

SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur - 635 601, Tamil Nadu, S.India

Resi : (04179) 220103

College : (04179) 220553

Fax : (04179) 226423

A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

6.3.1 Maternity Leave Report 2018 - 2019

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SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR

MATERNITY LEAVE - 2018 - 2019

S. No	Name of the Faculty	Department	Period
1	Mrs. M. Sangeetha	Commerce	15.09.2018 - 14.12.2018
2	Mrs. C. Elavarasi	Chemistry	22.11.2018 - 21.09.2019

Principal

REQUESTING LETTER

Date: 14.09.2018

From

SANGEETHA M

Assistant Professor

Department of Commerce - Shift - II

Sacred Heart College, Tirupattur.

To

Through Additional Principal Shift - II

To the Rector

Sacred Heart College, Tirupattur.

Respected Father,

Sub: Requesting for Maternity leave

As you well known, I am approaching the end of my pregnancy. My due date is [18 Oct 2 018]. But unfortunately Doctor told me to take rest because of some uncertainty. So I am requesting you to consider my maternity leave from 15 Sept 2018 and I would rejoin in the month of December 2018.

I apologize for any inconvenience caused by my request. I ask for your kind cooperation in this matter. I look forward to a favorable reply from you to facilitate my work responsibilities.

Thank you,

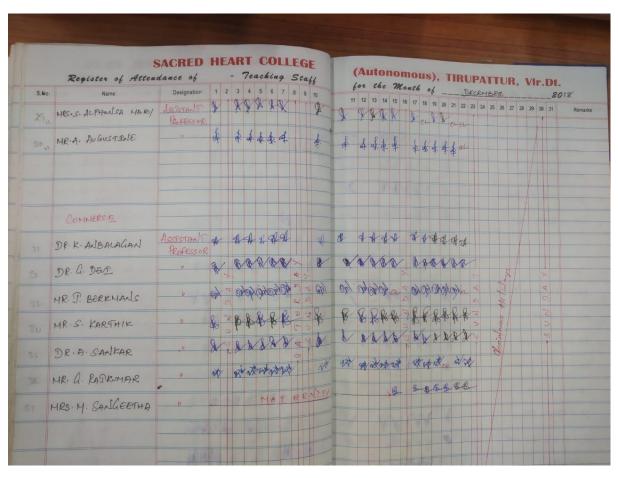
Yours sincerely

Sangeotha N4

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Requisition Letter

From

Mrs. M.Sangeetha

Assistant Professor

Department of Commerce

Sacred Heart College

Tirupattur - 635601

To

The Additional Principal

Sacred Heart College

Tirupattur - 635601

Dear Father,

Sub: Rejoining after Maternity Leave

I am very grateful for your act of kindness towards my maternity leave from 15 Sept 2018 to 14th Dec 2018. I hereby inform you that I am suppose to join on 15th Dec 2018. So I request you to consider my rejoining request and do the needful. I assure you that I shall work with enthusiasm and cooperate with everyone as before.

Thank you,

Yours faithfully,

M.Sangeetha

M. 13/12/18

Somin (5) 12/18

REQUISITION LETTER

Date: 07.09.2018

From

Elavarasi.C

Assistant Professor

Department of Chemistry - Shift - II

Sacred Heart College, Tirupattur.

To

The Additional Principal, Shift - II

Sacred Heart College, Tirupattur.

Respected Father,

Sub: Requesting for Maternity leave

I would like to inform you that, I am approaching the end of my pregnancy and hence I request you to grant me maternity leave from 22nd November 2018 to 21st February 2019. I will rejoin the duty again on 22nd February 2019. Kindly bear with me for the inconvenience caused. I look forward to your favorable reply.

Thanking you,

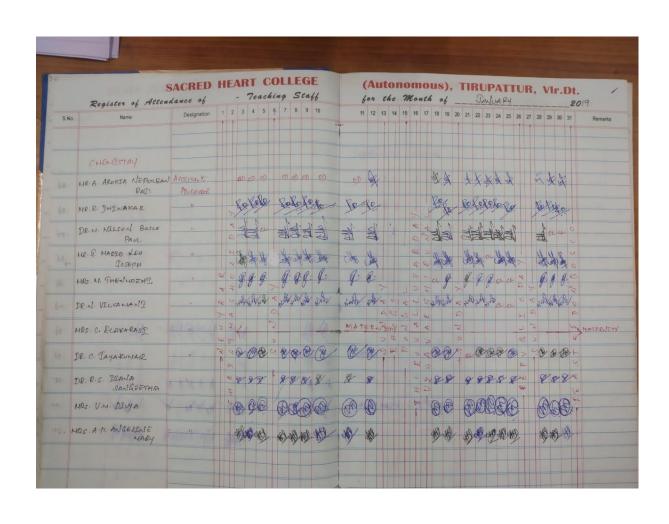
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Yours faithfully,

Elavarasi.C

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