



Academic Staff College

25.07.2018

One day remedial training on “Preparation of Monthly Leaves Statement”

One day remedial training on “Preparation of Monthly Leaves Statement” was organised by Academic Staff College on 25.07.2018 Mr.J.Srikanth, Manager-HR, for the office assistants of various departments of KLU in Sunflower hall from 2.00 to 4.00 pm.

The members were explained the existing policies to prepare monthly leaves statement considering different leaves taken by the faculty and staff members. The resource person explained how to consider monthly cycle. He also highlighted how to be discrete in considering leaves in special cases.

The members have a lot of doubts regarding some of the issues that they face during their preparation of monthly leave statement. He cleared their doubts certain issues when a faculty and staff resigns the measures to be taken to prepare the monthly leave statement. He also explained to the new office assistants the procedures that are to be followed in preparation of monthly Leaves statements.

Mr.J.Srikanth,Manager-HR



Participants Actively Listening