

ATTENDANCE

Staff

BMT Wing

OCTOBER - 2018

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM

Attendance of 10 /2018

NonAcademic Staff

No. Per & Admn(G1)TK/NA/OCT/2018

Dated 12/11//2018

Sub :Late arrival/early departure/punch missing and absent report -remarks called for

As per the computerized attendance data the following punch missing /absence, late arrival etc. are noted during the month of October 2018

Printed as:Date {L:Late in minutes,E:Early departure,M.I -Punch missing IN,M.O-Punch missing OUT,R-Roster mismatch}

Ecode	Name, Designation and details of Late arrival etc.	Dates of absence/Late/Early>2Hrs	Total leaves to be deducted
1181	WILLI PAUL , SCIENTIFIC OFFICER (INSTRUMENTS) 5{L:19} 10{ M.0} 17{L:23} 20{L:31} 25{ M.0}		<u>1</u>
1396	AMRUTHA KUMARI.M.S. , UNIT ASSISTANT	[10 11 16]	<u>3</u>
1723	KOMALAVALLY.P , OFFICE ATTENDANT - C 10{L:10} 15{L:43} 20{L:48} 25{ M.I} 26{L:11 E:86}	[1 3 4 5 6 12 16 24]	<u>9</u>
1725	KRISHNA PRASAD K , TECHNICAL ASSISTANT (MRAC) - A 8{L:65} 20{L:86} 23{L:87} 30{ M.0} 31{L:16}	[4 5 6 10 11 12 17 26]	<u>9</u>
1774	ANIL KUMAR V. , SCIENTIFIC ASST. (LAB) 3{ M.I} 5{L:10} 8{L:19} 15{L:17 E:62} 26{E:240}	[26]	<u>1</u>
1811	AJISH CHANDRAN , UPPER DIVISION CLERK--A 1{E:87} 9{L:10} 10{L:19} 16{L:13 M.0} 22{L:12} 23{L:10} 24{L:10 E:210} 25{L:10} 29{L:10} 31{E:57}	[24]	<u>3</u>
1885	SHIBU C. , OFFICE ATTENDANT - B 6{L:63 M.0} 24{L:11}	[8 22 23]	<u>3</u>
1890	SUGADHA KUMAR P. , UNIT HELPER - A 4{E:175} 8{E:224} 15{L:58}	[8 17]	<u>2</u>
1921	SMITHA P. , TECHNICAL ASST. (ANAESTHESIA)--B 1{L:10} 6{L:51} 9{L:30} 15{L:47} 24{ M.0} 31{E:90 M.I}	[30]	<u>3</u>
1945	PRADEEP KUMAR B. , ANIMAL HANDLER - B 6{L:82} 8{L:52} 9{L:10} 11{E:245} 15{L:44} 17{L:80} 23{L:12} 24{L:70}	[4 11 30]	<u>5</u>
1967	BAJU S. , TECHNICIAN (ELECTRICAL) - B	[24 25 26 27 28 29 30 31]	<u>8</u>
1982	JOSEPH SEBASTIAN , TECHNICAL ASST. (LAB)--B 6{ M.I}	[12 15 16 17 20 22 23 24 29] 30 31	<u>11</u>
1985	DEEPA K. RAJ , TECHNICAL ASST. (LAB)--B 4{E:59} 16{E:59} 29{E:172}	[24]	<u>1</u>

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Ecode	Name, Designation and details of Late arrival etc.	Dates of absence/Late/Early>2Hrs	Total leaves to be deducted
1987	SREEJA K. R. , TECHNICAL ASST. (LAB)--B 1{L:30} 3{L:44} 4{L:29 M.O} 5{L:10} 8{L:12} 16{L:10 E:49} 25{L:50} 26{L:11}		<u>2</u>
1997	MANOJ M. , ANIMAL HANDLER - B 3{L:12} 8{ M.I} 17{E:75} 25{L:15}	[29]	<u>1</u>
2014	BIJU V. , LAB. ANIMAL CARETAKER - A 3{L:12} 20{ M.O}	[8]	<u>1</u>
2127	VINOD D. , TECHNICAL ASST. (LAB)--B 4{ M.O} 12{E:44} 15{ M.I} 16{E:60} 22{L:62} 30{E:90}		<u>1</u>
2129	NISHA A.P. , EXECUTIVE ASSISTANT - A 4{L:17} 5{L:10} 10{L:13} 11{L:33} 12{L:22} 15{L:31} 16{L:11} 17{L:13} 24{L:23 M.O} 31{ M.O}		<u>3</u>
2130	ARCHANA RAJAN D.A. , EXECUTIVE ASSISTANT - A 4{ M.I} 5{L:10} 6{L:11} 8{L:14} 10{L:21} 11{L:15} 22{L:13} 26{L:17} 29{L:11} 31{L:12}		<u>2</u>
2140	SUMITHA S. , EXECUTIVE ASSISTANT - A 6{L:11} 9{L:32} 10{L:19} 11{L:19} 15{L:10} 20{ M.I} 23{E:42}		<u>1</u>
2141	RENJITH KUMAR V. , TECHNICIAN (PLUMBER) - B 1{L:104} 4{L:54} 9{L:10} 10{L:54} 11{L:64} 12{L:58} 16{L:99} 17{L:15} 22{L:51} 23{L:49} 25{L:56} 26{L:23} 31{L:21}	[3 5 8 15 20 24 29 30]	<u>12</u>
2149	RAJESH R.P. , SR. SCIENTIFIC ASSISTANT (INSTRUMENTS) 3{L:50} 8{L:11} 9{L:11} 23{L:51} 24{L:50} 29{L:13}		<u>1</u>
2154	HARI KUMAR G. , ANIMAL HANDLER - B 9{L:42} 12{L:44} 15{L:44} 30{L:18}	[29]	<u>1</u>
2156	ERLAN BENANSON , TECHNICAL ASSISTANT (ELECTRICAL)--A 1{L:75} 22{L:22} 26{L:58}	[18 19]	<u>2</u>
2231	RANJITH S. , TECHNICAL ASST. (LAB)--A 1{L:30} 5{L:10} 8{L:12} 12{ M.O} 15{ M.I} 16{L:10 E:173} 17{E:178} 24{L:10} 25{L:50 M.O}	[16 20 22 26]	<u>6</u>
2249	DEEPTHI V.V. , UPPER DIVISION CLERK--A 20{E:81} 22{L:12} 26{E:90} 31{E:20}	[24]	<u>1</u>
2258	SUREKHA S.R. , UPPER DIVISION CLERK--A 9{L:22 M.O} 11{L:10} 15{L:46} 23{L:52} 30{L:44} 31{L:78}		<u>1</u>

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2262	AJITHKUMAR V. , TECHNICIAN (PLUMBER) - A		<u>6</u>
	1{L:12} 3{L:18} 4{L:22} 5{L:61}	[12 22 26]	
	11{L:49} 15{L:34} 17{L:74} 25{L:27}		
	30{L:19} 31{L:97}		
2269	SUNIL KUMAR M. , ANIMAL HANDLER - A		<u>2</u>
	4{ M.O} 11{L:15} 26{E:89}	[15 31]	
2274	SREEDEVI V. , TECH. ASST. (INSTRUMENTS)--A		<u>1</u>
	3{L:10} 5{L:10} 8{L:10} 9{E:56}		
	22{L:10} 23{ M.O}		
2278	BIJU B. , TECH. ASST. (INSTRUMENTS)--A		<u>4</u>
	3{L:10} 6{L:23} 22{L:59} 29{ M.I}	[1 5 20]	
	31{ M.O}		
2379	KAVERI B.S. , UPPER DIVISION CLERK--A		<u>2</u>
	1{L:40} 3{L:12} 5{L:10} 6{L:71}	[31]	
	15{L:33} 30{ M.I}		
2402	SONA CHARLES , UPPER DIVISION CLERK--A		<u>5</u>
	11{ M.O} 17{E:175} 22{L:11}	[6 12 20 25 26]	
2525	SUNIL L , ANIMAL HANDLER - A		<u>1</u>
		[6]	
2526	JIJI KUMAR R. S , JR. TECHNICAL ASST. (MACHINE OPERATION) - A		<u>1</u>
	1{ M.O} 5{L:36} 17{E:53}	[3]	
2534	SINULAL M. V. , JR. TECHNICAL ASST. (MACHINE OPERATION) - A		<u>2</u>
	3{L:27} 11{L:30} 15{ M.I} 16{E:184}	[16 29]	

Remarks if any, may be submitted to this office with the comments of the HOD on or before 27/11/2018 for consideration so as to regularise the attendance as per rules.

ADMINISTRATIVE OFFICER

To
Notice Board BMT WING / Intranet

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4739	MANJU M.G. , APPRENTICE TECHNICIAN - COMPUTER ENGG.	[12 13 14 15 16 17 18 19 20] 21 22 23 24 25 26 27 28 29 30 31	<u>20</u>
4743	GAYATHRI S.P. , APPRENTICE GRADUATE - ELECTRONICS & COMMUNICATION 3{L:86} 4{L:47} 6{L:49} 9{L:22} 11{ M.O} 12{L:10} 15{L:21} 16{L:10} 22{L:27}	[1 8]	<u>4</u>
4750	ANCHU V.V. , GENERAL APPRENTICE 3{L:24} 4{L:17} 8{E:42} 11{ M.O} 15{ M.O} 17{L:19} 24{L:15} 25{L:15} 26{L:15}	[16 30]	<u>4</u>
4761	UNNIMAYA B NAIR , APPRENTICE GRADUATE-BIOMEDICAL ENGG. 3{ M.O} 5{L:12} 8{L:12} 10{L:16} 16{L:15} 17{ M.O}	[1 20 29]	<u>4</u>
4771	ARYA A G , APPRENTICE TECHNICIAN ELECTRONICS & INSTRUMENTATION 8{ M.I} 9{ M.I} 10{L:72} 11{L:121} 12{L:57} 15{L:58} 16{L:59} 17{L:62} 20{L:61} 22{L:100} 23{L:64} 24{L:63} 25{L:63} 26{L:148} 29{L:292} 30{L:62} 31{L:61}	[1 2 3 4 5 6 7 11 13] 14 18 19 21 27 28 29	<u>24</u>
4801	ATHIRA U , APPRENTICE TECHNICIAN ELECTRONICS & INSTRUMENTATION 16{L:11} 17{L:28} 20{L:56} 26{E:88}	[4 5 6 8 9]	<u>5</u>
4807	ARIYA S , APPRENTICE TECHNICIAN(VOC) OFFICE SECRETARYSHIP 6{ M.O} 24{ M.O}	[23 30]	<u>3</u>
4837	NANDHULAL M.J. , APPRENTICE TRADE - PLUMBER 8{L:72} 10{E:59} 15{L:37}	[1 4 29]	<u>3</u>
4840	SAKHI SEKHAR J S , APPRENTICE GRADUATE-LIBRARY SCIENCE 3{L:10} 5{E:171} 11{L:13} 25{E:39}		<u>1</u>
4841	SALINI S , GENERAL APPRENTICE 1{L:20} 3{L:28} 4{L:34} 8{L:13} 10{L:24} 11{L:27} 12{L:10} 17{ M.O} 29{E:245}	[29]	<u>2</u>
4865	KEERTHI MOHAN J , APPRENTICE GRADUATE - ELECTRONICS & COMMUNICATION 15{L:16} 17{L:21}	[23]	<u>1</u>

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4918	MUHAMMED BADUSHA , APPRENTICE TECHNICIAN - COMPUTER ENGG. 12{E:59} 15{ M.O} 24{L:10} 26{ M.O} 30{L:38}		<u>1</u>
8001	RESHMA L R , PROJECT SCIENTIST 5{ M.I} 6{L:49} 8{L:49} 9{L:54} 10{L:47} 11{L:58} 12{L:51 E:114} 15{L:65} 16{L:53} 17{L:34} 20{L:45} 23{L:47} 24{L:25} 25{L:50} 26{L:59} 29{L:56} 30{L:48} 31{ M.I}	[3 4 7 13 14 18 19 21 27] 28	<u>16</u>
8002	ABHIJITH S , PROJECT ASSISTANT 1{L:81} 8{ M.I} 15{L:141} 20{L:79} 29{L:40} 31{L:35}		<u>2</u>
8005	ALEESHA VAHAB , PROJECT SCIENTIST 9{L:23} 25{L:93} 29{L:18} 31{ M.I}	[20 22 23 24]	<u>4</u>
8008	LAKSHMI L , PROJECT SCIENTIST	[1 3 4 5 6 8 9 10 11] 12 15 16 17 20 22 23 24 25 26 29 30 31	<u>22</u>
8014	SANDHYA RANI.K.S , PROJECT ASSISTANT 3{E:89} 4{L:45} 5{L:15} 17{E:86} 20{L:10 M.O} 23{L:12} 24{L:15} 30{L:24} 31{L:14}	[9 10 11]	<u>5</u>
8029	SAFEENA A S , PROJECT ASSISTANT 15{ M.I} 22{L:211} 23{L:31} 26{L:35} 29{E:84} 30{L:34}	[22]	<u>1</u>
8033	ANNIE MARIYA RAJAN , PROJECT SCIENTIST	[1 2 3 4 5]	<u>5</u>
8036	SHILPA AJIT , PROJECT ASSISTANT 1{ M.O} 12{E:177} 22{L:27}	[8 20]	<u>2</u>
8037	HEMA S , JUNIOR RESEARCH FELLOW 1{L:16} 3{L:27} 6{L:17} 10{ M.I} 11{ M.O} 16{ M.O}	[15 17 22 23 25 31]	<u>7</u>
8042	ANJANA U , PROJECT ASSISTANT	[1 3 4 5 6 8 9 10 11] 12 15 16 17 20 22 23 24 25 26 29 30 31	<u>22</u>
8046	HARILAL THAMPI , HELPER 10{L:13 M.O} 11{ M.O} 12{L:62} 20{ M.I} 29{ M.O}	[1 3 4 5 6 8 9]	<u>9</u>
8047	AKHILAL .S , TECHNICIAN (ELECTRICAL) 1{L:10} 3{L:17} 5{L:12} 9{L:11} 16{L:649 M.O} 17{L:348} 20{L:647 M.O} 29{ M.O}	[17]	<u>2</u>
8049	BRIDGET JEYATHA W , PROJECT FELLOW 5{L:15} 8{L:16} 9{L:14} 10{L:20} 15{L:14 M.O}		<u>1</u>

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8050	LIJI G V , PROJECT ASSISTANT 5{L:10} 8{ M.I} 10{L:16} 16{ M.I} 24{L:11}		<u>1</u>
8054	KARTHIK A S , SENIOR PROJECT ENGINEER 6{L:44} 8{L:40} 31{ M.I}	[10]	<u>1</u>
8055	SREELEKSHMI M R , TECHNICAL ASSISTANT	[1 3 4 5 6 8 9 10 11] 12 15 16 17 20 22 23 24 25 26 29 30 31	<u>22</u>
8060	BIBY T EDWIN (DR) , RESEARCH ASSOCIATE 25{E:36}	[1]	<u>1</u>
8062	ASWATHY M R , PROJECT ASSISTANT 3{L:10} 16{ M.O} 30{E:59}	[12]	<u>1</u>
8072	VIVEK KUMAR SHARMA , VENOM COLLECTION CO-ORDINATOR	[1 3 4 5 6 8 9 10 11] 12 15 16 17 20 22 23 24 25 26 29 30 31	<u>22</u>
8073	VINCY V , PROJECT ASSISTANT 6{ M.O} 16{L:53} 22{ M.O} 26{ M.O} 30{L:155}		<u>1</u>
8078	ATHIRA M , PROJECT ASSISTANT(SCIENTIFIC)	[1 3 4 5 6 8 9 10 11] 12 15 16 17 20	<u>14</u>
8085	JENSON K I , PROJECT ASSISTANT 6{ M.O} 12{ M.O} 15{L:43} 17{ M.O}		<u>1</u>
8086	VIVEK P U , PROJECT ASSISTANT 3{ M.I} 12{E:87} 17{E:90} 26{E:57} 30{ M.O}		<u>1</u>
8090	JIJO JERARD , SENIOR PROJECT ENGINEER 1{L:10} 3{L:10} 4{L:13} 11{L:11} 25{L:28} 29{L:10} 30{L:16} 31{L:11}	[8 9 10]	<u>5</u>
8091	ASTHANA JAYARAM , DRIVER-ON CONTRACT 29{L:542 M.O} 30{ M.O} 31{L:43}	[10 11 12 13 14 15 16 17 18] 19 20 21 22 23 24 25 26 27 28	<u>20</u>
8096	RAKHI M R , PROJECT SCIENTIST 4{E:85} 8{ M.I} 16{L:11} 23{ M.O} 31{E:90}		<u>1</u>
8099	NIMMY MOHAN , SENIOR RESEARCH FELLOW 10{L:131} 11{L:18} 12{L:228}	[1 3 4 5 6 8 9 12 15] 16 17	<u>11</u>
8101	DHANESH V , SENIOR RESEARCH FELLOW 3{L:53} 5{E:76} 10{L:67} 22{L:59} 30{ M.I}	[29]	<u>1</u>

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8102	SUBASH S , PROJECT ATTENDANT 9{ M.O} 15{ M.O} 16{ M.O} 24{ M.I} 31{L:24}	[22]	<u>3</u>
8107	GEETHU SHAJI , PROJECT ASSISTANT 11{L:20} 16{L:43} 17{L:11 E:82} 26{E:88}	[20]	<u>2</u>
8121	SREEPRABHA P K , SENIOR PROJECT ENGINEER	[1 3 4 5 6 8 9 10 11] 12 15 16 17 20 22 23 24 25 26 29 30 31	<u>22</u>
8127	ARUN KUMAR G , PROJECT ATTENDANT 3{L:40} 5{L:46} 6{ M.O} 16{E:90} 20{ M.O}	[1 31]	<u>3</u>
8129	NITHA V PANICKER , SENIOR PROJECT ENGINEER 4{E:59} 6{E:53} 30{ M.I} 31{E:174}	[15 16 17]	<u>3</u>
8132	MOHAMMAD FAZIL E , SENIOR PROJECT ENGINEER 3{L:15} 6{L:10} 8{L:23} 9{L:15} 10{L:13} 11{L:12} 15{L:11} 22{L:17} 24{L:11}		<u>2</u>
8135	VISHNUPRASAD K , SENIOR PROJECT ENGINEER 17{ M.O}	[8 9 10]	<u>3</u>
8138	RESMI V L , SENIOR PROJECT ENGINEER 5{ M.I} 12{E:59} 15{ M.O} 23{E:60} 24{E:77} 31{E:82}		<u>1</u>
8142	NIKHITHA MATHEW , PROJECT ASSISTANT	[1 3 4 5 6 8 9 10 11] 12 15 16 17 20 22 23 24 25 26 29 30 31	<u>22</u>
8151	SUMESH S , PROJECT ASSISTANT 1{ M.I} 3{L:214} 4{L:11} 8{E:149} 9{L:12} 15{L:136} 16{ M.O} 17{E:90} 20{L:49} 25{L:12}	[3 15]	<u>5</u>
8155	SUNITA PREM VICTOR (DR.) , IYBA FELLOW 1{E:60} 4{E:90} 5{ M.O} 11{L:15} 16{E:35} 22{ M.O} 23{E:26} 24{L:17 M.O} 25{ M.I} 29{ M.O}		<u>3</u>
8159	SUDHEESH K S , PROJECT ASSISTANT 8{ M.I} 9{L:53} 10{L:50} 11{L:49} 12{L:54} 15{L:53} 16{L:54} 17{L:54} 22{L:51} 23{L:55} 24{L:52} 25{L:51} 26{L:50} 29{L:53} 30{L:58} 31{L:233}	[13 14 18 19 20 21 27 28 31]	<u>13</u>
8163	PRAVEEN K S (DR.) , RAMANUJAN FELLOW 1{L:51} 3{L:50} 4{L:54} 5{L:10} 6{L:49} 8{ M.I} 9{L:25} 11{L:11} 12{L:69} 15{L:29} 16{L:37} 20{L:159} 25{L:11} 26{L:18}	[23 24]	<u>6</u>

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8169	FOUSIA M , JUNIOR RESEARCH FELLOW		<u>3</u>
	3{L:15} 9{L:10} 10{L:59} 15{L:78}	[12 20]	
	22{ M.I} 31{ M.O}		
8173	PRADEEP PUNNAKKAL DR. , RAMALINGASWAMY FELLOW		<u>11</u>
	15{ M.I} 17{L:179} 20{L:38} 23{L:37}	[1 3 4 5 6 8 9 10 11]	
	26{L:32} 29{L:25}	12	
8175	JAYARAM PRASAD S , PROJECT SCIENTIST		<u>4</u>
	1{ M.I} 4{L:13} 6{ M.I} 15{L:15}	[11 12 16]	
	22{L:41} 25{L:12} 31{ M.O}		
8177	AJITH M S , PROJECT ENGINEER		<u>5</u>
	5{E:89} 15{ M.O} 26{E:60}	[16 17 20 22 23]	
8179	MALAVIKA V NAIR , PROJECT COORDINATOR		<u>3</u>
	3{E:49} 5{L:16} 6{L:11} 8{L:11}	[4 20]	
	9{L:14}		
8181	ARYA G S , PROJECT COORDINATOR		<u>22</u>
		[1 3 4 5 6 8 9 10 11]	
		12 15 16 17 20 22 23 24 25	
		26 29 30 31	
8184	RESHMI G , PROJECT SCIENTIST		<u>11</u>
	10{ M.I} 11{ M.I} 12{ M.I} 15{ M.I}	[13 14 18 19 21 27 28]	
	16{L:47} 20{L:41} 22{L:48} 23{L:31}		
	24{L:20} 25{L:50} 26{L:46} 29{L:41}		
	30{L:46} 31{L:21}		
8192	CIMI CICIL RAJ , PROJECT ENGINEER		<u>1</u>
	6{E:86} 9{L:56} 12{L:58} 16{E:90}	[8]	
	20{ M.I}		
8193	SHYNI S S , PROJECT ASSISTANT		<u>22</u>
		[1 3 4 5 6 8 9 10 11]	
		12 15 16 17 20 22 23 24 25	
		26 29 30 31	
8196	RAHUMATH N , PROJECT ASSISTANT(SCIENTIFIC)		<u>2</u>
	3{ M.O} 5{L:44} 16{L:29} 22{L:27}	[1]	
	25{ M.O}		
8197	SREEJITH.S.L , PROJECT ASSISTANT(SCIENTIFIC)		<u>1</u>
	15{L:64} 24{L:14} 30{ M.I}	[12]	
8200	SUNSON SUNNY , SENIOR PROJECT ENGINEER		<u>4</u>
	1{L:15} 3{L:13 E:117} 6{L:15} 10{L:12}		
	12{E:79} 15{L:10} 16{L:20} 23{L:11}		
	24{L:11} 29{L:12} 30{L:11} 31{L:11}		
8203	JIMNA MOHAMED AMEER , JUNIOR RESEARCH FELLOW		<u>1</u>
	9{ M.I} 22{L:90} 24{L:33} 30{E:59}	[16]	
8208	CHRISTEENA E F , PROJECT SCIENTIST		<u>15</u>
	12{ M.I} 15{L:27} 16{L:46} 17{L:24}	[13 14 18 19 20 21 23 24 25]	
	22{L:20}	26 27 28 29 30 31	

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY
THIRUVANANTHAPURAM

Attendance of 10 /2018

Temporary Staff

Printed as:Date {L:Late in minutes,E:Early departure,M.I -Punch missing IN,M.O-Punch missing OUT,R-Roster mismatch}

Ecode	Name, Designation and details of Late arrival etc.	Dates of absence/Late/Early>2Hrs	<u>Total leaves to be deducted</u>
8210	VINNY V C , SENIOR PROJECT ENGINEER		<u>3</u>
	24{ M.I} 25{L:62} 26{L:50} 29{L:57 E:20}	[27 28]	
	30{L:56} 31{L:50}		
8211	SWATHY KRISHNA V S , PROJECT SCIENTIST		<u>23</u>
	29{ M.I} 30{L:76}	[6 7 8 9 10 11 12 13 14]	
		15 16 17 18 19 20 21 22 23	
		24 25 26 27 28	
8214	VIDHYA S V , PROJECT ASSISTANT (CLERICAL)		<u>1</u>
	31{L:434}	[31]	
8215	AMRITA NATARAJAN (DR) , SENIOR RESEARCH FELLOW		<u>31</u>
		[1 2 3 4 5 6 7 8 9]	
		10 11 12 13 14 15 16 17 18	
		19 20 21 22 23 24 25 26 27	
		28 29 30 31	

Remarks if any, may be submitted to this office with the comments of the HOD on or before 27.11.2018
for consideration so as to regularise the attendance as per rules.

ADMINISTRATIVE OFFICER

To
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