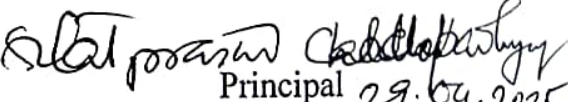


City College  
102/1, Raja Rammohan Sarani, Kolkata – 700 009  
NOTICE: 29.04.2025  
Subject: Statement of leave record during 2023-2024

The full-time teaching staff, State Aided College Teachers (SACT) and non-teaching staff members are hereby informed that the draft leave statement during the period 01.07.2023 to 30.06.2024 has been prepared by the Leave Section and placed in the leave sub-committee meeting dated 22.04.2025. The draft statement is available with Sri Kamal Bag, staff, Leave sub-committee, 1<sup>st</sup> floor, near to Teachers' Staff Room. This is further to inform all concerned that as per verbal advice from H. E. Dept. leave record of the some of the staff have been recalculated for the previous years. So, the esteemed colleagues are requested to check the leave statement for the previous year also.

The esteemed staff members are requested to check the record and concurrence within  
15.05.2025.

  
Principal 29.04.2025  
City College, Kolkata -9