

6.3.1 WELFARE MEASURES FOR TEACHING AND NON TEACHING STAFF

Maternity Leave availed

DT: 8-2-23

To

the principal,

GIET (A)

Rajahmundry,

Respected Sir,

Sub: Joining report after my maternity period.

I, Dr. V. Suchitra, working as Asst. prof of mathematics from 18-10-2021 in our organisation. I had applied my maternity leave from 13th march to ~~11th April~~ 07/02/23. Today on 8th March reporting to continue my duties. previously, I had taken academic & additional duties which was assigned by the Institution. Here I am to continue the same. So kindly ^{consider} my joining letter.

Thanking you.

Yours faithfully

Suchitra

Dr. V. Suchitra

Asst. Prof. of Dept of MATHS

GIET (A)

DD 51050

Permitted

[Signature]

File
9/2/23
[Signature]

01-07-2022

Rajahmundry

TO
The Principal,
GIET(A),
Rajahmundry.

Accepted Sir
no days
to be done after 3 months
of pregnancy
08/7/22

Subject: "Requesting for maternity leave"

Respected Sir,

My name is . D. Sudha Rani, working
as Asst. Professor in our college at MCA Dept.
I am in 8th month of pregnancy, due to health
condition, I am unable to attend the college.
So I request you grant me leave from
01-7-2022 to 30-11-2022 (5 months). Kindly
consider this leaves as Paid maternity leave.

Thanking you Sir.

Sir,
She completed 5 year
of experience in our GIET(A),
so you may be consider her
reaches
Head, Dept. of Computer Applications
Godavari Institute of Engg & Technology
NH-16, Chaitanya Knowledge City
Rajahmundry - 532004

 Yours faithfully
4/7/22

Signed D. Sudha Rani
Asst. Professor
08/7/22
MCA

19-9-2019
Rajahmundry.

To,
The Principal,
GIET (A),
Rajahmundry.

- Accepted for 15 days
- To be done after 3 months
of joining back.
23/9/19

Sub Requisition for Maternity Leave.

Sir,

I P. Nagamani, working as an Assistant Professor in the dept of CSE. I am in my 8th month of pregnancy and my expected delivery date is 15th October. So, I request you to grant leave till November 2019. I will be reporting to my duties from 2nd December, 2019. Kindly consider this leave as paid maternity leave.

Please consider my request and do the needful.

Thanking you sir.

Sir,
She completed 6 years
of experience in GIET.
So you may be consider as
her request.

Head of the Department
COMPUTER SCIENCE AND ENGINEERING
Guidance Institute for Technology
19/9/19
RAJAHMUNDRY

Approved
23/9/19

Yours Sincerely

P. Nagamani
Vice Chairman

- may pl consider
as per institute policy
19/9/19

Rajahmundry,

11.09.2021

To
The principal,
GIET Autonomous,
Rajahmundry.

TO
MGR
13/10/21

Respected sir,

Sub: Requested for early Maternity leave from 1st of September 2021-Submitted-Regarding

I, CH Gowri (Emp Id: 2065) Asst. Professor in ECE Dept, GIET(A), Rajahmundry submitted a few lines for kind consideration about my pregnancy and carrying a period of 26 weeks. As per Gynec advice it is recommended to avoid to and fro transitions and also to be at rest from an early stage, in this connection I would like to take maternity leave for six months starting from 1st of September 2021 and I will resume to normal duties by 1st of March 2022.

I will notify in case of any unforeseen issues with delivery and pregnancy that may cause a delay in the Re-joining date, if I wish to join soon before the above said date at earliest possible. I request you to kindly approve and sanction the leave at earliest please.

And also further I am requesting to grant online classes if possible for the period September - 2021 to November-2021 for which I will carry out my prescribed job sincerely and efficiently for that I would be thankful to you sir.

Thanking you sir,

Yours faithfully

Ch. Gowri
Ch Gowri,

Emp Id 2065.

AsstProfessor,

ECE Dept, GIET(A).

I had a talk with
Mrs. Ch. Gowri, and
I found that she is
interested to continue to
work after her delivery.

13/10/21

Forwarded to
Consider for maternity leave
The faculty will report to college
after the completion of ML.
11/09/2021

NOTE: email was already communicated
on 02 Sept 2021

Approved
15/10/21

Rajahmundry,
30-06-2018

To
The principal
Godavari Institute of Engineering and Technology(A),
Rajahmundry.

Dear Sir,

Sub: Requested for early Maternity leave from 1st of July 2018-Submitted-
Regarding

I, Mrs. K Saritha (Emp Id: 2015) Asst. Professor in EEE Dept, GIET(A), Rajahmundry submitted a few lines for kind consideration about my pregnancy and carrying a period of one year. As per Gynec advice it is recommended to avoid to and fro transitions and also to be at rest from an early stage, in this connection I would like to take maternity leave for 12 months starting from 1st of July 2018 and I will resume to normal duties by 1st of July 2019.

I will notify in case of any unforeseen issues with delivery and pregnancy that may cause a delay in the Re-joining date if I wish to join soon before the above said date at earliest possible. I request you to kindly approve and sanction the leave at earliest please.

Thanking you sir

Yours Sincerely

*Submitted the
proposition to you
for kind consideration
as per our college policy.
she may report after completion
of her m.t.
30/06/18*

Approved
[Signature]
20/6/18

[Signature]
Mrs. K Saritha
(Employee ID: 2015)
Assistant professor,
EEE department,
GIET(A),
Rajahmundry.