

**दिल्ली कॉलेज ऑफ आर्ट्स एण्ड कोमर्स**  
**दिल्ली विश्वविद्यालय**  
**नेताजी नगर, नई दिल्ली-110023**

**Non-teaching Earned Leave and H.P.L./Medical Leave Balance as on 31.12.2024**

| S. No | Name                       | Designation           | Page No. | Earned Leave | H.P.L/Medical | Remarks                  |
|-------|----------------------------|-----------------------|----------|--------------|---------------|--------------------------|
| 1     | Sh. Shubhrendu Singh       | A.O. Estab/(A/c)      | 01       | 268          | 179           |                          |
| 2     | Sh. Sanjay Jha             | A.O. (Admin.)         | 07       | 305          | 257           |                          |
| 3     | Sh. Mukesh Kumar Sharma    | Sr. P.A. to Principal | 11       | 180          | 184           | Deputation on 22.03.2022 |
| 4     | Sh. Sanjeev Kumar          | S.O. (Admin.)         | 17       | 302          | 177           |                          |
| 5     | Sh. Bijender               | S.O.(A/c)             | 27       | 293          | 493           |                          |
| 6     | Sh. Yashwant Singh Chauhan | Sr. Assistant         | 40       | 289          | 414           |                          |
| 7     | Sh. Suraj Sharma           | Sr. Assistant         | 171      | 16           | 31            |                          |
| 8     | Smt. Sunita Sharma         | Sr. Assistant         | 42       | 295          | 534           |                          |
| 9     | Smt. Anju Parashar         | Assistant             | 48       | 76           | 135           |                          |
| 10    | Smt. Sonu                  | Assistant             | 56       | 149          | 70            |                          |
| 11    | Sh. Santosh Pal            | Assistant             | 52       | 196          | 158           |                          |
| 12    | Sh. Naeem                  | Assistant             | 81       | 176          | 115           |                          |
| 13    | Sh. Ram Karan Meena        | Jr. Assistant         | 62       | 255          | 318           |                          |
| 14    | Sh. Bijender Singh         | Jr. Assistant         | 67       | 297          | 300           |                          |
| 15    | Smt. Manisha Bisht         | Jr. Assistant         | 72       | 162          | 121           |                          |
| 16    | Sh. Yash Kumar             | Jr. Assistant         | 176      | 45           | 31            |                          |
| 17    | Sh. Sachin Aggarwal        | Jr. Assistant         | 181      | 38           | 13            |                          |
| 18    | Ms. Taru Sirohi            | Jr. Assistant         | 186      | 26           | 31            |                          |
| 19    | Ms. Shivani Tandon         | Jr. Assistant         | 79       | 61           | 121           |                          |
| 20    | Sh. Amit Gulati            | Library Assistant     | 102      | 124          | 127           |                          |
| 21    | Smt. Kavita                | Library Attendant     | 108      | 36           | 47            |                          |
| 22    | Sh. Brijesh Pal            | Library Attendant     | 111      | 146          | 135           |                          |
| 23    | Sh. Anish Sahani           | Library Attendant     | 119      | 32           | 73            |                          |
| 24    | Ms. Deepika                | Library Attendant     | 191      | 40           | 25            |                          |
| 25    | Smt. Beena Devi            | Library Attendant     | 125      | 01           | 15            |                          |
| 26    | Sh. Rameshwar Dayal Sharma | Dafti                 | 128      | 300          | 398           |                          |
| 27    | Smt. Ritika Singh          | Computer Attendant    | 132      | 104          | 117           |                          |
| 28    | Sh. Jagdish Singh          | Office Attendant      | 137      | 50           | 390           |                          |
| 29    | Sh. Dharmender Singh       | Office Attendant      | 142      | 164          | 58            |                          |
| 30    | Sh. Ram Kanojia            | Office Attendant      | 148      | 25           | 04            |                          |
| 31    | Sh. Surender Singh Rawat   | Office Attendant      | 151      | 315          | 316           |                          |
| 32    | Smt. Mamta                 | Safai karamchari      | 167      | 270          | 266           |                          |
| 33    | Sh. Deepak Kumar           | Mali                  | 161      | -            | 06            | Absent since 30.10.15    |

  
Administrative Officer

  
Principal

Copy to: for information and record

1. Accounts office.
2. Library.
3. Administrative Office.
- ✓ 4. College website.