

From

S. Kavitha,  
Asst. Professor in Mathematics,  
Department of Mathematics,  
Nehru Memorial College,  
Puthanampatti.

CLP  
Adv may be sanctioned  
3/12/13  
Co-ordinator  
Suby.

Permission  
Granted

6/12/13

To

The President,  
Nehru Memorial College,  
Puthanampatti.

Submitted to the President  
S.Kavitha  
5/12/13

Through,

1. The Principal,  
Nehru Memorial College,  
Puthanampatti.
2. The Co-ordinator,  
Nehru Memorial College,  
Puthanampatti.

Forwarded to the Principal

S.Kavitha  
5/12/13

Respected sir,

As my expected delivery date is on 26.12.13. My doctor advised me to take rest before and a half month from EDD and hence I am unable to attend the college, I kindly request you to permit me to avail the Maternity leave from 7<sup>th</sup> Dec 2013 to May 2014.

Thanking you,

S. Kavitha's work can be arranged by the department, she may be relieved  
Yours sincerely,  
S. Kavitha

Date : 5.12.13

Place : Puthanampatti

Seehatt  
6/12/13

From

R. Sothiya,  
Assistant Professor,  
Department of English,  
Nehru Memorial College,  
Puthanampatti.

Awbm.  
To bring  
Maternity  
Leave Details.  
6/9/18.

To

The President,  
Nehru Memorial College,  
Puthanampatti.

Forwarded to  
President sir  
6/9/18.

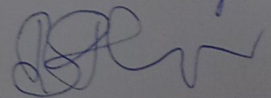
Respected Sir,

As my doctor advised me to take rest due to Backpain, I would like to extend my maternity leave for two more months from September 5 to November 5 (05.9.18 to 05.11.18). Kindly accept my request.

Thank You

Date: 06.09.18

Place: Puthanampatti.

Yours truly  


From

R. Shanmugapriya,  
Asst. prof of chemistry,  
Nehru Memorial college,  
Puthanampatti.

To

The president,  
Nehru Memorial college,  
Puthanampatti.

Through

The principal,  
The co-ordinator,  
Nehru Memorial college,  
Puthanampatti.

See  
1/11/16  
2/2/16  
Submitted to the  
President  
[Signature]  
2/2/16

Respected sir,

I am in Medical leave upto  
31/1/16. and I extended my Medical  
leave upto 31/3/16 (2 months) due  
to my health problem and I rejoin  
1/4/16. So I request you to give me  
a permission and accept my leave  
for the same.

Thanking you,

Place: P.R. Puram

Date: 29/1/16.

Yours sincerely,

R. Shanmugapriya  
29/1/16

Forwarded to the  
co-ordinator  
[Signature]  
2/2/16

Yours truly,  
R. Shanmugapriya  
SIGNATURE WITH DATE

Senguttupatti,

08-05-2016

To release  
the salary.

20/5/16

From

R. Selvakumari,  
Asst Professor,  
Dept of Business Administration,  
Nehru Memorial College (Autonomous)  
Puthanampatti.

To

The President,  
Nehru Memorial College (Autonomous)  
Puthanampatti.

Submitted to the  
Principal  
9/5/16

Respected Sir,

I would like to request you to issue  
salary for my maternity leave period Mar & Apr 2016  
Due to my preterm delivery, I am unable to  
come and collect the salary. So I authorise  
Mrs. Sumathira of mathematics Dept, to receive  
the same. Please approve.

Yours truly,  
Lehity

From,

P. BACKIALAKSHMI,  
Asst. professor,  
Department of Mathematics,  
Nehru Memorial college,  
Pultharampatti.

To,

The President,  
Nehru Memorial college,  
Pultharampatti.

Maternity  
leave  
sanctioned  
to produce  
alternate  
arrangements  
thru HOD.  
1/9/16

Anbu  
to bring  
eligibility  
norms.  
Submitted to the  
President  
1/9/16

1.9.16

Through:

1. The principal,  
Nehru Memorial college,  
Pultharampatti.
2. The co-ordinator,  
Nehru Memorial college,  
Pultharampatti.

Respected sir,

I am writing this letter to inform you  
that, my due date of delivery is oct-6, 2016.

I would like to take a maternity leave from  
7<sup>th</sup> sep - 2016 to <sup>7<sup>th</sup></sup> Nov - 2016. I kindly request you to  
give me permission to take Maternity leave for  
the above months, and consider my leave as  
Medical leave.

place: Pultharampatti, Thanking you sir,  
Date: 1/9/16.

yours sincerely,  
P. Backialakshmi 1/9/16.

From:

C. Hemalatha  
 Assistant Professor  
 Department of Mathematics (SF)  
 Nehru Memorial College (Autonomous)  
 Puthanampatti

Maternity leave sanctioned  
 29/11/16  
 Co-OR

P. discurs & arrange for alternate HOD for the Maths Dept till Dec 16

17/8/16

To

The President  
 Nehru Memorial College (Autonomous)  
 Puthanampatti

Substantiated  
 To bring Eligibility details for sanctioning  
 Anby, ML  
 17/8/16

Forwarded to the Principal

17/8

Through

1. The principal  
 Nehru Memorial College (Autonomous)  
 Puthanampatti
2. The Coordinator  
 Nehru Memorial College (Autonomous)  
 Puthanampatti

Respected Sir,

I would like to inform you that,

I get conceived. As my family doctor advised me not to travel long distance due to my Contraception. So I am not able to continue my duties in this academic year. Hence I request you to grant me permission to take leave for the same. I assure that I will join my duties in this great institution after my delivery.

Thanking you

Yours faithfully

C. Hemalatha

Date: 17.8.16

Place: Puthanampatti

Puthanampatti  
11/11/16

From

S. Sumathira  
Asst. Professor  
Department of Mathematics  
Nehru Memorial College  
Puthanampatti.

To

The President  
Nehru Memorial College  
Puthanampatti

Through

1. The Principal  
Nehru Memorial College  
Puthanampatti
2. The Co-ordinator  
Nehru Memorial College  
Puthanampatti.

O.K.  
Permission  
granted to  
re-join from  
24/11/16

Submitted to the President  
with 1/16. HOOD  
To include  
her name  
in Inform.  
allocate  
papers.

Forwarded to the Principal  
11/11/16

Respected Sir,

I have taken Maternity leave from  
7<sup>th</sup> September to November 23<sup>rd</sup>. I request you  
to join my duty again from this month  
November 24<sup>th</sup> onwards.

Thanking you,  
Yours sincerely  
S. Smit

Puthanampatti.

3.3.2017.

From

B. Krishelvi,  
Assistant Professor,  
Department of English,  
Nehru Memorial College,  
Puthanampatti.

Permission  
Granted

Anbry  
to pay  
adv. Loan  
submit along with  
every month

to rejoin on  
JUNE 19th.

3/3/17

To

The President,  
Nehru Memorial College,  
Puthanampatti.

Salary by President  
8/3/17

Forwarded to the Principal

3/3/17

Through

The Principal,  
Nehru Memorial College,  
Puthanampatti.

The Co-ordinator,  
Nehru Memorial College,  
Puthanampatti.

Respected Sir

I extend my maternity leave for the  
next 3 months from 3.3.2017 to 31.5.2017. I  
kindly request you to approve my leave and to  
give 3 months salary <sup>as loan</sup> ~~in advance~~. I will report  
on duty on 1<sup>st</sup> June 2017 onwards. I request you to  
~~to~~ kindly grant permission to issue my loan to me  
Thanking you, Head of the Department.

Yours faithfully,

B. K. O.

S. Sundaralakshmi  
Incharge of B.A. Eng. lit.



From

M.ARUNADEVI

Assistant Professor of chemistry,  
Nehru Memorial College (Autonomous),  
Puthanampatti.

Co-ord  
Mat. Leave  
may be  
sanctioned  
11/11/16

Andy  
to bring  
Eligibility  
Details.  
Submitted to the Board  
11/11/16

Pay salary  
adv. only  
Note eligible  
for Mat. Leave  
11/11/16

To

The President  
Nehru Memorial College(Autonomous),  
Puthanampatti.

forwarded to the  
HOD  
for work load?  
11/11/16  
forwarded to  
co-ordinator  
R. Srinivas  
3/11/16

Through

- i)The Principal
- ii)The Co-ordinator
- iii)The Head Of the Department

Nehru Memorial College(Autonomous),  
Puthanampatti.

Respected Sir,

As my doctor's advised, my delivery due date on 16.12.2016 and I am applying Maternity leave from 1.12.2016 to 31.1.17 and one month medical leave from 1.2.17 to 28.2.17. So I kindly request you to grant me permission and accept my leave for the same.

Thanking You

Your's faithfully,

M. Arunadevi

(M.Arunadevi)

Date: 1.11.2016

place: Puthanampatti

Very late information!  
Can be treated as LLP only  
3/18/17

Trichy  
25-08-2017

From  
R.Akila  
Assistant Professor  
Department of Computer Science  
Nehru Memorial College  
Puthanampatti.

To  
The President  
Nehru Memorial College  
Puthanampatti.

Submitted to the president  
31/8/2017

Through  
The Principal  
Nehru Memorial College  
Puthanampatti.

Through  
The Head Of the Department  
Department of Computer Science  
Nehru Memorial College  
Puthanampatti.

for HOD  
31/8/2017

30/8

Respected Sir,

As I am under the treatment of physiotherapy, I kindly request you to grant me medical leave for 2 months from 25-07-2017 to 30-9-2017.

I regret for the inconvenience.

Thanking You

Yours faithfully

*R.Akila*  
R.Akila

12.2.2018

அனுப்புணர்,

H. அன்புச் சீவன்  
உதய பெராகிணம்  
குறித்த சீவன்  
கேட்டு நினைவுக் கவனம்  
மத்திய சாலை பட்ட

MC Granted.

Anbu.

To bring  
Eligibility details.

16/2/18.

புள்ளி:-

உயர் சிறு குறைவர் அமைதி  
கேட்டு நினைவுக் கவனம்  
மத்திய சாலை பட்ட

with  
1/2 pay

Submitted to the president  
13/3/18.

14/2/18

படி 1:

சிறு குறைவர் அமைதி  
கேட்டு நினைவுக் கவனம்  
மத்திய சாலை பட்ட

படி 2:

கவனம் பெறும் சிறு குறைவர் அமைதி  
கேட்டு நினைவுக் கவனம்  
மத்திய சாலை பட்ட

பொருள்:-

மத்திய உதய பெராகிணம்

புள்ளி:-

உணர்வுக் குறைவு எதிர்மறைய உதய பெராகிணம்  
அனுப்புகிறது. மத்திய உதய பெராகிணம் 2.1.2018 முதல்  
10.2.2018 வரை கவனம் பெறும் உதய பெராகிணம்.

அங்கீகரிக்கப்பட்ட மத்திய உதய பெராகிணம்  
மத்திய சாலை பட்ட கேட்டு நினைவுக் கவனம்

Handwritten signature

சிறு குறைவர் அமைதி

Handwritten signature  
13/2/18.

உதய பெராகிணம்  
உதய பெராகிணம்  
P. Aduschi

N. Sudha,

Assistant Professor,  
Department of Mathematics,  
Nehru Memorial College,  
Puthanampatti.

To  
The President,  
Nehru Memorial College,  
Puthanampatti.

Through, The Co-ordinator,  
Nehru Memorial College,  
Puthanampatti.

2. The Principal,  
Nehru Memorial College,  
Puthanampatti.

Respected Sir,

I am writing this letter to inform you that I wish to take maternity leave starting from January 1.1.2018 to June 30.6.2018. Due to my health condition I am not able attend my duty for 6 months <sup>from</sup> January 1.1.2018 to June 30.6.2018. So I request you to give me a leave for 6 months from January 1.1.2018 to June 30.6.2018.

Thanking you,

Your's faithfully,

N. Sudha  
21/12/2017  
(N. SUDHA)

Place: Puthanampatti

Date: 21.12.2017

Auby  
(To bring  
eligibility  
Details.)

Maternity  
Leave  
Sanctioned

Submitted to the president  
21/12/17

forwarded to the Principal

21/12

21.12.17

Requisition Letter

From

S. Alphonsa,  
Department of Business Administration,  
Nehru Memorial College,  
Puthanampatti

To

The President,  
Nehru Memorial College,  
Puthanampatti

Through

The co-ordinator,  
Nehru Memorial College,  
Puthanampatti

Granted. ML.  
Anbu,  
To Arring  
eligibility  
Details.  
21/3/19.  
Forwarded to  
President sir  
21/3/19

Sub : requesting for medical leave regarding

Sir,

I humbly state that I am suffering from knee pain for the past one year. On the advice of physician, I have to undergo a minor operation. So I will not be able to attend my duty allotted during summer vocation. I assure you that my department staff members will carry out the academic activities. So I kindly request you to sanction me the medical leave from 23/03/2019 to 02/06/19. (till re-opening day)

Thank you for this act of kindness.

Yours faithfully,

(S.ALPHONSA)

Date: 20/03/19

Place : Puthanampatti

# Requisition Letter

From

A. Jannathul Firmoes  
Assistant professor in Commerce  
Nehru Memorial College  
Puthanampatti

To

The president  
Nehru Memorial College  
Puthanampatti

Through

The Co-Ordinator  
Nehru Memorial College  
Puthanampatti

Sub: Request for medical leave - reg.

Respected Sir,

I regret to inform you that, I had been in ill health. As the treatment had been going on in the hospital from 20/07/2019 to 29/08/2019, I couldn't come to the college. Hence, I request you to kindly issue me permission to consider as Medical Leave for the same.

Thanking you,

Place: Puthanampatti  
Date: 04/08/19.

yours faithfully,  
*[Signature]*

Anbn,  
To bring  
Details  
4/9/19

Forwarded to  
President Sir  
4/9/19

Puthanamatti.  
25.11.2015.

From

Dr. Lakshminipriya  
Asst. Professor of Commerce,  
Nehru Memorial College (Autonomous)  
Puthanamatti - 621007.

To  
The President  
Nehru Memorial College (Autonomous)  
Puthanamatti - 621007.

Through  
The Principal  
Nehru Memorial College (Autonomous)  
Puthanamatti - 621007.  
The Co-ordinator  
Nehru Memorial College (Autonomous)  
Puthanamatti - 621007.

Sub: Requesting to permit leave on loss of pay.

Respected Sir,

As I gave birth a baby on 29.8.2015, sanctioned maternity leave for 2 months was completed.

At this juncture, I have to report duty. But I am in a position to take care of my baby. So I request you to permit leave from November 2015 to May 2016 on loss of pay, and I will continue duty from June 2016.

Thus I oblige for the same.

Thanking you

Yours sincerely

Dr. Lakshminipriya

(H. LAKSHMI PRIYA)

Signature of the H.O.D.

LLP  
25/11/15

To release her  
Salary covers  
Sept & Oct 15

Principal, Nehru  
College,  
Puthanamatti  
25/11/15