

DAVIET
ENGINEERING FUTURES
THROUGH INNOVATION
ISO 9001:2008 CERTIFIED)

DAV INSTITUTE OF ENGINEERING & TECHNOLOGY

Kablr Nagar, Jalandhar, Punjab - 144 008

Approved by NAAC with "A" Grade & Recognized by UGC under Section 2(f)

Approved by AICTE; Affiliated to IKG-PTU, Jalandhar | Managed by DAV College Managing Committee, New Delhi

3333/10/11.2021

Dated: 15/11/2021

Ref: DAVIET/Estt/2021-22/45c

Director (Higher Education)
DAV College Managing Committee
Chitra Gupta Road
New Delhi - 55

Sub: Gratuity Claim

Sir,

Please find enclosed herewith Gratuity Claim in respect of Dr. Sonia Chawla who has been relieved as Professor (Business Management) on 02.11.2018.

You are requested to kindly get the claim processed at the earliest.

Warm Regards.


(Dr. Manoj Kumar)
Principal

Encl: a.a.

Ref: DAVIET/1502/2019-20/163


Dated: 22-05-2019

Mrs. Reeta Bhardwaj
Assistant Professor (IT)
DAVIET, Jalandhar

Sub: Maternity Leave – Reg.

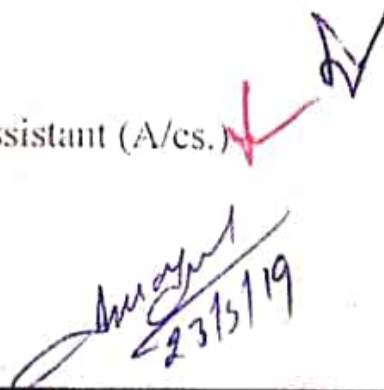
Dear Madam,

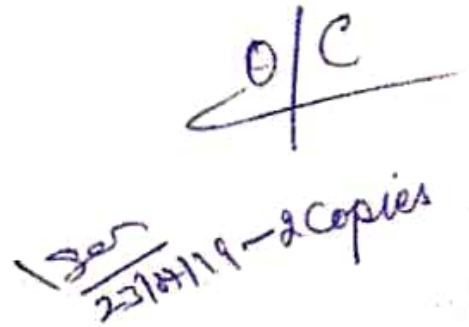
This is with reference to your letter dated 17.05.2019 vide which you have requested to grant you maternity leave w.e.f. 18.05.2019. As desired, maternity leave of 135 days is granted to you w.e.f. 18.05.2019, as per DAV College Managing Committee rules.


(Dr. Manoj Kumar)
Principal

Copy to:

1. HOD (IT)
2. COE
3. Sr. Assistant (A/es.)
4. Mr. Narinder Kumar, Jr. Assistant (A/es.)
5. Establishment Section


23/5/19


22/5/19 - 2 copies

0181- 2200126, 2207650, 2200232
Tel/Fax : 0181 - 2205851, 2205852
e mail : daviet@davietjal.org

D.A.V. INSTITUTE OF ENGINEERING & TECHNOLOGY (DAVIET)

KABIR NAGAR, JALANDHAR - 144 008
(ISO 9001:2008 Certified)

Approved by : All India Council for Technical Education, New Delhi & Govt. of Punjab
Affiliated to : Punjab Technical University, Jalandhar
Managed by : DAV College Managing Committee, New Delhi

www.davietjal.org

Ref. No. DAVIET: Estb/2011-13/39

Dated: 25-5-11

The Secretary
DAV College Managing Committee
Chitra Gupta Road
New Delhi - 55

Sub: Grant of Study Leave to Mr. Narinder Kumar Sharma, Asstt. Professor (Communication Skills) to undertake Ph.D course work at Guru Nanak Dev University (GNDU), Amritsar

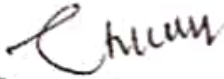
Sir,

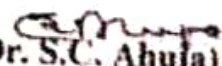
Mr. Narinder Kumar Sharma, Asstt. Professor (Communication Skills) is pursuing part time Ph.D from Guru Nanak Dev University (GNDU), Amritsar. He has now applied for study leave of 02 months from 01.09.2011 to 31.10.2011 to undertake his Ph.D course work at GNDU, Amritsar. Copy of his application is being enclosed herewith for your ready reference.

Since Mr. Narinder Kumar Sharma is a sincere worker, we recommend grant of study leave of two months (01.09.2011 to 31.10.2011) i.e. leave of kind due plus balance leave as study leave to him on the pattern of study leave granted earlier to other members of the teaching staff.

Thanking you,

Yours faithfully,


(C.L. Kochher)
Regional Director


(Dr. S.C. Ahuja)
Officiating Principal

Encl: a.a.

o/c



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Ref. No. : DAVIET/Estb.) 2021-22 / 193

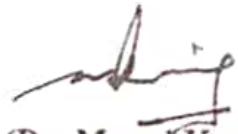
Dated : 11.08.2021

Mrs. Anju Sharma
Assistant Professor (Business Management)
DAVIET, Jalandhar

Sub : Study Leave for Ph.D Thesis Work

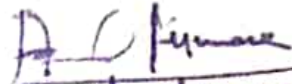
Dear Madam,

This has reference to your application for one month study leave for Ph.D thesis work. As per Institute Policy and the Undertaking given by you, study leave of one month, with pay, is granted to you w.e.f. 11.08.2021 to 10.09.2021 for Ph.D thesis work.


(Dr. Manoj Kumar)
Principal

Copy to :

1. Head (Business Management)
2. Dean (Academics)
2. IQAC
3. Establishment Section


11/08/2021



GRATUITY CLAIM

Name : Dr. Sonia Chawla
Designation : Professor (Business Management)
Date of Birth : 09.09.1976
Date of Appointment as Assistant Prof. : 05.03.2008
Date of Confirmation : 05.03.2009
Date of retirement/relieving : 02.11.2018
Total Period of Service : 10 years 07 months 28 days
Scale at the time of retirement/relieving : Rs. 37400-67000 + AGP Rs. 10,000/-
Basic Pay last drawn : Rs. 69180/- + 5% Interim Relief
i.e. Rs. 69180/- + Rs. 3459.00 = Rs. 72639.00

Gratuity Calculation: Last Drawn Basic + DA(132%)*15/26*No. of Working Years

Rs. 72639/- + Rs. 95883.48*15/26*11=Rs. 1069469.50



Principal
D.A.V. Institute of Engineering & Technology
Kabir Nagar, Jalandhar-144008

Aj

D.A.V. INSTITUTE OF ENGINEERING & TECHNOLOGY (DAVIET)

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Approved by : All India Council for Technical Education, New Delhi & Govt. of Punjab
Affiliated to : Punjab Technical University, Jalandhar
Managed by : DAV College Managing Committee, New Delhi

No. DAVIET: Eo1b/2011/265


Dated: 16.8.11

Mr. Narinder Kumar Sharma
Asstt. Professor (Commn. Skills)
DAVIET, Jalandhar

Dear Sir,


This is with reference to your request letter dated 6th August, 2011 for grant of study leave to undertake Ph.D course work at Guru Nanak Dev University, Amritsar.

As desired, you are hereby granted study leave for two months from 1st September, 2011 to 31st October, 2011 on the pattern of study leave already granted to Mrs. Rajni Sharma by the Governing Body of DAVIET in its 9th meeting held on 22.02.2011 i.e. leave of kind due plus balance leave as study leave. This leave has been granted to you in anticipation of its approval from the DAV College Managing Committee, New Delhi.


(Dr. S.C. Ahuja)
Officiating Principal

Copy to:

1. Dr. S.C. Ahuja, Professor & Head (App. Sci.)
2. Sh. K.D. Sharma, OSD
3. Sr. Asstt. (A/cs.)

Received

16.8.11