



# Holy Cross College (Autonomous) Nagercoil – 629 004

Affiliated to Manonmaniam Sundaranar University, Tirunelveli  
Nationally Accredited with A+ Grade (CGPA 3.35) by NAAC IV Cycle  
An ISO 9001:2015 Certified Institution

SSR  
2019-2020  
to  
2023-2024

6.3.1 The Institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

## TRAINING PROGRAMMES FOR TEACHING FACULTY

**HOLY CROSS COLLEGE (AUTONOMOUS)**  
Affiliated to Manonmaniam Sundaranar University  
Accredited with A+ Grade (CGPA - 3.35) by NAAC (IV Cycle)  
An ISO 9001:2015 certified institution  
Nagercoil - 629004, Tamil Nadu, India

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
in collaboration with  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**ST. JOSEPH'S COLLEGE (AUTONOMOUS), TIRUCHIRAPPALLI**  
organizes  
*A Five Day National Level Faculty Development Programme*  
on  
**REVOLUTIONIZING HIGHER EDUCATION WITH AI:  
QUALITY ASSURANCE AND PEDAGOGICAL  
INNOVATIONS**

**24-11-2023 TO 29-11-2023**  
**9.30 A.M TO 3.30 P.M**

**HOLY CROSS COLLEGE (Autonomous)**  
Affiliated to M.S. University, Tirunelveli.  
Nationally Re-accredited with A+ grade by NAAC - IV cycle - CGPA 3.35  
Nagercoil, Tamil Nadu, India.

**Internal Quality Assurance Cell (IQAC)**  
invites you to the  
**National Level Short Term Course (STC) on**  
**E-Content Development**

Date: July 1st to 8th 2021  
Time: 10.00 am to 12.00 pm

**Resource Person**  
**Dr. A. Vimal Jerald, MCA., NET, M.Phil., MBA., Ph.d.**  
Asst. Prof. of Computer Science,  
St. Joseph's College (Autonomous), Trichy.

**Patron**  
**Dr. Sr. Gerardin Jayam**  
Secretary

**Chair Person**  
**Dr. Sr. Anne Perpet Sophy**  
Principal

**Organizing Secretaries**  
**Dr. H. Jimsy Asha**  
IQAC Co-ordinator  
Asst. Prof. of English  
8903758255

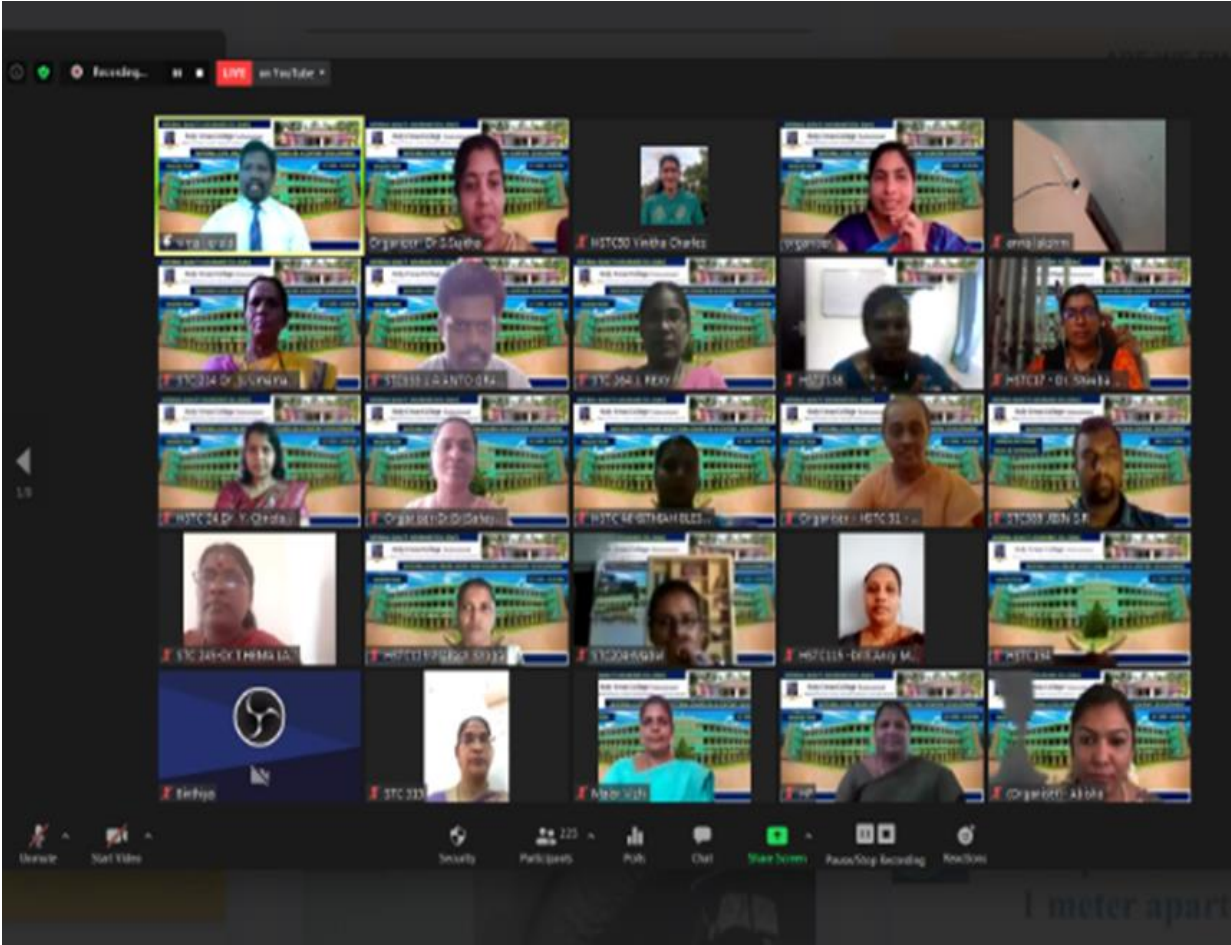
**Dr. S. Sujitha**  
Asst. IQAC Co-ordinator  
Asst. Prof. of Mathematics  
9486289412

**Internal Participants**  
**External Participants**

**Platform**  
**Zoom**

**Internal Quality Assurance Cell**  
**iqac@holycrossngl.edu.in**









**AN ORIENTATION PROGRAMME FOR NON-TEACHING STAFF ON ADMINISTRATIVE EFFICIENCY - NEED OF THE HOUR**



**Holy Cross College (Autonomous)**  
 Nagercoil – 629 004, Tamil Nadu  
 Accredited with A+ Grade (CGPA 3.35) by NAAC

**Crossian Human Resource Development Center (CHRDC)**  
 In Collaboration with  
**Internal Quality Assurance Cell (IQAC)**

Organise  
*An Orientation Programme for Non-teaching Staff*  
 on  
**ADMINISTRATIVE EFFICACY - NEED OF THE HOUR**

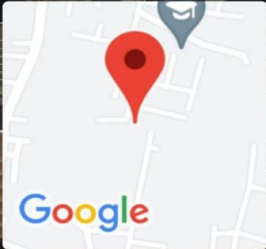
**Resource Person**  
**Dr. S. Thiagarajan**  
 Former Head, Department of Economics  
 Sourashtra College, Madurai

<b>Date</b>	<b>Time</b>	<b>Venue</b>
13-07-2022	10:00a.m. to 12:30p.m.	St. Joseph's Hall

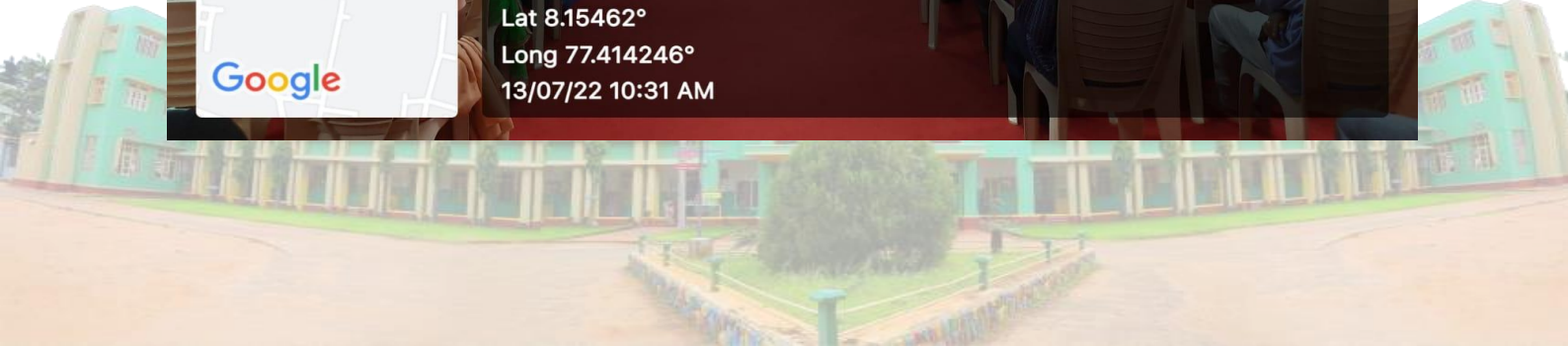
Patron: Dr. Sr. Mary Hilda, Secretary  
 Chairperson: Dr. Sr. Anne Perpet Sophy, Principal  
 Convener: Dr. V. Shally, CHRDC Co-ordinator  
 Co-convener: Dr. H. Jimsy Asha, IQAC Co-ordinator

**Organising Committee**  
 Dr. S. Sunitha  
 Dr. Selva Mary Gokila  
 Dr. J. Divya Merry Malar  
 Dr. S. Lizy Roselet  
 Ms. M. Nithila






**Nagercoil, Tamil Nadu, India**  
5C37+RQC, Holy Cross College Rd, Thollavilai, Nagercoil, Tamil Nadu  
629002, India  
Lat 8.15462°  
Long 77.414246°  
13/07/22 10:31 AM






FIVE DAY PROFESSIONAL DEVELOPMENT PROGRAMME ON TRAIN THE TRAINERS ON  
ENGLISH FLUENCY SKILLS - SERIES-I & II



**HOLY CROSS COLLEGE (AUTONOMOUS)**  
Affiliated to Manonmaniam Sundaranar University  
Accredited with A+ Grade (CGPA- 3.35) by NAAC (IV Cycle)  
Nagercoil - 629004, Tamil Nadu, India



**Internal Quality Assurance Cell (IQAC)**  
Organizes a Five Day Professional Development Programme on

**TRAIN THE TRAINERS ON  
ENGLISH FLUENCY SKILLS - SERIES-II**

In association with **LYCJFD**

**Resource Persons**

**Mr. M. Samuel Finny**  
Assistant Professor  
ELT Expert & TEFL/TESOL Trainer

**Dr. Suresh**  
Assistant Professor  
ELT Expert & Accent Trainer

**&**

**Ms. M. Lydia**  
Assistant Professor  
ELT Expert, IELTS Trainer & TEFL/TESOL Trainer

Patron : Dr. Sr. Mary Hilda, Secretary  
Chairperson : Dr. Sr. Sahayaselvi, Principal  
Convenor : Dr. H. Jimsy Asha, IQAC Director  
Co-Convenor : Dr. S. Sujitha, Assistant IQAC Director

**Date: 08-12-2022 to 13-12-2022**  
**Venue: St. Joseph's Hall**

PARTICIPANTS WITH THEIR CERTIFICATES AFTER THE COMPLETION OF THE COURSE





**SEED MONEY PROVIDED BY THE INSTITUTION TO TEACHERS FOR RESEARCH**

The Crossian Research Forum arranged a meeting on 21-07-2022 to distribute the incentives for the academic year 2021-2022. The following was the list of faculty members who received incentives.

**Publication:**

**1. Book publication with ISBN - Rs. 1,000/-**

Sl. No	Names	Departments
1.	Dr. Sr. Sahaya Selvi	Department of Commerce
2.	Dr. J. Albino Wins	Department of Botany
3.	Dr. S. Sebastiammal Dr. A. Lesly Fathima	Department of Physics

**In Scopus/ Science Direct/ Thomson Reuters/ Social Science Citation - Rs. 1,000/-**

Sl. No	Names	Departments
1.	Ms. S. Fransta Darshana	Department of English
2.	Dr. P. Sathya	Department of English
3.	Dr. A. Anami Augustus Arul	Department of Botany
4.	Dr. Bojaxa A. Rosy	Department of Botany
5.	Dr. A.R. Florence	Department of Botany
6.	Dr. J. Albino Wins	Department of Botany
7.	Dr. J. Celin Pappa Rani	Department of Botany
8.	Dr. N. Benit	Department of Botany
9.	Dr. Sheeba Daniel	Department of Chemistry
10.	Dr. S. Ajith Sinthuja Dr. Y. Christabel Shaji	Department of Chemistry
11.	Dr. K. Francy & S. Lizy Roselet	Department of Chemistry
12.	Dr. V. M. Arul Flower Mary	Department of Mathematics
13.	Dr. S. Sujitha	Department of Mathematics
14.	Dr. M. K. Angel Jebitha	Department of Mathematics



15.	Dr. V.Sujin Flower	Department of Mathematics
16.	Dr. K. Jeya Daisy	Department of Mathematics
17.	Ms. V. Princy Kala	Department of Mathematics (SF)
18.	Dr. V. Shally Dr. M. Priya Dharshini	Department of Physics
19.	Dr. A. Lesly Fathima	Department of Physics
20.	Dr. S. Sonia	Department of Physics
21.	Dr. P. Aji Udhaya Dr. M. Abila Jeba Queen	Department of Physics
22.	Dr. S. Sebastiammal	Department of Physics
23.	Dr. S. J. Jenepha Mary	Department of Physics
24.	Dr. Mary Mettilda Bai, Dr. Prakash Shoba Dr. Josephine Priyatharshini Dr. Punitha Dr. Sr. Basil Rose	Department of Zoology
25.	Dr. Vinoliya Josephine Mary, Dr. Arokya Glory Dr. Anitha Dr. Basil Rose	Department of Zoology
26.	Dr. Shyla Suganthi	Department of Zoology

## 2. Presentation:

### 1. International Seminars – Outside the State - Rs. 1,000/-

Sl. No	Names	Departments
1.	Ms. Judes Jalaja	Department of English

### 0. International Seminars – Outside the District - Rs. 500/-

Sl. No	Names	Departments
1.	Dr. H. Jimsy Asha	Department of English
2.	Ms. A. Judes Jalaja	Department of English
3.	Dr. Selva Mary Gokila S George	Department of English
4.	Ms. P. T. Anbu Hannah Dora	Department of French
5.	Dr. S. Ancy Mole	Department of Tamil (SF)
6.	Dr. A. Delphin	Department of Tamil (SF)



**National Seminars – Outside the District - Rs. 500/-**

Sl. No	Names	Departments
1.	Dr. S. Sunitha	Department of Tamil

**0. Research Awards for Best Paper Presentation - Rs. 1,000/-**

Sl. No	Names	Departments
1.	Dr. S. Sunitha	Department of Tamil (SF)
2.	Dr. S. Ancy Mole	Department of Tamil (SF)
3.	Dr. A. Delphin	Department of Tamil (SF)
4.	Dr. S. Daisy Bai	Department of Tamil (SF)
5.	Dr. J. Albino Wins	Department of Botany
6.	Dr. K. Francy	Department of Chemistry
7.	Dr. S. Sujitha	Department of Mathematics
8.	Dr. S. Sebastiammal	Department of Physics
9.	Ms. S. Virgin Jeba	Department of Physics
10.	Dr. S. Mary Mettilda Bai	Department of Zoology





**Dr. Sr. MERCY FOUNDATION FOR RESEARCH  
Holy Cross College (Autonomous)  
Nagercoil**

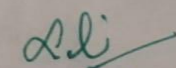
**CASH VOUCHER**

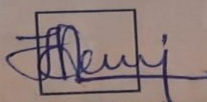
No : 156 Date : 21.08.2023.

Pay to ..... Dr. S. Anny Male, Department of Tamil (SF)

Rs. in Words ..... One thousand only

towards ..... Book publication with ISBN

  
**PRINCIPAL**  
**Holy Cross College**  
**(Autonomous)**  
**Nagercoil - 629 004.**

  
**Receiver Signature**


₹ 1000/-

LAKSHMI GUPTA & CO. CHARTERED ACCOUNTANTS  
143, SALAI ROAD, TRICHY - 18

**THE CONGREGATION OF THE SISTERS OF THE CROSS OF CHAVANOD, MADURAI**  
**HOLY CROSS COLLEGE (AUTONOMOUS) NAGERCOIL**  
**SELF FINANCING LAB, LIBRARY AND MISCELLANEOUS ACCOUNT**  
**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31.03.2023 (Cont....)**

RECEIPTS		PAYMENTS	
Balance b/d	1,41,89,484.80	Balance b/d	62,93,260.73
		By Capital Expr. As per Schedule	32,20,337.00
		By Fees Refund	19,000.00 ✓
		By <u>Collection Paid to Matriculation and Recognition :-</u>	
		- Non - Salary A/c	83,600.00 ✓
		- Special Fee	44,517.00 ✓
		- NSS A/c	963.00
		By <u>Contribution to :-</u>	
		- Innovation and Incubation Center ( Corpus Fund)	4,44,562.00 ✓
		- Research Account	2,000.00 ✓
		By <u>Amount Paid to :-</u>	
		- Mercy Foundation Research	1,09,000.00 ✓
		By TDS Paid	18,009.00
		By TDS made on F.D Interest	14,381.00
		By TDS made on F.D Interest NSS	66.00
		By <u>Closing Balances :-</u>	
		- FD Made - NSS	13,806.00 ✓
		- Cash in Hand	2,177.00 ✓
		- <u>Cash at Bank :-</u>	
		Central Bank of India	
		A/c No.3036201229	10,32,803.07 ✓
		- Endowment Fund FD	26,46,447.00
		- E.B Deposit	2,44,556.00
<b>Total Rs.</b>	<b>1,41,89,484.80</b>	<b>Total Rs.</b>	<b>1,41,89,484.80</b>

FOR SAMI AND RAJHU,  
  
**CA. M. PARTHIBAN**  
M.No: 26761  
( PARTNER )  
CHARTERED ACCOUNTANTS



TIRUCHIRAPALLI  
10.08.2023

INCENTIVES AND AWARDS



ESTD

BEST RESEARCHER AWARD

1965



*S. Mary Mettilda Bai*  
Dr. S. Mary Mettilda Bai  
Dean of Research



*S. Sahayaselvi*  
Dr. Sr. S. Sahayaselvi  
Principal  
PRINCIPAL -  
Holy Cross College  
(Autonomous)  
Nagercoil - 629 004.



CROSSIAN DAY CARE CENTRE









CANTEEN







BSTD GYM 1965





WI-FI



HEALTH CARE CENTRE





BUS FACILITY





STAFF PICNIC






FREE HEALTH CHECK-UPS





ESTD

HEALTH INSURANCE

1965

 **GOVERNMENT OF TAMILNADU  
NEW HEALTH INSURANCE SCHEME - 2021**

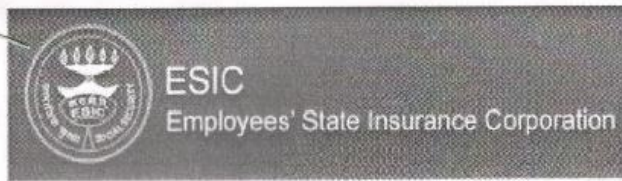
NAME	: G LEEMA ROSE	GPF/EPF NO	: 023367
DATE OF RETIREMENT:	30-06-2022	PLACE	: TIRUNELVELI
OFFICE NAME	: HOLY CROSS CLG, NAGERCOIL	FAMILY MEMBERS	: 2
ID CARD NO	: KKM\01\SB201\NHIS21\1024992	HOD CODE	: 2002
NAME	JOHN MOHAN RAJ M		
RELATIONSHIP	: SPOUSE		

 **UNITED INDIA INSURANCE CO. LTD**





ESIC



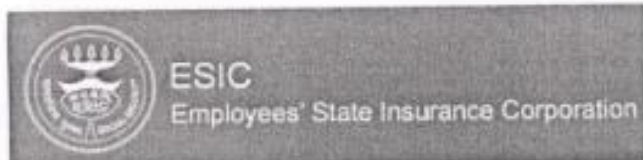
0

Monthly Contribution > Online Challan Form

Transaction Details		* Required Fields
Transaction status:	Completed successfully.	
Employer's Code No:	66000415040001303	
Employer's Name:	HOLY CROSS COLLEGE	
Challan Period:	Oct-2022	
Challan Number :	06622138035752	
Challan Created Date	04-11-2022 10:47:36	
Challan Submitted Date	04-11-2022 10:47:47	
Amount Paid:	33045	
Transaction Number:	CPACELXMX0	

Print      Close

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User Login: 66000415040001303

Wednesday, December 08, 2021 3:17:55 PM

Monthly Contribution > Online Challan Status

ChallanDoubleVerification		* Required Fields
Employer's Code No.:	66000415040001303	

Transaction Details		* Required Fields
Transaction status:	Transaction Completed Successfully	
Employer's Code No:	66000415040001303	
Employer's Name:	HOLY CROSS COLLEGE	
Challan Period:	Nov-2021	
Challan Number :	66621138291813	
Challan Created Date	07-12-2021 15:39:56	
Challan Submitted Date	07-12-2021 15:40:45	
Amount Paid:	29019.00	
Transaction Number:	CPABFVXJD2	

Print      Close



## PROVIDENT FUND



कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organization  
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 07/11/2022 09:21:

## Payment Confirmation Receipt

TRRN No :	4212211000364
Challan Status :	Payment Confirmed
Challan Generated On :	04-NOV-2022 10:10:04
Establishment ID :	MDNKL0055582000
Establishment Name :	HOLY CROSS COLLEGE
Challan Type :	Monthly Contribution Challan
Total Members :	58
Wage Month :	OCT-2022
Total Amount (Rs) :	1,91,188
Account-1 Amount (Rs) :	1,24,611
Account-2 Amount (Rs) :	3,824
Account-10 Amount (Rs) :	58,929
Account-21 Amount (Rs) :	3,824
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Central Bank Of India
CRN :	016041122035635
Payment Date :	04-NOV-2022
Payment Confirmation Date :	04-NOV-2022
Total PMRPY Benefit :	0



कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organization  
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 07/12/2021 15:27:

## Payment Confirmation Receipt

TRRN No :	4212112000457
Challan Status :	Payment Confirmed
Challan Generated On :	06-DEC-2021 12:38:53
Establishment ID :	MDNKL0055582000
Establishment Name :	HOLY CROSS COLLEGE
Challan Type :	Monthly Contribution Challan
Total Members :	55
Wage Month :	NOV-2021
Total Amount (Rs) :	1,66,582
Account-1 Amount (Rs) :	1,09,191
Account-2 Amount (Rs) :	3,332
Account-10 Amount (Rs) :	50,727
Account-21 Amount (Rs) :	3,332
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Central Bank Of India
CRN :	016061221015204
Payment Date :	06-DEC-2021
Payment Confirmation Date :	06-DEC-2021
Total PMRPY Benefit :	0





**EMPLOYEE'S PROVIDENT FUND**  
**ELECTRONIC CHALLAN CUM RETURN (ECR)**

Name of Establishment	HOLY CROSS COLLEGE		
Establishment Id	MDNKL0055582000	LIN	1557117090
Wage Month	NOV-2021	Return Month	DEC-2021
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	01-DEC-2021	Uploaded Date Time	06-DEC-2021 12:29
Exemption Status	Unexempted	TRRN Number	
Remarks	november salary	ECR Id	66182160
Total Members	55	Aadhaar Not Seeded Member	0
<b>Contribution and Remittance Details (In Rupees) :</b>			
Total EPF Contribution Remitted	79,959	Total EPS Contribution Remitted	50,727
Total EPF-EPS Contribution Remitted	29,232	Total Refund Advance	0
<b>PMRPY Upfront Benefit Details (In Rupees) :</b>			
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
<b>ABRY Upfront Benefit Details (In Rupees) :</b>			
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
	0	0	0
ABRY benefit remarks	Establishment is not eligible for ABRY scheme benefit as scheme declaration is not submitted.		

MDNKL0055582000 / NOV-2021 / 06-DEC-2021 12:29 1/5

**EMPLOYEE'S PROVIDENT FUND**  
**ELECTRONIC CHALLAN CUM RETURN (ECR)**

Name of Establishment	HOLY CROSS COLLEGE		
Establishment Id	MDNKL0055582000	LIN	1557117090
Wage Month	OCT-2022	Return Month	NOV-2022
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	01-NOV-2022	Uploaded Date Time	04-NOV-2022 10:03
Exemption Status	Unexempted	TRRN Number	
Remarks	october salary	ECR Id	80309789
Total Members	58		
<b>Contribution and Remittance Details (In Rupees) :</b>			
Total EPF Contribution Remitted	91,770	Total EPS Contribution Remitted	58,929
Total EPF-EPS Contribution Remitted	32,841	Total Refund Advance	0
<b>PMRPY Upfront Benefit Details (In Rupees) :</b>			
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
<b>ABRY Upfront Benefit Details (In Rupees) :</b>			
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
	0	0	0
ABRY benefit remarks	Establishment is not eligible for ABRY scheme benefit as scheme declaration is not submitted.		

MDNKL0055582000 / OCT-2022 / 04-NOV-2022 10:03 1 / 5





per Details :-

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
	101130557705	Mr DELPHIN A	A DELPHIN	18,300	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101310109900	Ms. ABISHA VARGHESE	ABISHA VARGHESE	13,000	13,000	13,000	13,000	1,560	1,083	477	0	0	-	-	-	N.A.
	101170002225	Ms. A. ISHA JOSEPHINE JOSEPH	A. ISHA JOSEPHINE JOSEPH	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	100078594957	Ms. A. AMALOLBHAVA M	AMALOLBHAVA M A	12,575	12,575	0	12,575	1,509	0	1,509	0	0	-	-	-	N.A.
	100323414541	Ms. ANCY MOLE JEYA SREEJAN	ANCY MOLE JEYA SREEJAN	19,200	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101849038156	Ms. ANGELIN MAJIL A B	ANGELIN MAJIL A B	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	100069659372	Ms. ANNE MARY LEEVA JEGANATHAN	ANNE MARY LEEVA JEGANATHAN	16,160	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	100067418916	Ms. ANTILIN PRINCELA M	ANTILIN PRINCELA MARIANTHO NY	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	100169089910	Ms. ANTO HEFZIE BAI JOSEPH SELVARAJ	ANTO HEFZIE BAI JOSEPH SELVARAJ	17,200	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101849038150	Ms. ANUSHA SNOWLY J	ANUSHA SNOWLY J	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	100073523347	Ms. BABILA KINGSLY A	BABILA KINGSLY A	16,300	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101130607148	Ms. BABY K	BABY K	14,560	14,550	14,550	14,550	1,746	1,212	534	2	0	-	-	-	N.A.
	101788542416	Ms. BRILLYA GNANADHAS	BRILLYA GNANADHAS	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101310122941	Ms. CELIN PAPPA RANI JOHNSON	CELIN PAPPA RANI JOHNSON	16,060	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	100203662036	Ms. CHALES DAYANA MICHEAL	CHALES DAYANA MICHEAL	19,060	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101465594046	Ms. CHRISTAL JANI CHRISTUDHAS	CHRISTAL JANI CHRISTUDHAS	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	100123291361	Ms. DAISY BAI SANTHACURUZ	DAISY BAI SANTHACURUZ	16,060	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101465594033	Ms. DAPHINI AVEJIN ROCH ANTONY	DAPHINI AVEJIN ROCH ANTONY	5,675	5,675	5,675	5,675	681	473	208	0	0	-	-	-	N.A.

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Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
		MICHAEL	MICHAEL													
	100189136560	Ms. DIVYA MERRY MALAR JEYASINGH SAMUEL	DIVYA MERRY MALAR JEYASINGH SAMUEL	17,300	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101849038132	Mr. SATHIA RAJ E	SATHIA RAJ E	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101308981432	Mrs. EVALIN LATHA R	EVALIN LATHA R	19,060	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101650514461	Ms. EVELINE J C	EVELINE JOHN CLIMAX	0	0	0	0	0	0	0	31	0	-	-	-	N.A.
	101541896370	Ms. FANEX FEMY FRANCIS	FANEX FEMY FRANCIS	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101133459839	Ms. FRANKLIN RAGILA GLADSON	FRANKLIN RAGILA GLADSON	18,300	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101494271862	Ms. GRACELIN LYDIA JAMES AUGUSTINE MAHONNATHA MARY	GRACELIN LYDIA JAMES AUGUSTINE MAHONNATHA MARY THAYASEELI	0	0	0	0	0	0	0	31	0	-	-	-	N.A.
	101849038121	Ms. HESIL JERDA JAYASEELAN	HESIL JERDA JAYASEELAN	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101849038145	Ms. JANI MERCY BAI J	JANI MERCY BAI J	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	100472002522	Ms. JASMINE VINOJA MURIA SEBASTHYAN	JASMINE VINOJA M	17,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101788539514	Ms. JEBAMALAR EDWARD SAM	JEBAMALAR EDWARD SAM	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101310134592	Mrs. JENILA C	JENILA C	0	0	0	0	0	0	0	31	0	-	-	-	N.A.
	100513024203	Ms. JONES KALA SUDASA ANTONY	JONES KALA SUDASA ANTONY	6,425	6,425	6,425	6,425	771	535	236	0	0	-	-	-	N.A.
	100178741568	Ms. JULIUSAR EUPRIN XAVIER MARIA DHASAN	JULIUSAR EUPRIN XAVIER MARIA DHASAN	10,675	10,675	10,675	10,675	1,291	889	392	0	0	-	-	-	N.A.
	101054569949	Ms. KALA VETHA KUMAR S	KALA VETHA KUMAR S	15,560	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	100121979410	Ms. KAVITHA SRIKRISHNAPE RUMAL	KAVITHA SRIKRISHNAPE RUMAL	16,450	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

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Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Post Locati the me
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
35	101310170754	Mrs. LIZY ROSELET SIMON	LIZY ROSELET SIMON	16,050	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
36	100504936099	Ms. GNANA MUHLA M	M GNANA MUHLA	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
37	100210324676	Ms. MABEL EDEL QUEEN MARIA LOUISON	MABEL EDEL QUEEN MARIA LOUISON	19,200	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
38	101349235370	Ms. MARIA HELEN JANOBAM	MARIA HELEN JANOBAM	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
39	101572863635	Ms. MARIA MUTHU SHANTHINI XAVIER JEYA CHANDRAN	MARIA MUT-U SHANTHINI XAVIER JEYA CHANDRAN	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
40	100324173866	Ms. MARY JUDITH S	MARY JUDITH S	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
41	100052363262	Ms. MERLIN VISTA	MERLIN VISTA SAHAYA GCBI	17,200	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
42	101309217221	Ms. MIH NANCY K	MIH NANCY K	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
43	100858463389	Ms. NESA GOLDEN FLOWER JESUSEELAN	NESA GOLDEN FLOWER JESUSEELAN	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
44	101728230807	Ms. NITHILA M	NITHILA M	15,550	15,000	0	15,000	1,800	0	1,800	0	0	-	-	-	
45	101547470201	Ms. PILLAI ARCHANA BABURAJENDRANATH	PILLAI ARCHANA BABURAJENDRANATH	0	0	0	0	0	0	0	31	0	-	-	-	
46	100397657969	Ms. V PRINCY KALA	PRINCY KALA JOHN ROOBERT	16,300	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
47	101728230869	Ms. SAHAYA SHINY G	SAHAYA SHINY G	15,550	15,000	0	15,000	1,800	0	1,800	0	0	-	-	-	
48	101131617971	Mrs. SAHAYA SOWMI A	SAHAYA SOWMI A	6,175	6,175	6,175	6,175	741	514	227	0	0	-	-	-	
49	101405094051	Ms. SAHAYA VENNILA LEO AGUSTINE DAYAKER	SAHAYA VENNILA LEO AGUSTINE DAYAKER	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
50	100471409817	Ms. SAMEEMA ABDUL KARIM	SAMEEMA A	15,200	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	
51	101734742684	Ms. SELVA MARY PRABHA GEORGE	SELVA MARY PRABHA GEORGE	5,675	5,675	5,675	5,675	681	473	208	0	0	-	-	-	



Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
	10035114709	Ms.SHIRLY TREASAM	SHIRLY TREASAMARIA GREGORY	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101503375462	Ms.SIRUMALAR RAJAM P M	SIRUMALAR RAJAM P M	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101538908540	Ms.SIVAKALA	SIVAKALA RAMESH	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101238411833	Mrs. SREEDEVI R	SREEDEVI R	16,050	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	101731294948	Ms.SUJIR	SUJI RAYAPPAN	15,550	15,000	0	15,000	1,800	0	1,800	0	0	-	-	-	N.A.
	100120805057	Ms. SUNITHA CHELLIAH KUMARAVEL	SUNITHA CHELLIAH KUMARAVEL	17,750	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
	100471617007	Ms. VINITHA CHARLES J M	VINITHA CHARLES J M	19,900	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

!:

ANs are prefixed with Asterisk sign (\*) in case AADHAAR is not seeded /unverified

PS Contribution Remitted is prefixed with Hash sign (#) when Member's age is more than 58 years.

ease ensure that this is the case of "Deferred Pension".

PMRPY Benefit Not Given Remarks :-

ABRY Benefit Not Given Remarks :-

Reason Code	Reason Name	Reason Code	Reason Name
EC10001	ECR already filed for this member	GK10001	EPF wages are greater than or equal to 15,000/-
EC10002	Parallel Employment: ECR already filed for this	GK10002	Mismatch in EPF and EPS wages
EC10003	Benefit already availed for this member	GK10003	EPF contribution remitted is greater than due remittance
EC10004	Gross/EPF wages greater than 15,000/-	GK10004	EPS contribution remitted is greater than due remittance
EC10005	Mismatch in EPF and EPS wages	GK10005	(EPF - EPS) difference contribution remitted is greater than due
EC10006	Mismatch in Due and Remitted values	GK10006	EPS contribution remitted is greater than due remittance
EC10007	UAN Deactivated	GK10007	Aadhaar not seeded





कर्मचारी भविष्य निधि संगठन  
Employees' Provident Fund Organization  
भविष्य निधि भवन, 14, भीकजी कामा प्लेस, नई दिल्ली - 110066  
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 07/12/2021 15:27:

### Payment Confirmation Receipt

TRRN No :	4212112000457
Challan Status :	Payment Confirmed
Challan Generated On :	06-DEC-2021 12:38:53
Establishment ID :	MDNKL0055582000
Establishment Name :	HOLY CROSS COLLEGE
Challan Type :	Monthly Contribution Challan
Total Members :	55
Wage Month :	NOV-2021
Total Amount (Rs) :	1,66,582
Account-1 Amount (Rs) :	1,09,191
Account-2 Amount (Rs) :	3,332
Account-10 Amount (Rs) :	50,727
Account-21 Amount (Rs) :	3,332
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Central Bank Of India
CRN :	016061221015204
Payment Date :	06-DEC-2021
Payment Confirmation Date :	06-DEC-2021
Total PMRPY Benefit :	0





**EMPLOYEE'S PROVIDENT FUND**  
**ELECTRONIC CHALLAN CUM RETURN (ECR)**

Name of Establishment	HOLY CROSS COLLEGE		
Establishment Id	MDNKL0055582000	LIN	1557117090
Wage Month	NOV-2021	Return Month	DEC-2021
Contribution Rate (%)	12	ECR Type	ECR
Salary Disbursement Date	01-DEC-2021	Uploaded Date Time	06-DEC-2021 12:29
Exemption Status	Unexempted	TRRN Number	
Remarks	november salary	ECR Id	66182160
Total Members	55	Aadhaar Not Seeded Member	0
<b>Contribution and Remittance Details (In Rupees) :</b>			
Total EPF Contribution Remitted	79,959	Total EPS Contribution Remitted	50,727
Total EPF-EPS Contribution Remitted	29,232	Total Refund Advance	0
<b>PMRPY Upfront Benefit Details (In Rupees) :</b>			
Total PMRPY Upfront EPF Amount	0	Total PMRPY Upfront EPS Amount	0
PMRPY benefit remarks	NA		
<b>ABRY Upfront Benefit Details (In Rupees) :</b>			
Total ABRY benefit Amount	Employee EPF Share	Employer EPS Share	Employer EPF Share
	0	0	0
ABRY benefit remarks	Establishment is not eligible for ABRY scheme benefit as scheme declaration is not submitted.		

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Member Details :-

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
1	10016892078	MLALBINO WIND J	ALBINO WIND J	18,000	18,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	NA
2	101170002225	MAALUBSHA JOSEPHINE JOSEPH	ALUBSHA JOSEPHINE JOSEPH	0	0	0	0	0	0	0	30	0	-	-	-	NA
3	100078504907	MA AMALOLBHAVAM	AMALOLBHAVAM	12,575	12,575	0	12,575	1,509	0	1,509	0	0	-	-	-	NA
4	10333014541	MA ANCY MOLE JEYA SREEJAN	ANCY MOLE JEYA SREEJAN	18,200	18,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	NA
5	100096803372	MA ANNE MARY LEEBMA JEGANATHAN	ANNE MARY LEEBMA JEGANATHAN	10,770	10,770	10,770	10,770	1,282	897	365	10	0	-	-	-	NA
6	100183088915	MA ANTO HEPZIE BAI JOSEPH SELVARAJ	HEPZIE BAI JOSEPH SELVARAJ	17,200	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	NA
7	103070523347	MA BARLA KINGSLEY A	BARLA KINGSLEY A	18,300	18,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	NA
8	101130607148	MA BABY K	BABY K	14,515	14,515	14,515	14,515	1,742	1,208	533	2	0	-	-	-	NA
9	101128973144	MA BENT N	BENT NATARAJAN	0	0	0	0	0	0	0	30	0	-	-	-	NA
10	101310132626	MA BEULA ARULDHAS	BEULA ARULDHAS	18,060	18,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	NA
11	101313174084	MA CIDA CHELLATHANGAM	CIDA	18,053	18,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	NA
12	101310122941	MA CELIN PAPPARANI JOHNSON	CELIN PAPPARANI JOHNSON	18,060	18,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	NA
13	100209862036	MA CHARLES DAYANA MICHAEL	CHARLES DAYANA MICHAEL	18,060	18,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	NA
14	100128546583	MA CHRISTABEL SHAJI	CHRISTABEL SHAJI YESUDHASAN	17,850	18,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	NA
15	101488594546	MA CHRISTAL JANI CHRISTUDHAS	CHRISTAL JANI CHRISTUDHAS	18,560	18,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	NA
16	10032061361	MA DAISY BAI SANTHACURUZ	DAISY BAI SANTHACURUZ	18,850	18,000	15,000	15,000	1,800	1,250	550	2	0	-	-	-	NA
17	101488594633	MA DAPHENI AVEJIN ROCH ANTONY MICHAEL	DAPHENI AVEJIN ROCH ANTONY MICHAEL	8,875	8,875	8,875	8,875	887	473	208	0	0	-	-	-	NA

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NAAC V Cycle Self Study Report (SSR)

Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
18	10132567705	Ms. DELPHIN A	DELPHIN A	15,215	15,000	15,000	15,000	1,800	1,250	550	2	0	-	-	-	N.A.
19	100169136560	Ms. DIVYA MERRY MALAR JAYASINGH SAMUEL	DIVYA MERRY MALAR JAYASINGH SAMUEL	17,360	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
20	101338681432	Mrs. EVALIN LATHA R	EVALIN LATHA R	16,050	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
21	101605514461	Ms. EVELINE J C	EVELINE JOHN CLUMAK	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
22	101465584014	Ms. EVELINE SHINDYA KAJITHAMAR	EVELINE SHINDYA KAJITHAMAR	0	0	0	0	0	0	0	30	0	-	-	-	N.A.
23	101330459839	Ms. FRANKLIN RAGILA GLADSON	FRANKLIN RAGILA GLADSON	16,300	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
24	101494271962	Ms. GRACELIN LYDIA JAMES AUGUSTINE MAHONATHA MARY THAYASEELI	GRACELIN LYDIA JAMES AUGUSTINE MAHONATHA MARY THAYASEELI	0	0	0	0	0	0	0	30	0	-	-	-	N.A.
25	100472002522	Ms. JASMIN VINODIA MAHA SEBASTHYAN	JASMIN VINODIA M	17,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
26	101310134582	Mrs. JENILA C	JENILA C	16,050	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
27	101551815848	Ms. JERUSHA B S THINEKAR	JERUSHA B S THINEKAR	9,850	9,850	9,850	9,850	1,182	821	361	0	0	-	-	-	N.A.
28	101651320364	Ms. JINI MOLA	JINI MOLA	0	0	0	0	0	0	0	30	0	-	-	-	N.A.
29	102913024203	Ms. JONES KALA SOOSAI ANTHONY	JONES KALA SOOSAI ANTHONY	6,425	6,425	6,425	6,425	771	535	236	0	0	-	-	-	N.A.
30	101940616754	Ms. JOSELIN JENISHA C	JOSELIN JENISHA C	15,500	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
31	100137415560	Ms. JULIAR EURPRIN KAVIER MARSA DHASAN	JULIAR EURPRIN KAVIER MARSA DHASAN	10,675	10,675	10,675	10,675	1,281	889	392	0	0	-	-	-	N.A.
32	100191979410	Ms. KAVITHA SRIRISHNAP RUMAL	KAVITHA SRIRISHNAP RUMAL	16,450	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
33	101310170754	Mrs. LIKY ROSELET SIMON	LIKY ROSELET SIMON	16,050	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
34	100504939068	Ms. GNANA MURILA M	M GNANA MURILA	15,850	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
35	100210324676	Ms. MABEL EDEL QUEEN	MABEL EDEL QUEEN	18,200	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

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Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	PMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
36	101549235370	Ms. MARIA HELEN JANABIA M	MARIA LOUISON MARIA HELEN JANABIA M	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
37	100052953262	Ms. MERLIN VISTA	MERLIN VISTA VISTA SAHAYA GOSI	17,200	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
38	101309217221	Ms. MHI NANCY K	MHI NANCY K	0	0	0	0	0	0	0	30	0	-	-	-	N.A.
39	101728230607	Ms. NITHILA M	NITHILA M	15,550	15,000	0	15,000	1,800	0	1,900	0	0	-	-	-	N.A.
40	101547470201	Ms. PILLAI ARCHANA BABURAJENDRANATH	PILLAI ARCHANA BABURAJENDRANATH	15,590	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
41	100367057969	Ms. V PRINCY KALA	PRINCY KALA JOHN ROBERT	16,300	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
42	100282988818	Ms. RAJALEKSHMI FLN	RAJALEKSHMI RAVEEDHORA N NEELA	16,450	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
43	101728230668	Ms. SAHAYA SHINY G	SAHAYA SHINY G	15,550	15,000	0	15,000	1,800	0	1,800	0	0	-	-	-	N.A.
44	101131617371	Ms. SAHAYA SOWMI A	SAHAYA SOWMI A	6,175	6,175	6,175	6,175	741	514	227	0	0	-	-	-	N.A.
45	101465594021	Ms. SAHAYA VENNILA LEO AUGUSTINE DAYAKER	SAHAYA VENNILA LEO AUGUSTINE DAYAKER	13,995	13,995	13,995	13,995	1,673	1,166	513	3	0	-	-	-	N.A.
46	100471409817	Ms. SAMEEMA ABDUL KARIM	SAMEEMA A	16,200	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
47	101754742964	Ms. SELVA MARY PRABHA GEORGE	SELVA MARY PRABHA GEORGE SHIRLY	5,675	5,675	5,675	5,675	661	473	208	0	0	-	-	-	N.A.
48	100381114709	Ms. SHIRLY TREASA M	TREASA MARY GREGORY	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
49	101505375482	Ms. SRIMALAR RAJAM P M	SRIMALAR RAJAM P M	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
50	101338806540	Ms. SIVAKALA	SIVAKALA RAMESH	15,550	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.
51	100184309940	Ms. K.S. SOUMYA	SOUMYA KUTTAPPAN SAROJAM	17,305	15,000	15,000	15,000	1,800	1,250	550	1	0	-	-	-	N.A.
52	101239411833	Ms. SREDEVI R	SREDEVI R	16,060	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	N.A.

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Sl. No.	UAN	Name as per		Wages				Contribution Remitted				Refunds	FMRPY / ABRY Benefit			Posting Location of the member
		ECR	UAN Repository	Gross	EPF	EPS	EDLI	EE	EPS	ER	NCP Days		Pension Share	ER PF Share	EE Share	
53	101731294948	Ms.SUJI R	SUJI RAVAPPAN	15,500	15,000	0	15,000	1,800	0	1,800	0	0	-	-	-	NA
54	100123605057	Ms. SURNITHA CHELLIAN KUMARAVEL	SURNITHA CHELLIAN KUMARAVEL	17,750	15,000	15,000	15,000	1,800	1,250	550	0	0	-	-	-	NA
55	100471817007	Ms. VINITHA CHARLES J.M	VINITHA CHARLES J.M	0	0	0	0	0	0	0	30	0	-	-	-	NA

Note: UANs are prefixed with Asterisk sign (\*) in case AADHAAR is not seeded /unverified

PMPRY Benefit Not Given Remarks :-

ABRY Benefit Not Given Remarks :-

Reason Code	Reason Name	Reason Code	Reason Name
EC10001	ECR already filed for this member	GK10001	EPF wages are greater than or equal to 15,000/-
EC10002	Parallel Employment: ECR already filed for this	GK10002	Mismatch in EPF and EPS wages
EC10003	Benefit already availed for this member.	GK10003	EPF contribution remitted is greater than due remittance
EC10004	Gross/EPF wages greater than 15,000/-	GK10004	EPS contribution remitted is greater than due remittance
EC10005	Mismatch in EPF and EPS wages	GK10005	(EPF - EPS) difference contribution remitted is greater than due
EC10006	Mismatch in Due and Remitted values	GK10006	EPS contribution remitted is greater than due remittance
EC10007	UAN Deactivated	GK10007	Aadhaar not seeded



**புனித சிலுவைக் கல்லூரி (தன்னாட்சி)  
நாகர்கோவில்**

**விடுப்பு விண்ணப்பம்**

1 பெயர்	: N. Viji
2 பதவி	: Swaffee
3 ஏற்கனவே பயன்படுத்தப் பட்ட நாட்கள்	: -
4 தற்போது தேவைப்படும் நாட்கள் விவரம்	: 12.7.2019 to 24.7.19 (13 days)
5 விடுப்பின் தன்மை	: Medical Leave
6 அனுமதி	: Yes
7 காரணம்	: Sick
8 விடுப்பு முகவரி	: Vattakasi
9 கையொப்பம்	: N. Viji
10 துறைத் தலைவர்	: Ms.
11 முதல்வரின் கையொப்பம்/ செயலரின் கையொப்பம்	: <i>[Signature]</i>

நாகர்கோவில்  
நாள் : 12.7.2019

**Proceedings of Secretary, Holy Cross College (Autonomous), Nagercoil-4**

**RC.No.2548/NTS/2019/ dtd.26.07.2019**

Sub: Leave - Unearned leave on Medical Certificate - sanction – reg.

The Secretary hereby sanctions the Unearned leave on Medical Certificate to the following members of the non-teaching staff.

Sl. No.	Name & Designation	Nature of Leave	Period of Leave	Permission if any
1.	Tmt. N.Viji, Sweeper	Medical Leave	12.07.2019 to 24.07.2019 (13 days)	Permission granted --- <b>Joined Duty on 26.07.2019</b>

**CERTIFICATE**

1. Certified that the member of the staff whom the leave is sanctioned is eligible for the leave as per the leave account in the service register.
2. Certified that in cases of sanction of unearned leave on medical certificate/ maternity leave/ abortion leave/ necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filled in the college safely.
3. Certified that the limit of leave prescribed by Government for sanction at any one time has been followed correctly.
4. Certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
5. Certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

**UNDERTAKING**

Certified that the above leave was sanctioned by the Management as per rules on the subject and that the Management is ready to refund excess payment if any. If they are found to be incorrect at a later date in audit by the Collegiate Education Department / Local Fund Accountant General etc.

*Secretary*  
Secretary  
26.07.2019  
**SECRETARY**  
**HOLY CROSS COLLEGE**  
**(AUTONOMOUS)**  
**NAGERCOIL - 629 004**



JOINING REPORT

From

N. VIJI,  
Holy Cross College (Autonomous),  
Nagercoil

To

The Secretary,  
Holy Cross College (Autonomous),  
Nagercoil - 4

Dear Sister,

I was on ..... Medical ..... leave from ... 12-07-2019 ...  
to ... 24-07-2019 ... (..... 13 ..... days). Kindly permit me to join duty on  
... 25-07-2019 forenoon. Permission granted to prefix and suffix  
holidays..... (.....)

Thanking you,

Place : Nagercoil  
Date : 25-07-2019

Permitted

Yours faithfully,  
N. Viji

*[Signature]*  
Secretary  
**SECRETARY**  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004

PROCEEDING OF SECRETARY, HOLY CROSS COLLEGE (Autonomous),  
NAGERCOIL-4

Re. No. 2892/TS/2022/ dated: 27.12.2022

Sub: Leave – unearned leave on Medical certificate –sanction regarding.

The Secretary hereby sanctions the unearned leave on medical certificate to the following member of the teaching staff.

S.No	Name & Designation	Period of leave and no. of days	Nature of Leave	Permission
1	Tmt.M.Abila Jeba Queen, Asst. prof. in Physics	17.12.2022 to 22.12.2022 ( 6 days )	Medical Leave	Joined duty on 23.12.2022.

Certificate

- 1 Certified that the members of the staff whom the leave is sanctioned are eligible for the leave as per the leave account in the service Register.
- 2 Certified that in cases of sanction of unearned leave on medical certificate/maternity leave/abortion leave/necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filed in the college safely.
- 3 Certified that the limit of leave prescribed by Govt. for sanction at any one time has been followed correctly.
- 4 Certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
- 5 Certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

UNDERTAKING

Certified that the above leave was sanctioned by the management as per rules on the subject and that the management is ready to refund excess payment if any. If they are found to be incorrect at a latter date in audit by the collegiate education department/local fund/accountant general etc.



SECRETARY  
27.12.2022

SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004





PROCEEDING OF SECRETARY, HOLY CROSS COLLEGE (Autonomous),  
NAGERCOIL-4

Re. No. 2899 a /TS/2022/ dated: 09.04.2023

Sub: Leave – unearned leave on Medical certificate –sanction regarding.

The Secretary hereby sanctions the unearned leave on medical certificate to the following member of the teaching staff.

S.No	Name & Designation	Period of leave and no. of days	Nature of Leave	Permission
1	Dr.J.Christy Celine Mary, Physical Directress	13.03.2023 to 21.03.2023 ( 9 days )	Medical Leave	.Joined duty on 23.03.2023 .Permission granted prefix holidays 11,12,22.03.2022 (Saturday , Sunday and telungu new year)

Certificate

- 1 Certified that the members of the staff whom the leave is sanctioned are eligible for the leave as per the leave account in the service Register.
- 2 Certified that in cases of sanction of unearned leave on medical certificate/maternity leave/abortion leave/necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filed in the college safely.
- 3 Certified that the limit of leave prescribed by Govt. for sanction at any one time has been followed correctly.
- 4 Certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
- 5 Certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

UNDERTAKING

Certified that the above leave was sanctioned by the management as per rules on the subject and that the management is ready to refund excess payment if any. If they are found to be incorrect at a latter date in audit by the collegiate education department/local fund/accountant general etc.



SECRETARY  
SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 623 004



MATERNITY LEAVE

FOLIO NO.....

**HOLY CROSS COLLEGE, NAGERCOIL**

**Application For Leave Staff**

Name ..... C. NESAVATHY .....

Designation ..... Assistant Professor .....

Leave applied for from .. 19-07-2022 - .. 18-07-2022 .....

Nature of leave ..... MATERNITY LEAVE .....

Reason for leave ..... Maternity .....

Permission Granted .....

Leave already availed of the year ..... Days

Leave Address .. 1D-54 E, C.P.N. Bhavan, .....

Erumbukadu .....

..... Nagercoil- 629004 ..... Place

.....

Date .. 18/07/2022 .....

Work affected .....

Day	Period	Class	Room No.

Work adjusted/ to be adjusted ..... Signature of the applicant Nesavathy C

Time of Receipt of application.....

Head of the Department: [Signature]

Date: .. 18/7/2022 ..

[Signature] Principal/ Secretary 18/7/22





PROCEEDING OF SECRETARY, HOLY CROSS COLLEGE (Autonomous),  
NAGERCOIL-4

Re. No. 2912/TS/2023/ dated: 21.07.2023

Sub: Leave – Maternity leave –sanction regarding.

The Secretary hereby sanctions maternity leave to the following member of the teaching staff.

S.No	Name & Designation	Period of leave and no. of days	Nature of Leave	Permission
1	Tmty.C.Nesavathy, Asst. prof. in English	19.07.2022 to 18.07.2023 ( 365 days )	Maternity Leave	Joined duty on 19.07.2023.

Certificate

- 1 Certified that the members of the staff whom the leave is sanctioned are eligible for the leave as per the leave account in the service Register.
- 2 Certified that in cases of sanction of unearned leave on medical certificate/maternity leave/abortion leave/necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filed in the college safely.
- 3 Certified that the limit of leave prescribed by Govt. for sanction at any one time has been followed correctly.
- 4 Certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
- 5 Certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

UNDERTAKING

Certified that the above leave was sanctioned by the management as per rules on the subject and that the management is ready to refund excess payment if any. If they are found to be incorrect at a latter date in audit by the collegiate education department/local fund/accountant general etc.



SECRETARY  
SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004

JOINING REPORT

From

C. Nesavathy,  
Assistant Professor,  
Department of English (Aided),  
Holy Cross College (Autonomous), Nagercoil - 4.

To

The Secretary,  
Holy Cross College (Autonomous),  
Nagercoil - 4

Dear Sister,

I was on .....Maternity.....leave from ..18-07-2022....  
to ..18-07-2023.....(...365...days). Kindly permit me to join duty on  
....19-07-2023..forenoon. Permission granted to prefix and suffix  
holidays.....(.....)

Thanking you,

Place : Nagercoil.  
Date : 19-07-2023

*Nesavathy C*  
Yours faithfully,

Permitted

*[Signature]*  
Secretary 19/07/23  
SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004



FOLIO NO.....

HOLY CROSS COLLEGE, NAGERCOIL

Application For Leave Staff

Name: A. R. JEMI  
Designation: Assistant Professor  
Leave applied for from: August 13, 2020 to May 9, 2021  
Nature of leave: Maternity leave (Medical leave)  
Reason for leave: Maternity  
Permission Granted: Yes  
Leave already availed of the year: ..... Days  
Leave Address: 296, Salate Matha Street,  
Thalavaipuram,  
Nagercoil - 629004.  
Place: Nagercoil  
Date: 15-09-2020  
Work affected: .....

Day	Period	Class	Room No.
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*A. R. Jemi*  
Signature of the applicant

Work adjusted/ to be adjusted

Time of Receipt of application.....

*AM*  
Head of the Department:  
Date: 15.9.2020

*Principals*  
Principal/ Secretary

SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004

Sign  
File  
SN.

**PROCEEDING OF SECRETARY, HOLY CROSS COLLEGE (Autonomous),  
NAGERCOIL-4**

**Rc. No. 2645 (a)/TS/2021 dated: 27.07.2021**

Sub: Leave – unearned leave on Maternity certificate –sanction regarding.

The Secretary hereby sanctions the unearned leave on medical certificate to the following member of the teaching staff.

S.N O	Name & Designation	Period of leave and no. of days	Nature of Leave	Permission
1	Tmt. A.R.Jemi, Assistant Professor in English	13.08.2020 to 09.05.2021 ( 270 days )	Maternity Leave	Joined duty on 10.05.2021

**Certificate**

- 1 Certified that the members of the staff whom the leave is sanctioned are eligible for the leave as per the leave account in the service Register.
- 2 certified that in cases of sanction of unearned leave on medical certificate/maternity leave/abortion leave/necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filed in the college safely.
- 3 certified that the limit of leave prescribed by Govt. for sanction at any one time has been followed correctly.
- 4 certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
- 5 certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

**UNDERTAKING**

Certified that the above leave was sanctioned by the management as per rules on the subject and that the management is ready to refund excess payment if any. If they are found to be incorrect at a latter date in audit by the collegiate education department/local fund/accountant general etc.

*Secretary*  
SECRETARY  
27.07.2021

SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004



JOINING REPORT

From

A. R. Jemi,  
Assistant Professor of English,  
Holy Cross College (Autonomous),  
Nagercoil - 4.

To

The Secretary,  
Holy Cross College (Autonomous),  
Nagercoil - 4

Dear Sister,

I was on ..... Maternity ..... leave from August 13, 2020  
to May 9, 2021 (270 days): Kindly permit me to join duty on  
May 10, 2021 forenoon. Permission granted to prefix and suffix  
holidays.....

Thanking you,

Place : Nagercoil  
Date : 10.05.2021

A. R. Jemi  
Yours faithfully,

Permitted

Secretary  
SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004

புனித சிலுவைக் கல்லூரி (தன்னாட்சி)  
நாகர்கோவில்

விடுப்பு விண்ணப்பம்

- 1 பெயர் : M. Dhanaleshkmi
- 2 பதவி : Gardener
- 3 ஏற்கனவே பயன்படுத்தப்  
பட்ட நாட்கள் : -
- 4 தற்போது தேவைப்படும்  
நாட்கள் விவரம் : (1.9.2020 - 28.05.2021)  
(270 day)
- 5 விடுப்பின் தன்மை : Merit Leave
- 6 அனுமதி :
- 7 காரணம் :
- 8 விடுப்பு முகவரி : 6/12-3, Amman Kovil St.,  
Mela Soorankudy, Nagercoil.
- 9 கையொப்பம் : M. Dhanaleshkmi
- 10 துறைத் தலைவர் : Mr.
- 11 முதல்வரின் கையொப்பம் /  
செயலரின் கையொப்பம் : *(Signature)*

நாகர்கோவில்

நாள் : 01.09.2020

*(Signature)*



**Proceedings of Secretary, Holy Cross College (Autonomous), Nagercoil-4**

**RC.No.2643/NTS/2021/Dtd.07.06.2021**

Sub: Leave - Maternity leave - sanction – reg.

The Secretary hereby sanctions the Maternity leave to the following member of the non-teaching staff.

Sl. No.	Name & Designation	Nature of Leave	Period of Leave	Permission if any
1.	Tmty. M. Dhanalekshmi, Gardener	Maternity Leave	01.09.2020 to 28.05.2021 (270 days)	Permission granted ---- <b>Joined Duty on 29.05.2021</b>

**CERTIFICATE**

1. Certified that the member of the staff whom the leave is sanctioned is eligible for the leave as per the leave account in the service register.
2. Certified that in cases of sanction of unearned leave on medical certificate/ maternity leave/ abortion leave/ necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filled in the college safely.
3. Certified that the limit of leave prescribed by Government for sanction at any one time has been followed correctly.
4. Certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
5. Certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

**UNDERTAKING**

Certified that the above leave was sanctioned by the Management as per rules on the subject and that the Management is ready to refund excess payment if any. If they are found to be incorrect at a later date in audit by the Collegiate Education Department / Local Fund Accountant General etc.

  
Secretary  
07.06.2021

**SECRETARY**  
**HOLY CROSS COLLEGE**  
**(AUTONOMOUS)**  
**NAGERCOIL - 629 004**

JOINING REPORT

From .

M. DHANALEKSHMI

Guardian,

Holy Cross College,

Nagercoil - 4.

To

The Secretary,  
Holy Cross College (Autonomous),  
Nagercoil - 4

Dear Sister,

I was on ....Maternity.....leave from 01.09.2020 .....  
to 28.05.2021.....(270...days): Kindly permit me to join duty on  
29.05.2021...forenoon. Permission granted to prefix and suffix  
holidays.....(.....)

Thanking you,

Place : Nagercoil

Date : 29.05.2021

Permitted

Yours faithfully,

M. Dhana

Secretary  
Secretary  
**SECRETARY**  
**HOLY CROSS COLLEGE**  
**(AUTONOMOUS)**  
**NAGERCOIL - 629 004**



2608 (a)

FOLIO NO.....

HOLY CROSS COLLEGE, NAGERCOIL

Application For Leave Staff

Name ..... Bojara A. Rosy .....

Designation ..... Assistant Professor of Botany .....

Leave applied for from ... 02/07/2019 - 28/03/2020 .....

Nature of leave ..... Medical leave [Maternity leave] [270 days] .....

Reason for leave ..... Maternity .....

Permission Granted .....

Leave already availed of the year ..... Days

Leave Address ..... Siluvai Poyan Compound, .....

..... Near Holy Cross College Nagercoil-4. .....

Nagercoil ..... Place

Date ..... 01/07/2019 .....

Work affected .....

Day	Period	Class	Room No.
-----	--------	-------	----------

Work adjusted/ to be adjusted ..... Signature of the applicant Bojara A. Rosy

Time of Receipt of application.....

K. Jayan Idan  
Head of the Department:

Principals  
Principal/ Secretary

Date: .....

**PROCEEDING OF SECRETARY, HOLY CROSS COLLEGE (Autonomous),  
NAGERCOIL-4**

**Re. No. 2608 (a)/TS/2020/ dated: 31.03.2020**

Sub: Leave – unearned leave on Maternity certificate –sanction regarding.

The Secretary hereby sanctions the unearned leave on medical certificate to the following member of the teaching staff.

S.N O	Name & Designation	Period of leave and no. of days	Nature of Leave	Permission
1	Tmt. Bojaxa A. Rosy, Assistant Professor in Botany	02.07.2019 to 28.03.2020 ( 270 days )	Maternity Leave	Joined duty on 29.03.2020

**Certificate**

1. Certified that the members of the staff whom the leave is sanctioned are eligible for the leave as per the leave account in the service Register.
2. certified that in cases of sanction of unearned leave on medical certificate/maternity leave/abortion leave/necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filed in the college safely.
3. certified that the limit of leave prescribed by Govt. for sanction at any one time has been followed correctly.
4. certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
5. certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

**UNDERTAKING**

Certified that the above leave was sanctioned by the management as per rules on the subject and that the management is ready to refund excess payment if any. If they are found to be incorrect at a latter date in audit by the collegiate education department/local fund/accountant general etc.

*Secretary*  
SECRETARY  
31.03.2020  
SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004



JOINING REPORT

From

Dr. Bojara A. Rosy,  
Assistant Professor of Botany,  
Holy Cross College (Autonomous),  
Nagercoil - 629 004

To

The Secretary,  
Holy Cross College (Autonomous),  
Nagercoil - 4

Dear Sister,

I was on .....maternity.....leave from .....02/07/2019 ....  
to .....28/03/2020.....(270 days). Kindly permit me to join duty on  
.....29/03/2020.....forenoon. Permission granted to prefix and suffix  
holidays.....(.....)

Thanking you,

Place : Nagercoil  
Date : 29/03/2020

Permitted



Yours faithfully,



*Bojara A. Rosy*  
Secretary  
**SECRETARY**  
**HOLY CROSS COLLEGE**  
**(AUTONOMOUS)**  
**NAGERCOIL - 629 004**

புனித சிலுவைக் கல்லூரி (தன்னாட்சி)  
நாகர்கோவில்

விடுப்பு விண்ணப்பம்

- 1 பெயர் : ச. ஆரோக்கிய திரேஸ் பாயி
- 2 பதவி : பதிவறை ரிசூக்டர்
- 3 ஏற்கனவே பயன்படுத்தப் பட்ட நாட்கள் : -
- 4 தற்போது தேவைப்படும் நாட்கள் விவரம் : 01-07-2019 to 26-03-2020 (270 நாட்கள்)
- 5 விடுப்பின் தன்மை : மகம்பேறு விடுப்பு
- 6 அனுமதி : ஆம்
- 7 காரணம் : மகம்பேறு விடுப்பு
- 8 விடுப்பு முகவரி : இராஜராஜிச்சன்யூதூர்
- 9 கையொப்பம் : ச. ஆரோக்கிய திரேஸ் பாயி
- 10 துறைத் தலைவர் : 
- 11 முதல்வரின் கையொப்பம்/ செயலரின் கையொப்பம் : 

நாகர்கோவில்

தாள் : 28-06-2019





Proceedings of Secretary, Holy Cross College (Autonomous), Nagercoil-4

RC.No.2608/NTS/2020/Dtd.24.03.2020

Sub: Leave - Maternity leave - sanction – reg.

The Secretary hereby sanctions the Maternity leave to the following member of the non-teaching staff.

Sl. No.	Name & Designation	Nature of Leave	Period of Leave	Permission if any
1.	Tmt. S. Arockia Theras Bhabi Record Clerk	Maternity Leave	01.07.2019 to 23.03.2020 (268 days)	Permission granted ---- Joined Duty on 24.03.2020

**CERTIFICATE**

1. Certified that the member of the staff whom the leave is sanctioned is eligible for the leave as per the leave account in the service register.
2. Certified that in cases of sanction of unearned leave on medical certificate/ maternity leave/ abortion leave/ necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filled in the college safely.
3. Certified that the limit of leave prescribed by Government for sanction at any one time has been followed correctly.
4. Certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
5. Certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

**UNDERTAKING**

Certified that the above leave was sanctioned by the Management as per rules on the subject and that the Management is ready to refund excess payment if any. If they are found to be incorrect at a later date in audit by the Collegiate Education Department / Local Fund Accountant General etc.

*S. Sanjiv*  
Secretary  
24.03.2020  
**SECRETARY**  
**HOLY CROSS COLLEGE**  
**(AUTONOMOUS)**  
**NAGERCOIL - 629 004**

JOINING REPORT

From  
S. AROCKIA THERAS BHABI  
Record clerk,  
Holy Cross College,  
Nagercoil - 4

To  
The Secretary,  
Holy Cross College (Autonomous),  
Nagercoil - 4

Dear Sister,

I was on ...*Maternity*.....leave from *01.07.2019* ....  
to *23.03.2020*.....(*268*..days). Kindly permit me to join duty on  
*24.03.2020*....forenoon. Permission granted to prefix and suffix  
holidays.....(.....)

Thanking you,

Place : Nagercoil  
Date : *24.03.2020*

Yours faithfully,  
*S. Arockia Theras Bhabhi*



Permitted

*Seeningo*  
Secretary  
**SECRETARY**  
**HOLY CROSS COLLEGE**  
**(AUTONOMOUS)**  
**NAGERCOIL - 629 004**



ON DUTY

APPLICATION FORM ON DUTY

1. Name of the Teaching Staff : T. Christy Keline Mary
2. Purpose of on duty : Served as team coach cum manager of M.S.V. Basketball team
3. No. of days of on duty : 11 days  
already Availed (Since 1<sup>st</sup> June)
4. No. of days and date now : 6 days, 02<sup>nd</sup> to 07<sup>th</sup> January 2023  
applied for
5. Progressive total (total should : 17 days  
not Exceed 15 days)
6. Address for communication if : Holy cross College, Nagereol.  
any
7. Signature of the teaching staff : 
8. Signature of the head of :  
Department
9. Remarks of the Principal : 




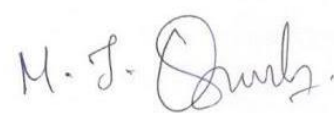

APPLICATION FORM ON DUTY

1. Name of the Teaching Staff : Regi. S.
2. Purpose of on duty : Attending the 1<sup>st</sup> International Conference of Lemuria Research Forum
3. No. of days of on duty : Nil.  
already Availed (Since 1<sup>st</sup> June)
4. No. of days and date now : One day 13.10.2021  
applied for
5. Progressive total (total should : One  
not Exceed 15 days)
6. Address for communication if : 3E, North Street, Kumbasady, Ngl.  
any
7. Signature of the teaching staff : Regi. S.  
18/10/2021
8. Signature of the head of :  
Department
9. Remarks of the Principal : S. Anu Perpetkopy

~



## APPLICATION FORM ON DUTY

1. Name of the Teaching Staff: Dr. S. Therozhi
2. Purpose of on duty : Paper Evaluation
3. No. of days of on duty already Availed (Since 1<sup>st</sup> June) : 1
4. No. of days and date now applied for : 3 (23.1.2023 to 25.1.2023)
5. Progressive total (total Should not Exceed 15 days) : 4
6. Address for communication: if any : Asst. Professor, Dept. of Tamil, Holy Cross College, Nagercoil-4
7. Signature of the Teaching staff : 
8. Signature of the head of Department : M. J. Daulz.  

9. Remarks of the Principal : 

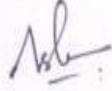


APPLICATION FORM ON DUTY


1. Name of the Non Teaching Staff : M. DHANALEKSHMI
2. Purpose of on duty : Department Tour - History
3. No. of days of on duty : —  
already Availed (Since 1<sup>st</sup> June)
4. No. of days and date now applied for : 1 day (27-01-2023)
5. Progressive total (total should not Exceed 15 days) : —
6. Address for communication if any : Holy Cross College, Nagercoil-4.
7. Signature of the Non teaching staff : M. Dhanelini
8. Signature of the head of Department : [Signature]
9. Remarks of the Principal : [Signature]



APPLICATION FORM ON DUTY

1. Name of the Non Teaching Staff : A. Selva Asha (alias) Sr. Asha
2. Purpose of on duty : National Level Workshop on PUBLIC FINANCIAL MANAGEMENT SYSTEM (PFMS) WITH SPECIAL REFERENCE TO TSA
3. No. of days of on duty already Availed (Since 1<sup>st</sup> June) : Nil
4. No. of days and date now applied for : 20<sup>th</sup> & 21<sup>st</sup> September 2021 (2 days)
5. Progressive total (total should not Exceed 15 days) : -
6. Address for communication if any : HOLY CROSS CONVENT, Kurasady, Nagercoil - 4.
7. Signature of the Non teaching staff : 
8. Signature of the head of Department
9. Remarks of the Principal : Sr. Anne Perpetua Sushy

APPLICATION FORM ON DUTY

1. Name of the Non Teaching Staff : A. Mary Onita
2. Purpose of on duty : State Level workshop on PFMS
3. No. of days of on duty :  
already Availed (Since 1<sup>st</sup> June) -
4. No. of days and date now applied for : 2 days (4/2/2021 & 5/2/2021)
5. Progressive total (total should not Exceed 15 days) : 2
6. Address for communication if any : Holy Cross College, Nagercoil-4.
7. Signature of the Non teaching staff : A. Mary Onita
8. Signature of the head of Department : 
9. Remarks of the Principal : Sr. Anne Perpetua



APPLICATION FORM ON DUTY

1. Name of the Non Teaching Staff : A. Jesintha Mary
2. Purpose of on duty : Local body Election
3. No. of days of on duty :  
already Availed (Since 1<sup>st</sup> June) -
4. No. of days and date now applied for : 1 day (14.12.2019)
5. Progressive total (total should not Exceed 15 days) : 1 day
6. Address for communication if any : Duthi Street,  
A.N. Kady
7. Signature of the Non teaching staff : A. Jesintha Mary
8. Signature of the head of Department : Leema Rose
9. Remarks of the Principal : So done Perpetually

EARNED LEAVE

FOLIO NO.....

HOLY CROSS COLLEGE, NAGERCOIL

Application For Leave Staff

S. Antin Mary.....

Designation Assistant Professor of Mathematics

Leave applied for from 25/09/2023 to 29/09/2023

Nature of leave EL (5 days)

Reason for leave personal

Permission Granted yes

Leave already availed of the year .....Days

Leave Address Holy Cross Convent  
Nagercoil

..... Place  
Nagercoil

Date 23/09/2023

Work affected No

Day	Period	Class	Room No.

Work adjusted/ to be adjusted ✓ Signature of the applicant [Signature]

Time of Receipt of application 2:00 pm

[Signature]  
Head of the Department:

Date: 23/9/2023

[Signature]  
Principal/ Secretary  
SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004



FOLIO NO.....

HOLY CROSS COLLEGE, NAGERCOIL

Application For Leave Staff

Name ..... Dr. S. Sebastiammal .....

Designation ..... Assistant Professor of Physics .....

Leave applied for from ..... 23/9/23 to 29/9/23 .....

Nature of leave ..... EL (7 days) .....

Reason for leave ..... Personal .....

Permission Granted ..... Yes .....

Leave already availed of the year ..... - ..... Days

Leave Address ..... Holy Cross Convent .....

..... Rock Nagar, Nagercoil .....

Nagercoil..... Place

Date ..... 23/9/23 .....

Work affected ..... Yes .....

Day	Period	Class	Room No.
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Work  adjusted/ to be adjusted ..... Signature of the applicant S. Sebastiammal

Time of Receipt of application.....

[Signature]  
Head of the Department:

[Signature]  
Principal/ Secretary

Date: ..... 22.9.23 .....



File

**PROCEEDING OF SECRETARY, HOLY CROSS COLLEGE (Autonomous),  
NAGERCOIL-4**

**Re. No. 2922 /TS/2023 dated: 03.10.2023**

Sub: Leave – earned leave –sanction regarding.

The Secretary hereby sanctions the earned leave to the following member of the teaching staff.

S.No	Name & Designation	Period of leave and no. of days	Nature of Leave	Permission
1	Sr.Antin Mary.S Asst. prof. in Maths	25.09.2023 to 29.09.2023 ( 5 days )	Earned Leave	Permission granted prefix holiday 24.09.2023 (Sunday).Joined duty on 30.09.2023
2	Dr.Sr.Sebastiammal Asst. prof. in Physics	23.09.2023 to 29.09.2023 ( 9 days )	Earned Leave	.Joined duty on 30.09.2023

Certificate

- 1 Certified that the members of the staff whom the leave is sanctioned are eligible for the leave as per the leave account in the service Register.
- 2 Certified that in cases of sanction of unearned leave on medical certificate/maternity leave/abortion leave/necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filed in the college safely.
- 3 Certified that the limit of leave prescribed by Govt. for sanction at any one time has been followed correctly.
- 4 Certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
- 5 Certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

UNDERTAKING

Certified that the above leave was sanctioned by the management as per rules on the subject and that the management is ready to refund excess payment if any. If they are found to be incorrect at a latter date in audit by the collegiate education department/local fund/accountant general etc.

  
SECRETARY  
03.10.2023

SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004





புனித சிலுவைக் கல்லூரி (தன்னாட்சி)  
நாகர்கோவில்

விடுப்பு விண்ணப்பம்

- 1 பெயர் : வ.ஆர்.மேரி.
- 2 பதவி : 2<sup>ஆவியாண்டு</sup>
- 3 ஏற்கனவே பயன்படுத்தப்  
பட்ட நாட்கள் :
- 4 தற்போது தேவைப்படும்  
நாட்கள் விவரம் : 15.04.2024 - 18.04.2024  
(4 days)
- 5 விடுப்பின் தன்மை : மட்டிய விடுப்பு
- 6 அனுமதி :
- 7 காரணம் : சொந்த அலுவல்.
- 8 விடுப்பு முகவரி : வேண்டுகோள்.  
கிராமல்கர்,
- 9 கையொப்பம் : வ.ஆர்.மேரி.
- 10 துறைத் தலைவர் : கீழா.
- 11 முதல்வரின் கையொப்பம்/  
செயலரின் கையொப்பம் : மேரிவிள்

நாகர்கோவில்

நாள் : 15.04.2024

Proceedings of Secretary, Holy Cross College (Autonomous), Nagercoil-4

RC.No.2951/NTS/2024/ dtd.24.04.2024

Sub: Leave – Earned Leave - sanction – reg.

The Secretary hereby sanctions the earned leave of the following members of the non-teaching staff.


Sl. No.	Name & Designation	Nature of Leave	Period of Leave	Permission if any
1.	Tmt. L. Latha Mary, Assistant	Earned Leave	15.04.2024 To 18.04.2024 (4 days)	Permission Granted Prefix Holiday 13.04.2024, 14.04.2024 (Saturday, Sunday) Suffix Holiday 19.04.2024 to 21.04.2024 Public holiday, Saturday, Sunday

**CERTIFICATE**

1. Certified that the member of the staff whom the leave is sanctioned is eligible for the leave as per the leave account in the service register.
2. Certified that in cases of sanction of unearned leave on medical certificate/ maternity leave/ abortion leave/ necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filled in the college safely.
3. Certified that the limit of leave prescribed by Government for sanction at any one time has been followed correctly.
4. Certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
5. Certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

**UNDERTAKING**

Certified that the above leave was sanctioned by the Management as per rules on the subject and that the Management is ready to refund excess payment if any. If they are found to be incorrect at a later date in audit by the Collegiate Education Department / Local Fund Accountant General etc.

  
Secretary

**SECRETARY**  
**Holy Cross College**  
(AUTONOMOUS)  
NAGERCOIL - 629 004



EL

FOLIO NO.....

HOLY CROSS COLLEGE, NAGERCOIL

Application For Leave Staff

Name .....Dr. S. S. Sahaya Selvi.....

Designation Asst. professor in Commerce

Leave applied for from .....02.02.2021-27.02.2021

Nature of leave .....Earned leave (26 days)

Reason for leave .....Sick

Permission Granted .....

Leave already availed of the year .....15 Days

Leave Address .....Holy Cross Convent  
Rach Nagar

Place .....Nagercoil

Date .....01.02.2021

Work affected .....

Day	Period	Class	Room No.
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Work adjusted/ to be adjusted ✓ Signature of the applicant

Time of Receipt of application.....

Head of the Department:

Principal/ Secretary

Date: .....



PROCEEDING OF SECRETARY, HOLY CROSS COLLEGE (Autonomous),  
NAGERCOIL-4

Re. No. 2634/TS/2020/ dated: 08.03.2021

Sub: Leave – Earned Leave –sanction regarding.

The Secretary hereby sanctions the unearned leave on medical certificate to the following member of the teaching staff.

S.N O	Name & Designation	Period of leave and no. of days	Nature of Leave	Permission
1	Dr. Sr. Sahaya Selvi Assistant Professor in Commerce	02.02.2021 to 27.02.2021 ( 26 days )	Earned Leave	Permission granted suffix holiday 28.02.2021 Sunday. Joined duty on 01.03.2021

Certificate

6. Certified that the members of the staff whom the leave is sanctioned are eligible for the leave as per the leave account in the service Register.
7. certified that in cases of sanction of unearned leave on medical certificate/maternity leave/abortion leave/necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filed in the college safely.
8. certified that the limit of leave prescribed by Govt. for sanction at any one time has been followed correctly.
9. certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
10. certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

UNDERTAKING

Certified that the above leave was sanctioned by the management as per rules on the subject and that the management is ready to refund excess payment if any. If they are found to be incorrect at a latter date in audit by the collegiate education department/local fund/accountant general etc.

  
SECRETARY  
08.03.2021  
**SECRETARY**  
**HOLY CROSS COLLEGE**  
**(AUTONOMOUS)**  
**NAGERCOIL - 629 004**





FOLIO NO.....

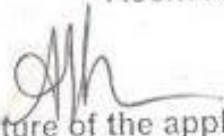
HOLY CROSS COLLEGE, NAGERCOIL

Application For Leave Staff

Name Ally Grace  
Designation Asst. Prof.  
Leave applied for from one day (4.1.2020)  
Nature of leave Earn Leave  
Reason for leave Personal  
Permission Granted yes  
Leave already availed of the year - Days  
Leave Address 5/59B3, Grace Garden  
Sasthankovil Salai  
Thamathukonam, Ngl-4.  
Place Nagercoil  
Date 4.1.2020  
Work affected .....


Day	Period	Class	Room No.
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Work adjusted/ to be adjusted

  
Signature of the applicant

Time of Receipt of application.....

A. Esther Leema Rose  
Head of the Department:  
Date: 4.1.2020.

  
Principal/ Secretary  
**SECRETARY**  
**HOLY CROSS COLLEGE**  
**(AUTONOMOUS)**  
**NAGERCOIL - 629 004**



2019-20

**PROCEEDING OF SECRETARY, HOLY CROSS COLLEGE, NAGERCOIL**  
**Re.No. 2590/TS/2020/ dated: 21.01.2020**

Sub: Leave – Earned leave – sanction regarding.

The Secretary hereby sanctions the Earned leave to the following member of the teaching staff.

S.N O	Name & Designation	Period of leave and no. of days	Nature of Leave
1	Tmty.Alby Grace Assistant Professor in English	04.01.2020 (1 day)	Earned leave

**Certificate**

- 1 Certified that the members of the staff whom the leave is sanctioned are eligible for the leave as per the leave account in the service Register.
- 2 certified that in cases of sanction of unearned leave on medical certificate/maternity leave/abortion leave/necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filed in the college safely.
- 3 certified that the limit of leave prescribed by Govt. for sanction at any one time has been followed correctly.
- 4 certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
- 5 certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

**UNDERTAKING**

Certified that the above leave was sanctioned by the management as per rules on the subject and that the management is ready to refund excess payment if any. If they are found to be incorrect at a latter date in audit by the collegiate education department/local fund/accountant general etc.



*[Handwritten Signature]*  
**SECRETARY**  
 21.01.2020

**SECRETARY**  
**HOLY CROSS COLLEGE**  
**(AUTONOMOUS)**  
**NAGERCOIL - 629 004**



JOINING REPORT

From Alby Grace  
Asst. Prof.  
Department of English  
Holy Cross College  
Nagercoil

To

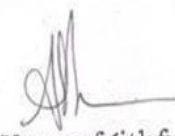
The Secretary,  
Holy Cross College (Autonomous),  
Nagercoil - 4

Dear Sister,

I was on ..... Earned ..... leave from <sup>on</sup> 4.1.2020...  
to ..... (..... days). Kindly permit me to join duty on  
5.1.2020 ..... forenoon. Permission granted to prefix and suffix  
holidays..... (.....)

Thanking you,

Place : Nagercoil  
Date : 5.1.2020

  
Yours faithfully,

Permitted

  
Secretary  
SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004

**PROCEEDING OF SECRETARY, HOLY CROSS COLLEGE (Autonomous),  
NAGERCOIL-4**

**Re. No. 2883/TS/2022/ dated: 15.10.2022**

Sub: Leave – Earned Leave –sanction regarding.

The Secretary hereby sanctions the earned leave to the following member of the teaching staff.

S.N O	Name & Designation	Period of leave and no. of days	Nature of Leave	Permission
1	Tmt. M.Anitha Malbi, Assistant Professor in Chemistry	30.09.2022 (1 day)  7.10.2022 - 08.10.2022 (2 days) 3 days	Earned leave	

**Certificate**

1. Certified that the members of the staff whom the leave is sanctioned are eligible for the leave as per the leave account in the service Register.
2. certified that in cases of sanction of unearned leave on medical certificate/maternity leave/abortion leave/necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filed in the college safely.
3. certified that the limit of leave prescribed by Govt. for sanction at any one time has been followed correctly.
4. certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
5. certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

**UNDERTAKING**

Certified that the above leave was sanctioned by the management as per rules on the subject and that the management is ready to refund excess payment if any. If they are found to be incorrect at a latter date in audit by the collegiate education department/local fund/accountant general etc.

  
SECRETARY  
15.10.2022

**SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004**



EL-416

**PROCEEDING OF SECRETARY, HOLY CROSS COLLEGE (Autonomous),  
NAGERCOIL-4**

**Re. No. 2896/TS/2022/ dated: 23.02.2023**

Sub: Leave – Earned Leave –sanction regarding.

The Secretary hereby sanctions the earned leave to the following member of the teaching staff.

S.N O	Name & Designation	Period of leave and no. of days	Nature of Leave	Permission
1	Tmt. V.Shally, Asst Prof. in Physics,	24.02.2023 to 01.03.2023 (6 days)	Earned leave	-
2	Tmt. S.Mary Mettilda Bai, Asst Prof. in Zoology.	24.02.2023 to 01.03.2023 (6 days)	Earned leave	-
3	Tmt. J.Viniliya Josephine Mary, Asst Prof. in Zoology.	24.02.2023 to 01.03.2023 (6 days)	Earned leave	-
4	Tmt. A.Punitha, Asst Prof. in Zoology.	24.02.2023 to 01.03.2023 (6 days)	Earned leave	-
5	Tmt. P.Sathya, Asst Prof. in English	24.02.2023 to 01.03.2023 (6 days)	Earned leave	-
6	Tmt. S.Sunitha, Asst Prof. in Tamil.	24.02.2023 to 01.03.2023 (6 days)	Earned leave	-
7	Ms.Snow J sharmila, Asst Prof. in English.	24.02.2023 to 01.03.2023 (6 days)	Earned leave	-

**Certificate**

1. Certified that the members of the staff whom the leave is sanctioned are eligible for the leave as per the leave account in the service Register.
2. certified that in cases of sanction of unearned leave on medical certificate/maternity leave/abortion leave/necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filed in the college safely.
2. certified that the limit of leave prescribed by Govt. for sanction at any one time has been followed correctly.
3. certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
4. certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

**UNDERTAKING**

Certified that the above leave was sanctioned by the management as per rules on the subject and that the management is ready to refund excess payment if any. If they are found to be incorrect at a latter date in audit by the collegiate education department/local fund/accountant general etc.

*B. S. S. S.*  
SECRETARY  
HOLY CROSS COLLEGE  
(AUTONOMOUS)  
NAGERCOIL - 629 004

**PROCEEDING OF SECRETARY, HOLY CROSS COLLEGE (Autonomous),  
NAGERCOIL-4**

**Re. No. 2665/TS/2021/ dated: 23.12.2021**

Sub: Leave – Earned Leave –sanction regarding.

The Secretary hereby sanctions the earned leave to the following member of the teaching staff.

S.N O	Name & Designation	Period of leave and no. of days	Nature of Leave	Permission
1	Tmt. M.Anitha Malbi Assistant Professor in Chemistry	06.12.2021 to 14.12.2021 ( 9 days )	Earned Leave	Permission granted prefix holiday 05.12.2021(Sunday) Joined duty on 15.12.2021
2	Tmt. A.Shyla Suganthi Assistant Professor in Zoology	15.12.2021 ( 1 days )	Earned Leave	Joined duty on 16.12.2021

**Certificate**

1. Certified that the members of the staff whom the leave is sanctioned are eligible for the leave as per the leave account in the service Register.
2. certified that in cases of sanction of unearned leave on medical certificate/maternity leave/abortion leave/necessary medical certificate fitness certification from competent authorities in the prescribed form produced by the staff members have been filed in the college safely.
3. certified that the limit of leave prescribed by Govt. for sanction at any one time has been followed correctly.
4. certified that the necessary entries have been made in the body of the service register and in the leave account in the service register of incumbent.
5. certified that the leave period was verified and tallied with the entries made in the attendance register against the staff concerned.

**UNDERTAKING**

Certified that the above leave was sanctioned by the management as per rules on the subject and that the management is ready to refund excess payment if any. If they are found to be incorrect at a latter date in audit by the collegiate education department/local fund/accountant general etc.

  
SECRETARY  
23.12.2021  
SECRETARY  
HOLY CROSS COLLEGE