

From

Harshitha M.K
Lab Instructor/Programmer
Dept of CSE
AJIET
Mangaluru

To,

The Principal
AJIET,
Mangaluru

s. f

Through,

Dr, Antony P.J
HOD , Dept of CSE
AJIET, Mangaluru.

Sub: Request For the Maternity Leave
Respected Sir,

This is to bring to your notice that I am pregnant now and the baby is due on 6-may-2018. I would like to continue working until the due date if possible and plan to take 26 weeks off (Complete) maternity leave after my delivery.

I kindly request you to grant me the permission for the leave.




Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006


Thanking you

Harshitha m.k
Your's Faithfully

Forwarded

 29/01/2018

(DR ANTONY P J)
H.O.D. - Computer Science & Engineering
A.J. INSTITUTE OF ENGINEERING AND TECHNOLOGY
Mangaluru - 575 006, D.K., Karnataka

As per
To




A.J. INSTITUTE OF ENGINEERING AND TECHNOLOGY, MANGALURU

(A Unit of Laxmi Memorial Education Trust ®)

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Belagavi)

NH - 66, Kottara Chowki, Mangaluru - 575006. Ph: 0824-2455048, 2862202 | Mob.: 09483026503

E mail: ajenggcollege@gmail.com | Website: www.ajiet.edu.in

Ref: AJIET/ORD/001/2018 - 19

Date: 02/04/2018

To,

Mrs. Harshitha M K
Instructor/Programmer
Computer Science & Engineering, AJIET

Sub: Approval of Maternity leave.

Dear Harshitha M K,

This letter is to inform you that your maternity leave request has been reviewed and approved. We understand that you will have to be absent from 09/04/2018 to 05/10/2018 (26 weeks). We wish and look forward to see you on 06/10/2018.

PRINCIPAL

PRINCIPAL

A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY
MANGALURU - 575 006

प्रत्याशित प्रसवावस्था/प्रसव/गर्भपात को प्रमाण-पत्र
CERTIFICATE OF EXPECTED CONFINEMENT / CONFINEMENT / MISCARRIAGE
प्रसूति-प्रसुविधा/MATERNITY BENEFIT
कर्मचारी राज्य बीमा निगम/EMPLOYEES' STATE INSURANCE CORPORATION
(विनियम 88 व 89) (REGULATION 88 & 89)

पुस्तक संख्या/Book No. 491

Harshitha m.k
बीमाकृत महिला के हस्ताक्षर या अंगूठे का निरान
Signature or thumb impression
of the Insured Woman

नियोजकी कूट संख्या/Employer's Code No. _____

क्रम संख्या/Serial No. 9819

बीमाकृत महिला का नाम/Insured Woman's Name Harshitha.M.K

बीमा संख्या/Insurance No. 7700139907

पत्नी/पुत्री/Wife/Daughter of Sunil Kumar.P

औषधालय की मोहर/Stamp of the Dispensary

I.* प्रमाणित किया जाता है कि मैंने आज ऊपरकथित महिला की जांच की है और मेरी राय में ऐसी आशा है कि वह को या के लगभग प्रसवित होगी।
Certified that I have examined the above mentioned Insured Woman today and that in my opinion she may expect to be confined on or about _____

II.* प्रमाणित किया जाता है कि मैंने ऊपरकथित महिला पता की उसके प्रसवावस्था/गर्भपात के संबंध में परिचर्या की और
..... तारीख को उसने सन्तान को जन्म दिया।
Certified that I attended the above mentioned Insured woman in connection with her confinement/miscarriage at Ashoknagar
(address) and that she was there delivered of a child on the 28-4-18 day of _____

अन्य टिप्पणी/Any Remarks Suspicious signs & symptoms of Septic delirium

तारीख/Date : 14/5/18
DOA 28.4.18
DOD 30.4.18
Ashoknagar

सेविका (मिडवाइफ) के हस्ताक्षर, यदि कोई हो तो
Signature of midwife, if any

Maternity certificate issued by the confinement
Dr. Jagj

Dr. Jagj
बीमा चिकित्सा अधिकारी के
हस्ताक्षर/Counter signature
Signature or counter signature
of the Insurance Medical Officer
Dr. Jagj
साफ अक्षरों में नाम और मुद्रा का प्रयोग
Name in Block letters and Rubber stamp

• जो लागू न हो उसे काट दें।/Delete whichever is not applicable
Dr. Jagj
Dr. Jagj

P.T.O.

AJ
Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 005

(MB)

CONFIDENTIAL

EMPLOYERS' LIABILITY INSURANCE REGULATIONS
ARRESTATION VERIFIED CERTIFICATE

Regulation No. _____

To

M/S _____
Sub: Verification of abstention from work in respect of Shri/Ms./Mam/ma'am Harshitha

Insurance No. 97-00139207 Department _____
Dear Sir/Madam

The above named employee of your factory has submitted a certificate of incapacity for the period 23/04/18 to 21/10/18 and has declared that he/she has not worked on a day during the said period.

He/She has further declared that he/she has not received wages as defined under Section 2(22) of ESI Act, 1948 leave/holiday/weekly off/lay off and strike in respect of any day during the above period and that he/she was not on strike day during the said period.

I shall be grateful if you confirm the exact position, in this regard, on the form, appended with 10 days of the return of this form.

- ① Confirm whether Insured Person has worked for wages during the above period
- ② Any leave wages paid during the above period

Yours faithfully
R. Brahm
Manager
ESI Branch Office

REPLY TO BE FURNISHED BY THE EMPLOYER IN RESPECT OF FORM NO. 10

Name of the insured Person/Insured Woman Harshitha M.K.
Insurance No. 97-00-139207

Returned with the remarks that the employee in question has not worked on any day during the period 23-04-18 to 21-10-2018 that he/she has worked on _____ during the period _____ to _____

- a) He/She remained on leave with wages for the period from _____ to _____
- b) He/She remained on holidays with wages from _____ to _____
- c) He/She was on weekly off with wages from _____ to _____
- d) He/She was on lay-off with wages from _____ to _____
- e) He/She was on strike from _____ to _____

2. In case, the insured person/insured woman is paid any wages for any of the days falling during the above mentioned subsequently, the same will be notified to you in due course.
3. The day preceding the first day of absence was/was not a holiday for the Insured Person/insured woman.

Signature & Seal
Name in block letter _____

PRINCIPAL

A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY

MANGALURU - 575 006

Code No. _____
Designation _____
Date: 24/10/2018

*Strike out if not applicable.

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006

* (विनियम 64 के अधीन हितलाभ की संभाव्य हानि से बचने के लिए इस प्रमाण-पत्र को 3 दिन के अंदर-समुचित शाखा कार्यालय में जमा करें)
* (Deposit this certificate within 3 days with the appropriate Branch Office to avoid possible loss of benefit under Regulation 64)

एसिक मेडि (एफ) - 11
ESIC Med. (F) - 11

प्रथम / मध्यवर्ती / अंतिम प्रमाण - पत्र

FIRST / INTERMEDIATE / FINAL CERTIFICATE

कर्मचारी राज्य बीमा निगम

41567

EMPLOYEES' STATE INSURANCE CORPORATION

(विनियम 57, 58 व 59) (Regulation 57, 58, 59)

पुस्तक संख्या / Book No

2078337

औषधालय की मोहर / Stamp of Dispensary

Harshitha M.K
बीमाकृत व्यक्ति के हस्ताक्षर या अंगूठे का निशान
Signature or Thumb impression of the I.P.

क्रम संख्या / Serial No.

बीमारी या अशक्तता से संबन्धित पेथम-पत्र की तारीख /
Date of First Certificate of spell of Sickness or Disablement

नियोजक कूट संख्या / Empl. Code No.

शाखा कार्यालय / Branch Office

नाम / Name

Harshitha M.K.

पुत्र / पुत्री, पत्नी / s/d/w

Sunil Kumar

बीमा संख्या / Ins. No

770013982

प्रमाणित किया जाता है कि मैंने आज जांच की है और मेरी राय में : /

Certified that I have examined you today and that in my opinion :

चिकित्सा अधिकारी द्वारा कोई अन्य टिप्पणी Any other remarks by the Medical Officer	(1)* आपको चिकित्सा आधार पर (निदान) के कारणों से चिकित्सीय उपचार, परिचर्या और काम से प्रविरति अनुपस्थिति की अभी आवश्यकता है। / You now need medical treatment, attendance & abstention from work on medical grounds by reason of (diagnosis) <u>G21.1, 3 weeks of pregnancy</u>
	(2)* (निदान) कारणों से जिसमें यह तारीख भी सम्मिलित है, चिकित्सीय आधार पर आपके लिए काम से चिकित्सीय उपचार, परिचर्या और काम से प्रविरति (अनुपस्थिति) की अभी आवश्यकता है। You have continued to need medical treatment, attendance & abstention from work on medical grounds upto and including this day by reason of (diagnosis) <u>1.3.18</u>
	(3)* मेरी राय में आप कल को फिर से काम करने के योग्य हो जायेंगे। / In my opinion you will be fit to resume work tomorrow / on _____
चिकित्सा अधिकारी द्वारा अनुप्रमाणन Attestation by Med. Officer	

यह प्रमाण-पत्र आपके नियोजक के लिए है, उन्हें तत्काल देना अपने हित में है।

This certificate is intended for your employer, it is in your own interest that it should be delivered to him immediately.

टिप्पणी : प्रथम एवं अंतिम प्रमाण-पत्र के मामले में जांच की तारीख के बाद से काम करने के योग्य होने की तारीख, किसी भी प्रकार से तीसरे दिन के बाद की नहीं होनी चाहिए।

NOTE : The date of fitness must in no case be later than the third day after the date of the examination in case of First and Final Certificate.

तारीख / Date

हस्ताक्षर / Signature

बीमा चिकित्सा अधिकारी / Insurance Medical Officer

साफ अक्षरों में नाम / Name in Block (अक्षर)



रबड़ की मोहर / Rubber Stamp

* जो लागू न हो उसे काट दें / Strikeout whichever is not applicable

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006

* (विनियम 64 के अधीन हितलाभ की संभाव्य हानि से बचने के लिए इस प्रमाण-पत्र को 3 दिन के अंदर-समुचित शाखा कार्यालय में जमा करें)
* (Deposit this certificate within 3 days with the appropriate Branch Office to avoid possible loss of benefit under Regulation 64)

एसिक मेडि (एफ) - 11
ESIC Med. (F) - 11

प्रथम / मध्यवर्ती / अंतिम प्रमाण - पत्र
FIRST / INTERMEDIATE / FINAL CERTIFICATE

कर्मचारी राज्य बीमा निगम
EMPLOYEES' STATE INSURANCE CORPORATION

(विनियम 57, 58 व 59) (Regulation 57, 58, 59)

41569

पुस्तक संख्या / Book No

2078413

क्रम संख्या / Serial No.

औपचारिक मोहर / Stamp of Dispensary

बीमाकृत व्यक्ति के हस्ताक्षर या अंगूठे का निशान
Signature or Thumb impression of the I.P.

नियोजक कूट संख्या / Empl. Code No.

बीमारी या अशक्तता से संबन्धित पेशम-पत्र की तारीख /
Date of First Certificate of spell of Sickness or Disablement

21/11/18

शाखा कार्यालय / Branch Office

नाम / Name Harshita M.K पुत्र/पुत्री, पत्नी / s/d/w Sunil Kumar P बीमा संख्या / Ins. No 7700139207

प्रमाणित किया जाता है कि मैंने आज जांच की है और मेरी राय मे : / Certified that I have examined you today and that in my opinion :

चिकित्सा अधिकारी द्वारा कोई अन्य टिप्पणी Any other remarks by the Medical Officer	(1)* आपको चिकित्सा आधार पर (निदान) के कारणों से चिकित्सीय उपचार, परिचर्या और काम से प्रविरति अनुपस्थिति की अभी आवश्यकता है। / You now need medical treatment, attendance & abstention from work on medical grounds by reason of (diagnosis) <u>Diagnose & accept Regulated LSA</u>
	(2)* (निदान) कारणों से जिसमें यह तारीख भी सम्मिलित है, चिकित्सीय आधार पर आपके लिए काम से चिकित्सीय उपचार, परिचर्या और काम से प्रविरति (अनुपस्थिति) की अभी आवश्यकता है। / You have continued to need medical treatment, attendance & abstention from work on medical grounds upto and including this day by reason of (diagnosis) _____
चिकित्सा अधिकारी द्वारा अनुप्रमाणन Attestation by Med. Officer	(3)* मेरी राय में आप कल को फिर से काम करने के योग्य हो जायेंगे। / In my opinion you will be fit to resume work tomorrow / on <u>21/11/18</u>

यह प्रमाण-पत्र आपके नियोजक के लिए है, उन्हें तत्काल देना अपने हित में है।

This certificate is intended for your employer, it is in your own interest that it should be delivered to him immediately.

टिप्पणी : प्रथम एवं अंतिम प्रमाण-पत्र के मामले में जांच की तारीख के बाद से काम करने के योग्य होने की तारीख, किसी भी प्रकार से तीसरे दिन के बाद की नहीं होनी चाहिए।

NOTE : The date of fitness must in no case be later than the third day after the date of the examination in case of First and Final Certificate.

तारीख / Date

हस्ताक्षर / Signature

बीमा चिकित्सा अधिकारी / Insurance Medical Officer

साफ अक्षरों में लिखें / Write in Block Letters

अक्षरों में लिखें (अक्षर)
अक्षरों में लिखें



रबड़ की मोहर / Rubber Stamp

* जो लागू न हो उसे काट दें

/ Strikeout whichever is not applicable

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006



A.J. INSTITUTE OF ENGINEERING AND TECHNOLOGY, MANGALURU

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NH - 66, Kottara Chowki, Mangaluru - 575006. Ph: 0824-2455048, 2862202 | Mob.: 09483026503

E mail: ajenggcollege@gmail.com | Website: www.ajiet.edu.in

Ref: AJIET/ORD/002/2018 - 19

Date: 25/07/2018

To,

Mrs. Madhushree C
Asst.Prof.
Civil Engineering, AJIET

Sub: Approval of Maternity leave.

Dear Madhushree C,

This letter is to inform you that your maternity leave request has been reviewed and approved. We understand that you will have to be absent from 01/08/2018 to 31/01/2019 (26 weeks). We wish and look forward to see you on 01/02/2019.

PRINCIPAL
PRINCIPAL

A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY
MANGALURU - 575 006

Place : Mangalore
Date : 03-07-2017

From,

Mrs. Madhusree. C

Asst. Professor

Civil Engg dpt.

AJ Institute of Engineering & Technology
Mangalore.

To,

The Principal

AJ Institute of Engineering & Technology
Mangalore.

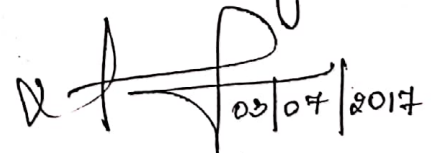
Respected Sir,

Sub:- Regarding duty reporting

As mentioned in the above subject, I Madhusree. C
reporting to duty as Assistant Professor, Civil Engg dpt.
AJIET, Mangalore duty from July 3rd, 2017.


Thanking you,

Yours Sincerely


03/07/2017

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 005

TG H-R

2/7/17

From,

04/04/2018

Mrs. Madhushree C
Assistant Professor
Civil Engineering Department
AJIET, Mangalore

Mangalore

To,
The Principal
AJIET, Mangalore

Respected sir,

Subject: Request for consideration of Maternity leave-Regd

I am writing this letter to inform you that I wish to avail maternity leave starting from first week of August 2018. As certified by the doctor I am 14 weeks 4 days pregnant and the baby is due on September 29th 2018 (+/- One week). I would like to avail the entire maternity leave according to norms and regulations. Please guide me through the process of applying for the same. I would like to apply leave from August 1st 2018 to February 1st 2019.

If possible I also request you to add up my annual leave along with the maternity leave. I hope you will consider my situation and allow me to take the annual leave along with the maternity leave. I request you to kindly confirm me the dates of leave and dates of joining back to work. Kindly do the needful.

Thanking you,

Forwarded,
[Signature]
4/4/18
COO. Akshatha Shetty

As per Memo of Transfer
[Signature]

[Signature]
19/4/18

Yours faithfully

[Signature]
[Mrs. Madhushree C]

Attachment : Medical Report



A.J. INSTITUTE OF ENGINEERING AND TECHNOLOGY, MANGALURU

(A Unit of Laxmi Memorial Education Trust ®)

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Belagavi)

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E mail: ajenggcollege@gmail.com | Website: www.ajiet.edu.in

Ref: AJIET/ORD/004/2019 - 20

Date: 06/07/2019

To,

Mrs. Bincy Joseph
Asst.Prof.
Information Science & Engineering, AJIET

Sub: Approval of Maternity leave.

Dear Bincy Joseph,

This letter is to inform you that your maternity leave request has been reviewed and approved. We understand that you will have to be absent from 07/07/2019 to 02/01/2020. We wish and look forward to see you on 03/01/2020.

PRINCIPAL

PRINCIPAL

A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY
MANGALURU - 575 006

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006



A.J. INSTITUTE OF ENGINEERING AND TECHNOLOGY, MANGALURU

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E mail: ajenggcollege@gmail.com | Website: www.ajiet.edu.in

Ref: AJIET/ORD/001/2018 - 19

Date: 02/04/2018

To,

Mrs. Harshitha M K
Instructor/Programmer
Computer Science & Engineering, AJIET

Sub: Approval of Maternity leave.

Dear Harshitha M K,

This letter is to inform you that your maternity leave request has been reviewed and approved. We understand that you will have to be absent from 09/04/2018 to 05/10/2018 (26 weeks). We wish and look forward to see you on 06/10/2018.

PRINCIPAL

PRINCIPAL

A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY
MANGALURU - 575 006

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006



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Asst.Prof.
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PRINCIPAL
PRINCIPAL
A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY
MANGALURU - 575 006

Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Request Letter

21.04.2022

From,
Ms.Prafulla K R
Assistant Professor
Department of Chemistry
AJIET, Mangaluru.

To,
The Principal,
AJIET, Mangaluru.

Through,
The HOD,
Department of Chemistry,
AJIET, Mangaluru.


Subject: Request for granting leave reg...

Respected Sir,

As my delivery due date is in the month of May 2022 and now I am finding difficult stay for long time in the college at this condition. So I would like to avail leave from 22nd of April 2022.

In this regard I request you to consider this request and grant the leave. Kindly do the needful.

Thanking You



Yours Faithfully,

Forwarded to the principal.



Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006


21.4.2022
Dr. Kishore Shetty

First Year Coordinators



02/12/2023

From,

Savitha
E&E Dept
AJIET, Mangalore

To,

The Principal
AJIET Mangalore

Respected Sir,

Subject :- Regarding Maternity Leave.

I dare by kindly inform you that
i am admitted to KMC Attavara hospital
for my delivery. On 02/12/2023.

I am claiming benefit on ESI ^{please} so do
be needfull

Thanking you.

Yours faithfully
Savitha

From,

Ramya V H

Office Assistance(Exam Section)

A.J. Institute Of Engineering and Technology

Mangalore - 575006

To,

The Principal

A.J. Institute Of Engineering and Technology

Mangalore - 575006

Subject :- Maternity Leave Application

Respected Sir,

I Ramya a member of the Exam Section, I am writing to formally request maternity leave, as I am currently 9 months pregnant. My due date is 03/04/2024. So, I kindly request my maternity leave starting from 28/03/2024 to 28/09/2024, I will be back to work once I finished my maternity leave. Attached herewith is my hospital records confirming my pregnancy and due date for your records.

I sincerely appreciate your understanding and attention to this matter.
Thank you for your support.

Thank You,

Your's Faithfully

Ramya

Date:- 23-03-2024

Place:- Mangalore

N
Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006

TC



A.J. INSTITUTE OF ENGINEERING AND TECHNOLOGY, MANGALURU

(A Unit of Laxmi Memorial Education Trust @)

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Belagavi)

NH - 66, Kottara Chowki, Mangaluru - 575006. Ph: 0824-2455048, 2862202 | Mob.: 09483026503

E mail: ajenggcollege@gmail.com | Website: www.ajiet.edu.in

Ref: AJIET/ORD/003/2018 - 19

Date: 23/11/2018

To,

Mrs. Vishmitha S Shetty
Asst.Prof.
Mathematics, AJIET

Sub: Approval of Maternity leave.

Dear Vishmitha S Shetty,

This letter is to inform you that your maternity leave request has been reviewed and approved. We understand that you will have to be absent from 14/12/2018 to 13/06/2019 (26 weeks). We wish and look forward to see you on 14/06/2019.

PRINCIPAL

PRINCIPAL

A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY
MANGALURU - 575 006

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006



AJIET Mangalore-4JK <ajengcollege@gmail.com>

Request for maternity leave

1 message

Wed, Sep 1, 2021 at 11:18 AM

Smitha Kini <smithakini3@gmail.com>
To: ajengcollege@gmail.com, nageshr@ajiet.edu.in

From,

Smitha G Kini

Assistant Professor,

Department of Basic Science and Humanities,

AJIET, Mangaluru

19 August, 2021.

To,

The Principal

AJIET, Mangaluru

Respected Sir,

Subject: Requesting for maternity leave.

With respect to the above subject, I am Smitha G Kini, Assistant Professor, Department of Basic Science and Humanities, AJIET, Mangaluru. I have completed the previous semester portions and the marks also are also finalized for the sections allocated. In continuation to that I have completed the allotted departmental work.

As I got delivered on 29th August, I kindly request you to grant me 6 months maternity leave according to the institutional norms with loss of pay from the date of the delivery.

I look forth for your kind approval for the application and do the needful.

Thanking you.

Sincerely,

Smitha G Kini


Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006



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E mail: ajenggcollege@gmail.com | Website: www.ajiet.edu.in

Ref:AJIET/ORD/006/2019-20

Date: 21/01/2020

To,

Mrs. Sharon C. D'Souza
Asst.Prof.
Computer Science & Electronics, AJIET

Dear Mrs. Sharon D'Souza,

Sub: **Approval of Maternity leave.**

This is to inform you that your maternity leave request has been reviewed and approved. We understand that you will be on leave from 18/01/2020 to 15/07/2020. We wish and look forward to see you on 16/07/2020.


PRINCIPAL

PRINCIPAL
A.J. INSTITUTE OF ENGINEERING & TECHNOLOGY
MANGALURU - 575 006


Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Date: 01/10/2021

From,
Snitha Shetty
Assistant Professor,
Department of CSE

To,
Dr. Shantharama Rai C
Principal
A J Institute of Engineering and Technology, Mangaluru


Through,
Dr. Antony P J
HOD, Department of Computer Science
A J Institute of Engineering and Technology, Mangaluru


Subject : Request for Maternity Leave.


Respected Sir,

As I am expecting my child and my due date as per medical reports is on 15th October 2021, the doctor has suggested me to take rest till delivery due to certain medical conditions. In this regard, I would be applying maternity leave from 07th October 2021. Kindly confirm this request.

Your's Faithfully


11/10/21
(Mrs. Snitha Shetty)

Forwarded 
01/10/2021

Forwarded to V.P Sir


(Submitted V.P Sir
and Approved on 18/10/2021)


Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Date: 26/11/2021

From,
Mrs. Sharanya P S
Assistant Professor,
Department of ISE

To,
Dr. Shantharama Rai C
Principal
A J Institute of Engineering and Technology, Mangaluru

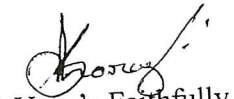
Through,
Dr. Nagesh H R
HOD, Department of Information Science
A J Institute of Engineering and Technology, Mangaluru

Subject: Request for Maternity Leave.

Respected Sir,

As I am expecting my child and my due date as per medical reports is on 20th December 2021, the doctor has suggested me to take rest till delivery due to certain medical conditions. In this regard, I would request you to grant me a Maternity Leave after my delivery. Kindly confirm this request and approve my maternity leave.

Forwarded
Nagesh H R
26/11/21


Your's Faithfully

(Mrs. Sharanya P S)


Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006