Dr Tarung Seth. KV

Spearl 19/22





SOPHIA GIRLS COLLEGE, AJMER

Form of Application for Leave Under The Rajasthan Service Rules (Other Than Casual)

1.	Name of applicant and father's/husband's nar	ME KIRAN BHAGNANI WO DEEPAK BALANI
2.	Post Held.	ASSISTANT PROFESSOK (DEPT. OF
3.	Pay.	COMPUTER SCIENC
4.	Nature & period of leave applied for and date from which required.	PL - 3 days from 26/09/2022 +0 28/09/2022.
5.	Sunday & holiday, if any proposed to be prefixed/suffixed to leave.	· · · · · · · · · · · · · · · · · · ·
6.	Ground on which leave is applied for	Medical Treatment of Father
7.	Date of return from last leave and the nature	
	and period of that leave (other than casual leave)	
8.	leave/commuted leave and that admissi admissible had below clause (iii) of sub- applied in the event of my retirement from (b) I undertake to refund the leave salary dra admissible, had the provision of provis	between the leave salary drawn during previlege lible during half pay leave which would not have been rule (c) of rule 93 of Rajasthan Service Rules not been a service at the end or during the currency of the leave. awn during "leave not due" which would not have been or rule 93 (d) of the Rajasthan Service Rules not been rement from service at the end or during the currency of
9.		(Signature of the applicant with date)
		Leave due P. L.
	o of a	Half Pay
10.	Remarks by the office	Leave applied for
	(regarding leave account)	from to is
		admissible as under :-
		P. L days.
		Half Pay days.
11.	Second Provided Principal.	(Clerk incharge)
12.	Orders of the sanctioning authority.	



SOPHIA GIRLS COLLEGE, AJMER

Form of Application for Leave Under The Rajasthan Service Rules (Other Than Casual)

	1.	Name of applicant and father's/husband's na	me Sandhya W/O MA. S.K. Yagi
	2.	Post Held.	Assist- Prg. in Botany
	3.	Pay.	0
	4.	Nature & period of leave applied for and	PL (12/2 / 13/2 Aug 2022)
		date from which required.	
	5.	Sunday & holiday, if any proposed to be prefixed/suffixed to leave.	
	6.	Ground on which leave is applied for	Out y station
	7.	Date of return from last leave and the nature	. 0
		and period of that leave (other than casual leave)	
	8.	leave/commuted leave and that admiss admissible had below clause (iii) of sub	be between the leave salary drawn during previlege sible during half pay leave which would not have been brule (c) of rule 93 of Rajasthan Service Rules not been in service at the end or during the currency of the leave.
		admissible, had the provision of provis applied, in the event of my voluntary ret the leave.	rawn during "leave not due" which would not have been so rule 93 (d) of the Rajasthan Service Rules not been irement from service at the end or during the currency of
_	9.	Leave address Jaipur	
			(Signature of the applicant with date)
			Half Pay
	10.	Remarks by the office	Leave applied for
		(regarding leave account)	from to is
			admissible as under :-
	+	& Pearl	P. L days.
		S. Pearl 28/7/22	Half Pay days.
			(Clerk incharge)
1	1.	Recommendation of the Principal.	(and another graphs
		United the state of the specific content of the speci	
1	2.	Orders of the sanctioning authority.	



SOPHIA GIRLS COLLEGE, AJMER

Form of Application for Leave Under The Rajasthan Service Rules (Other Than Casual)

1.	Name of applicant and father's/husband	s name Dr. Sunita Siyal Associate Professor
2.	Post Held.	Associate Professor
3.	Pay.	
4.	Nature & period of leave applied for and	P. L. 12" July 23 to 26 July 22
	date from which required.	
5.	Sunday & holiday, if any proposed to be prefixed/suffixed to leave.	
6.	Ground on which leave is applied for	
7.	Date of return from last leave and the na	ture
	and period of that leave (other than casual leave)	
8.	leave/commuted leave and that ad- admissible had below clause (iii) of applied in the event of my retirement	ence between the leave salary drawn during previlege nissible during half pay leave which would not have been sub-rule (c) of rule 93 of Rajasthan Service Rules not been from service at the end or during the currency of the leave. The description of the leave which would not have been great the end or due which would not have been great the end or due.
9.	admissible, had the provision of pr applied, in the event of my voluntary the leave.	oviso rule 93 (d) of the Rajasthan Service Rules not been retirement from service at the end or during the currency of
		Clinita Sivol: .7 - 8 - 2. (Signature of the applicant with date)
		Leave due P. L.
		Half Pay
10.	Remarks by the office	Leave applied for
	(regarding leave account)	from to is
		admissible as under :-
		P. L days.
	8. Pearl	Half Pay days.
212	& Pearl	(Clerk incharge)
11.	Recommendation of the Principal.	
12.	Orders of the sanctioning authority.	



SOPHIA GIRLS COLLEGE, AJMER

Form of Application for Leave Under The Rajasthan Service Rules (Other Than Casual)

1.	Name of applicant and father's/husband's na	me Dr. Sunits Suyal
2.	Post Held.	Assistant Propession
3.	Pay.	······································
4.	Nature & period of leave applied for and	Palui 18 July 2022 to 1 Aug 20
	date from which required.	<i>y</i>
5.	Sunday & holiday, if any proposed to be	
	prefixed/suffixed to leave.	
6.	Ground on which leave is applied for	
7.	Date of return from last leave and the nature	
	and period of that leave (other than casual leave)	
8.	leave/commuted leave and that admiss admissible had below clause (iii) of sub-	e between the leave salary drawn during previlege sible during half pay leave which would not have been p-rule (c) of rule 93 of Rajasthan Service Rules not been an service at the end or during the currency of the leave.
	admissible, had the provision of provision	rawn during "leave not due" which would not have been so rule 93 (d) of the Rajasthan Service Rules not been irement from service at the end or during the currency of
9.	Leave address	
		(Signature of the applicant with date)
		Leave due P. L.
		Half Pay
10.	Remarks by the office	Leave applied for
	(regarding leave account)	from to is
		admissible as under :-
		P. L. days.
	0.0	Half Pay days.
	Sh Pearl	(Clerk incharge)
11.	Recommendation of the Principal.	,
	•	
12.	Orders of the sanctioning authority.	

Non - Teaching Staff leaves



SOPHIA GIRLS COLLEGE, AJMER

1.	Name of applicant and father's/husband's	name Te Singh Rawat
2.	Post Held.	
3.	Pay.	
4.	Nature & period of leave applied for and	PL (1-8-2022 to 4-8-
	date from which required.	
5.	Sunday & holiday, if any proposed to be prefixed/suffixed to leave.	
6.	Ground on which leave is applied for	Personal
7.	Date of return from last leave and the natu	ure
	and period of that leave (other than casual leave)	
3.	leave/commuted leave and that adm admissible had below clause (iii) of s	nce between the leave salary drawn during previlegoussible during half pay leave which would not have been sub-rule (c) of rule 93 of Rajasthan Service Rules not been from service at the end or during the currency of the leave.
	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary	of drawn during "leave not due" which would not have beer viso rule 93 (d) of the Rajasthan Service Rules not beer retirement from service at the end or during the currency of
).	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave.	v drawn during "leave not due" which would not have beer oviso rule 93 (d) of the Rajasthan Service Rules not beer retirement from service at the end or during the currency of
).	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave. Leave address	v drawn during "leave not due" which would not have beer oviso rule 93 (d) of the Rajasthan Service Rules not beer retirement from service at the end or during the currency of
) .	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave. Leave address	v drawn during "leave not due" which would not have beer oviso rule 93 (d) of the Rajasthan Service Rules not beer retirement from service at the end or during the currency of
٠.	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave. Leave address	v drawn during "leave not due" which would not have been oviso rule 93 (d) of the Rajasthan Service Rules not been retirement from service at the end or during the currency of
٠.	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave. Leave address	drawn during "leave not due" which would not have been oviso rule 93 (d) of the Rajasthan Service Rules not been retirement from service at the end or during the currency of the currency of the applicant with date)
	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave. Leave address	(Signature of the applicant with date) Leave due P. L.
	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave. Leave address	(Signature of the applicant with date) Leave due P. L. Half Pay
	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave. Leave address	(Signature of the applicant with date) Leave due P. L. Half Pay Leave applied for
	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave. Leave address	(Signature of the applicant with date) Leave due P. L. Half Pay Leave applied for from to is admissible as under:- P. L. do of the Rajasthan Service Rules not beer retirement from service at the end or during the currency of the applicant with date) (Signature of the applicant with date) Leave due P. L. Half Pay Leave applied for from to is admissible as under:- P. L. days.
	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave. Leave address	(Signature of the applicant with date) Leave due P. L. Half Pay Leave applied for from to
0.	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave. Leave address	(Signature of the applicant with date) Leave due P. L. Half Pay Leave applied for from to is admissible as under:- P. L. Half Pay
0.	(b) I undertake to refund the leave salary admissible, had the provision of pro applied, in the event of my voluntary the leave. Leave address	(Signature of the applicant with date) Leave due P. L. Half Pay Leave applied for from to is admissible as under:- P. L. Half Pay



SOPHIA GIRLS COLLEGE, AJMER

Form of Application for Leave Under The Rajasthan Service Rules (Other Than Casual)

	~~	
1.	Name of applicant and father's/husband's	name Te Sind Rawat
2.	Post Held.	· · · · · · · · · · · · · · · · · · ·
3.	Pay.	
4.	Nature & period of leave applied for and	PL (from 19" Dec 22 to
	date from which required.	23th Dec. 22)
5.	Sunday & holiday, if any proposed to be prefixed/suffixed to leave.	- x
6.	Ground on which leave is applied for	Per scral
7.	Date of return from last leave and the natu	re
	and period of that leave (other than casual leave)	
8.	leave/commuted leave and that admi admissible had below clause (iii) of s	ssible during half pay leave which would not have been ub-rule (c) of rule 93 of Rajasthan Service Rules not been com service at the end or during the currency of the leave.
	admissible, had the provision of pro-	drawn during "leave not due" which would not have been viso rule 93 (d) of the Rajasthan Service Rules not been etirement from service at the end or during the currency of
9.	Leave address	
	9	(Signature of the applicant with tlate)
		Leave due P. L.
		Half Pay
10.	Remarks by the office	Leave applied for
	(regarding leave account)	from to is
		admissible as under:-
		P. L days.
	0001	Half Pay days.
	& Year 16/2/22	(Clerk incharge)
11.	Recommendation of the Principal.	
12.	Orders of the sanctioning authority.	



SOPHIA GIRLS COLLEGE, AJMER

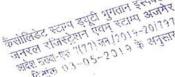
Form of Application for Leave Under The Rajasthan Service Rules (Other Than Casual)

OF THE REAL PROPERTY.	Service Rule	s (Other Than Casual)
1.	Name of applicant and father's/husband's nar	ne Vilencia Edward Sherai
	•	- San Carrier Control of the Control
 4. 	Pay. Nature & period of leave applied for and date from which required.	PL , 26/12/22 Lo
_		, , , , , , , , , , , , , , , , , , , ,
5.	Sunday & holiday, if any proposed to be prefixed/suffixed to leave.	
6.	Ground on which leave is applied for	PL
7.	Date of return from last leave and the nature	2 Mof January 12023
	and period of that leave (other than casual leave)	
8.	leave/commuted leave and that admissi admissible had below clause (iii) of sub	between the leave salary drawn during previlege ible during half pay leave which would not have been rule (c) of rule 93 of Rajasthan Service Rules not been a service at the end or during the currency of the leave.
	admissible, had the provision of provis	awn during "leave not due" which would not have been o rule 93 (d) of the Rajasthan Service Rules not been rement from service at the end or during the currency of
9.	Leave address	
		(Signature of the applicant with date)
		Leave due P. L.
		Half Pay
10.	Remarks by the office	Leave applied for
	(regarding leave account)	from to is
		admissible as under:-
	and	P. L days.
	& Plant	Half Pay days.
	8 Pearl 22	(Clerk incharge)
1.	Recommendation of the Principal.	
		(8)
2	Orders of the constinuing outhority	
2.	Orders of the sanctioning authority.	

Insurance Maintenance staff









THE NEW INDIA ASS	URAI URAI URAI URAI URAI	NGEGO, LTD. TERING. O) Personal A	ccident Insurance () RDAN190P0003201314	त्रात्य इंग्ड महर्रहार १८१७ १९१	१ ने व्यक्त हैं से बहुता है। वित्य हिंदाम अजनेर इस वित्यान इसमें
Insured Name	1:	SOPHIA GIRLS COLLEGE			
	Inst	red's Details		Issuir	g Office Details
Customer ID	:	PO82278168	Office Code	- :	AJMER D.O (331400)
Address : A		AJMER	Address		SHANTI MANSION,
	1	AJMER ,RAJASTHAN, 305001	7.001000		KOTWALI SCHEME, KHILAND MARKET,305002
	:		Phone No		KOTWALI SCHEME,
Address				:	KOTWALI SCHEME, KHILAND MARKET,305002
Address Phone No	:		Phone No	:	KOTWALI SCHEME, KHILAND MARKET,305002 01452630971 / 01452425847 nia.331400@newindia.co.in /
Address Phone No E-mail/Fax	:		Phone No E-mail/Fax	:	KOTWALI SCHEME, KHILAND MARKET,305002 01452630971 / 01452425847 nia.331400@newindia.co.in / 01452420748

Policy Details

Policy Number	:	33140042220100000017	Business Source Code						
Period of Insurance	:	From:21/08/2022 12:00:01 AM To: 20/08/2023 11:59:59 PM	Dev.Off level./Broker/Corp. Agent/IMF/POS/Web Aggregator	:	RAJESH KUMAR JAIN - (2D6483816)				
Date of Proposal	:	21-Aug-22	Agent/Bancassurance/Spe cified Person/CPSC User	:	Mrs ANJU MEHTA (NIAAG00118521) ANJU MEHTA (SI00201271)				
Prev. Policy no.	:	33140042210100000023	Phone No	:					
Client Type	:	Non-Corporate	E-mail/Fax	:	anjumehta861@gmail.com / / /				
Staff Discount	:	No	Type of Cover	:	24 hours Cover required				

Premium:	GST:	Total (₹)	Stamp Duty	Rupees (in words)	Receipt No. & Date:
₹ 9660	₹ 1738	₹11398	₹25	RUPEES ELEVEN THOUSAND THREE HUNDRED NINETY- EIGHT ONLY	3314008122000000 3165 - 18/08/22

Benefits under the Policy: GROUP NAMED

				N	umber of	Persons							
SI. No	Emp ID	Name Of Insured	Age	Cadre	Relation	Risk Group	Excess	Sum Insured	Medical Extensi on	War & Allied Cove		er opted	
										Sum Insured	Country	Type of Period	
1	22	JOSEPH EUGINE	38	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA	
2	23	RANJIT DAS	30	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA	
3	1	TIKAM	50	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA	
4	2	MANOHA R KHICHI	38	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA	
5	3	BUDHAR	57	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA	
6	4	MRS MANOHA R DEVI	52	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA	
7	5	MANISH KHICHI	34	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA	
8	6	RAHUL	32	EMPLO	Self	Risk Group I	0	500000	Yes	0	NA	NA	

Policy No.: 3314004222010000017 Document generated by 23718 at 18/08/2022 15:48:05 Hours.

Regd. & Head Office: New India Assurance Bidg., 87 M.G. Road, Fort, Mumbal - 400 001. TOLL FREE No. 1 800 209 1415.

sur grievance, if any, you may approach any one of the following offices 1. Policy issuing office 2. Regional office 3. Head office in case, you are not satisfied with our own mechanism; you may also approach insurance Ombudsman. For details of our office addresses and addresses of office of Insurance Ombudsman, please visit our website http://newindia.co.in.

THE NEW INDIA ASSURANCE CO. LTD. (Government of India Undertaking)



9	7	MRS GEETA MAROTIA	48	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
10	8	RAJESH KUMAR SINGODI A	40	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
11	9	MRS LAXMI TUNWAL	51	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
12	10	BABULAL SANKHL A	58	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
13	11	MRS BEENA SARSAR	44	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
14	12	MRS. LAXMI RAWAL	39	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
15	13	GHISU LAL SISODIA	48	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
16	14	PUKHRAJ SISODIY A	32	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
17	15	KAILASH CHAND	40	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
18	16	MRS KIRAN GURJAR	34	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
19	17	MRS POOJA TUNWAL	33	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
20	18	PUSHPE NDER ALBERT	38	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
21	19	MRS VERONIC A	38	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
22	20	FATEH SINGH PANWAR	41	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA
23	21	BHANWE R SINGH	45	EMPLO YEE	Self	Risk Group I	0	500000	Yes	0	NA	NA

Table Details:

SI.No	Table A		Ta	Table B Ta		ble C	Table D	
	Table A	Sum Insured	Table B	Sum Insured	Table C	Sum Insured	Table D	Sum Insured
1	No	0	Yes	500000	No	0	No	0
2	No	0	Yes	500000	No	0	No	0
3	No	0	Yes	500000	No	0	No	0
4	No	0	Yes	500000	No	0	No	0
5	No	0	Yes	500000	No	0	No	0
6	No	0	Yes	500000	No	0	No	0
7	No	0	Yes	500000	No	0	No	0
8	No	0	Yes	500000	No	0	No	0
9	No	0	Yes	500000	No	0	No	0
10	No	0	Yes	500000	No	0	No	0
11	No	0	Yes	500000	No	0	No	0
12	No	0	Yes	500000	No	0	No	0
13	No	0	Yes	500000	No	0	No	0
14	No	0	Yes	500000	No	0	No	0

Policy No.: 33140042220100000017 Document generated by 23718 at 18/08/2022 15:48:05 Hours.

THE NEW INDIA ASSURANCE CO. LTD. (Government of India Undertaking)



	Table A	Sum Insured	Table B	Sum Insured	Table C	Sum Insured	Table D	Sum Insured
15	No	0	Yes	500000	No	0	No	0
16	No	0	Yes	500000	No	0	No	0
17	No	0	Yes	500000	No	0	No	0
18	No	0	Yes	500000	No	0	No	0
19	No	0	Yes	500000	No	0	No	0
20	No	0	Yes	500000	No	0	No	0
21	No	0	Yes	500000	No	0	No	0
22	No	0	Yes	500000	No	0	No	0
23	No	0	Yes	500000	No	0	No	0
24								

SI.No	Special Conditions
1	AS PER PA POLICY
2	AS PER POLICY
3	AS PER PA POLICY
4	AS PER PA POLICY
5	AS PER PA POLICY
6	AS PER PA POLICY
7	AS PR PA POLICY
8	AS PR PA POLICY
9	AS PER PA POLICY
10	AS PER PA POLICY
11	AS PER PA POLICY
12	AS PER PA POLICY
13	AS PER PA POLICY
14	AS PER PA POLICY
15	AS PER PA POLICY
16	AS PER PA POLICY
17	AS PER PA POLICY
18	AS PER PA POLICY
19	AS PER PA POLICY
20	AS PER PA POLICY
21	AS PER PA POLICY
22	AS PER PA POLICY
23	AS PER PA POLICY
24	

Premium and GST Details

Tellian and our person	Rate of Tax	Amount in INR
Premium		₹ 9660.00
SGST	9	869
CGST	9	869
IGST	0	0

The Policy Shall be subject to PERSONAL ACCIDENT INSURANCE () policy clauses attached herewith IN WITNESS WHEREOF the undersigned duly authorized hereinto set his hand

Place:-Date:- For and on behalf of The New India Assurance Company Limited

non

Policy No.: 33140042220100000017 Document generated by 23718 at 18/08/2022 16:48:05 Hours.

Regd. & Head Office: New India Assurance Bidg., 87 M.G. Road, Fort, Mumbai - 400 001. TOLL FREE No. 1 800 209 1415.

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THE NEW INDIA ASSURANCE CO. LTD. (Government of India Undertaking)



Duly Constituted Attorney(s)

Mudrank	Dt	consolidated Stamp Fees Paid by Pay Order Number	vide receipt
number	dt	- :	
Stamp Duty u	inder the Policy i	s ₹	

We hereby declare that though our aggregate turnover in any preceding financial year from 2017-18 onwards is more than the aggregate turnover notified under sub-rule (4) of rule 48, we are not required to prepare an invoice in terms of the provisions of the said sub-rule.

Tax Invoice No : 33140022E0003528

IRDA Registration Number: 190
NIA PAN NUMBER: AAACN4165C

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Sophia Girls College, Ajmer Sophia Girls College, Jaipur Road, Mirshali, Ajmer-305001. Rajasthan.

Educational Charity Exp.

For the Period: 01/04/2022 - 31/03/2023

EDUCATIOAL SOCIETY - Local

Date	V.No	V.Type	Particulars	Debit (र)	Credit (र)	Closing Balance (र)
Indirect Exp	enses			21,14,300.00		
EC1	Educati	onal Charity E	кр.			
04/05/2022	02	Payment	TO BANK Educational Charity given to Neha Baria	8,250.00		8,250.00 Dr
06/05/2022	04	Payment	TO BANK Educational Charity given to Muskan Kumari Kharara	7,800.00		16,050.00 Dr
06/05/2022	05	Payment	TO BANK Educational Charity given to Santosh Fulwari	13,600.00		29,650.00 Dr
07/05/2022	08	Payment	TO BANK Educational Charity given to Sunaina Dlwani	13,600.00		43,250.00 Dr
09/05/2022	10	Payment	TO BANK Educational Charity given to Daisy D'Souza to pay her fees	15,200.00		58,450.00 Dr
13/05/2022	15	Payment	TO BANK Educational Charity given to Rebecca Anthony	9,000.00		67,450.00 Dr
17/05/2022	18	Payment	TO BANK Educational Charity given to Ashu Choudhary	11,600.00		79,050.00 Dr
20/05/2022	20	Payment	TO BANK Educational Charity given to 5 students to pay their hostel fees	80,750.00		1,59,800.00 Dr
21/05/2022	21	Payment	TO BANK Educational Charity given to Navya Agarwal	17,100.00		1,76,900.00 Dr
12/07/2022	03	Payment	TO BANK Educational Charity given to Mr. Joseph Eugine for his children's education	7,000.00		1,83,900.00 Dr
15/07/2022	04	Payment	TO BANK Educational charity given to Mr. Rahul Teji for his daughter's Education	7,000.00		1,90,900.00 Dr
25/07/2022	08	Payment	TO BANK Educational charity given to Mr. Rajesh for his children's education	7,000.00		1,97,900.00 Dr
25/07/2022	09	Payment	TO BANK Educational charity given to Mrs. Pooja for her children education	7,000.00		2,04,900.00 Dr
25/07/2022	10	Payment	TO BANK Educational Charity given to Mr. Kailash	7,000.00		2,11,900.00 Dr
25/07/2022	11	Payment	TO BANK	7,000.00		2,18,900.00 Dr

Page 1 of 3

Date	V.No	V.Type	Particulars	Debit (र)	Credit (₹)	Closing Balance (र)
,			Educational charity given to Mr. Pushpender for his children's education			and the second s
25/07/2022	12	Payment	TO BANK Educational Charity given to Mr. Pukhraj	7,000.00		2,25,900.00 Dr
25/07/2022	13	Payment	TO BANK Educational charity given to Mr. Manish Khichi	7,000.00		2,32,900.00 Dr
25/07/2022	14	Payment	TO BANK Educational charity given to Mrs. Laxmi Tunwal	7,000.00		2,39,900.00 Dr
26/07/2022	15	Payment	TO BANK Educational Charity given to Mr. Fateh Chand	7,000.00		2,46,900.00 Dr
28/07/2022	16	Payment	TO BANK Educational charity given to Mr. Bhawar for his children's education	7,000.00		2,53,900.00 Dr
28/07/2022	17	Payment	TO BANK Educational charity given to Mrs. Kiran Gurjar	7,000.00		2,60,900.00 Dr
28/07/2022	18	Payment	TO BANK Educational Charity given to Mrs. Sheela Jadam	7,000.00		2,67,900.00 Dr
03/08/2022	01	Payment	TO BANK Educational charity given to Mrs. Laxmi Rawal	7,000.00		2,74,900.00 Dr
03/08/2022	02	Payment	TO BANK Educational charity given to Mrs. Veronica	7,000.00		2,81,900.00 Dr
06/08/2022	04	Payment	TO BANK Educational Charity given to Mr. Megh Singh	7,000.00		2,88,900.00 Dr
30/08/2022	07	Payment	TO BANK Educational Charity given to Mr. Manohar Khichi	20,000.00		3,08,900.00 Dr
15/09/2022	02	Payment	TO BANK Educational Charity given to 18 Students as per the list	4,73,000.00		7,81,900.00 Dr
16/09/2022	03	Payment	TO BANK Educational Charity given to Mrs. Pooja	10,000.00		7,91,900.00 Dr
21/09/2022	06	Payment	TO BANK Educational Charity given to Deepa Bhatla	21,400.00		8,13,300.00 Dr
21/09/2022	08	Payment	TO BANK Educational Charity given to 7 students as per the list	1,87,700.00		10,01,000.00 Dr
18/10/2022	02	Payment	TO BANK Educational Charity given to 16 students	3,80,400.00		13,81,400.00 Dr
07/11/2022	01	Payment	TO BANK Educational Charity given to 4 students	1,06,800.00		14,88,200.00 Dr
10/11/2022	02	Payment	TO BANK	22,200.00		15,10,400.00 Dr

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Date	V.No	V.Type	Particulars	Debit (τ)	Credit (र)	Closing Balance (र)
			Educational Charity given to Neelam Tanwar	en e		
22/11/2022	04	Payment	TO BANK	2,61,500.00		17,71,900.00 Dr
			Educational Charity given to 13 Students			
7/12/2022	03	Payment	TO BANK	31,600.00		18,03,500.00 Dr
			Educational Charity given to 2 students			
24/02/2023	11	Payment	TO BANK	1,35,800.00		19,39,300.00 Di
			Educational Charity given to 8 Students			
04/03/2023	01	Payment	TO BANK	1,55,000.00		20,94,300.00 D
			Educational charity given to 6 students to pay their hostel fees			
6/03/2023	05	Payment	TO BANK	10,000.00		21,04,300.00 Di
			Contributed to St. Vincent De Paul Society towards the education of poor children			
6/03/2023	06	Payment	TO BANK	10,000.00		21,14,300.00 Dr
			Education charity given to St. Theresa's Seminary for the education of seminarians			,
			Total	21,14,300.00	0.00	21,14,300.00 Dr
			Grand Total	21,14,300.00	21,14,300.00	

TREASURER SOPHIA GIRLS' COLLEGE AJMER

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Dr. Sr. Pearl
PRINCIPAL
SOPHIA GIRLS' COLLEGE
(AUTONOMOUS)
AJMER