



ADITYA ENGINEERING COLLEGE

An Autonomous Institution

Approved by AICTE • Permanently Affiliated to JNTUK • Accredited by NAAC with 'A' Grade
Recognised by UGC under sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533437, Near Kakinada, E.G.Dt., Ph:99498 76662

MATERNITY LEAVE

The following staff members has availed Maternity Leave during the period 2017-18 to 2021-22:

S.NO	Name of the Staff	Designation	Department
1	N. Sujatha	Associate Professor	H&BS
2	T. Sudha Rani	Associate Professor	CSE
3	S.Sushma	Assistant Professor	IT
4	P. Srilatha	Assistant Professor	CSE
5	Raffiunnisa	Assistant Professor	H&BS
6	T. Revathi	Assistant Professor	ECE

S. K. Y.
PRINCIPAL
ADITYA ENGINEERING COLLEGE
SURAMPALAM - 533 437

SAMPLE PROOFS
FOR
MATERNITY LEAVE TO WOMEN STAFF

Surampalem,

Date: 30-05-2018

From

N.Sujatha,
Associate Professor,
Department of Humanities & Basic Sciences,
Aditya Engineering College,
Surampalem.

To

The Principal,
Aditya Engineering College,
Surampalem.

Respected Sir,

Subject: Request to provide maternity leave -Reg

I am N.Sujatha submit to state that, I conceived seven months ago and been entering into last trimester of my pregnancy. My Gynaecologist has notified that to avoid complications I must go on leave at the earliest. In this regard, I humbly request you to grant maternity leave from 04/06/2018 to 03/09/2018.

Thanking You.

Recommended
M. [Signature]

Permitted
S. [Signature]

Yours Sincerely,

N. Sujatha
(N.Sujatha)

S. [Signature]
PRINCIPAL
Aditya Engineering College
SURAMPALAM

Date: 27th May 2019

. To

The Principal,
Aditya Engineering College,
Surampalem.

Respected Sir,

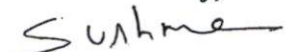
Sub: Requisition for Maternity Leave – Reg

I am S.Sushma, working as an Assistant Professor in Department of Information Technology, since June 2016. I am in the last trimester of my pregnancy. Owing to my medical history doctors advised for a rest to prevent any mishappenings regard to my pregnancy. Hence kindly sanction maternity leave 1st June, 2019 to 31st August, 2019.

Looking for your positive response.

Thanking you sir.

Yours Sincerely,


(S.SUSHMA)

Assistant Professor
Department of IT

Forwarded



Permitted
Sushma



PRINCIPAL
Aditya Engineering College
SURAMPAL

Date: 01/12/2021

From
Raffiunnisa,
Assistant Professor,
Department of H&BS,
Aditya Engineering College,
Surampalem.

To
The Principal,
Aditya Engineering College,
Surampalem.

Respected Sir,

Subject: Maternity Leave -Req- Reg

I hereby bring to your kind notice that, I am in the 8th month of my pregnancy and doctor advised me for complete rest. Hence, I request you to kindly consider my situation and grant me maternity leave from 07/12/2021 to 06/03/2022. I assure you that I will provide my support in all departmental activities and submit the assigned works to my Department HOD before my maternity.

Thanking you.

Recommended

M. R. R.

Permitted

S. V.

Yours Sincerely,

Raffiunnisa
(Raffiunnisa)

S. V.
PRINCIPAL
Aditya Engineering College
SURAMPALEM