



HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN

DAKSHINESWAR • KOLKATA - 700 035

Re-accredited by NAAC with A+ Grade (3rd Cycle) 2023

E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in

Ref. No.



Date

NOTICE

To
All Teaching and Non-Teaching Staff

This is to notify all concerned that henceforth **no CCL (Child Care Leave) or EL (Earned Leave)** shall be considered or approved unless the application is submitted at **least 15 (fifteen) days in advance** from the date of commencement of leave.

All leave applications must clearly mention:

- **Valid and justified grounds** for seeking leave.
- **Proper supporting documents**, wherever applicable.

Applications submitted without prior notice, valid grounds, or required documents shall not be entertained.

All staff members are requested to comply strictly with the above instructions to ensure smooth academic and administrative functioning of the College.

Dr. Soma Ghosh
Principal

Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata-700 035