



DAYANANDA SAGAR COLLEGE OF ARCHITECTURE

Dayananda Sagar Institutions, Bengaluru
Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore - 560 078



Maternity Leave

PRINCIPAL
Dayananda Sagar College of Architecture
DAYANANDA SAGAR INSTITUTIONS
Shavige Malleshwara Hills
Kumaraswamy Layout, BANGALORE - 560 111

Ramab

To,
The Principal
DSCA
Bangalore

2nd August 2021

From,
Chanchal Modi,
Assistant Professor
DSCA
Bangalore

Dear ma'am,

Sub: Request for maternity leave

I am writing to formally request for maternity leave as I am expecting the delivery of my child around 28th December 2021. I wish to commence my maternity leave from 17th of August 2021 because I am facing a lot of physical discomfort and health challenges associated with my pregnancy.

Kindly consider my request and do the needful.

Thank you very much for your understanding and support during this significant time of my life. Looking forward to your approval of my leave application.

Sincerely,



Chanchal Modi
Assistant Professor
DSCA

Approved, & forwarded
to HR for records.



PRINCIPAL
DAYANANDA SAGAR COLLEGE OF ARCHITECTURE
DAYANANDA SAGAR INSTITUTIONS
Shaviga Malleshwara Hills,
Kumaraswamy Layout, Bangalore - 560 111.

To,
The Principal.
DSCA
Bangalore - 78

Date - 01/08/2023
Place - Bangalore

FROM,

Gowthami U. Kumar [22429]
Asst. Professor, DSCA
Bangalore - 78

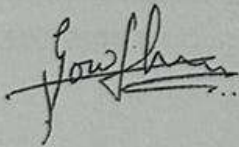
Respected Madam,

Sub :- Rejoining / Reporting from Maternity leave

I Gowthami U. Kumar [22429] working
as Asst Professor in DSCA will be reporting
to duty on 1st August 2023 from Maternity
leave. Request you to kindly acknowledge.

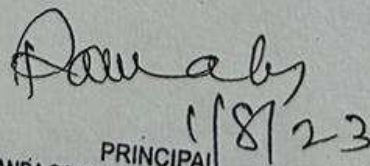
Thank You

Yours faithfully



[Gowthami U. Kumar]

Ms. Gowthami U. has
reported to duty on
1 Aug 2023, forenoon.
Kindly activate
Biometric.


1/8/23

PRINCIPAL
DAYANANDA SAGAR COLLEGE OF ARCHITECTURE
DAYANANDA SAGAR INSTITUTIONS
Shavige Malleshwara Hills,
Kumaraswamy Layout, Bangalore - 560 111.

To,
The Secretary
Dayanandasagar Institutions
Bangalore

From,
Gowthami U Kumar (022429)
Assistant Professor
Dayanandasagar college of architecture
Bangalore

Dear sir,
SUBJECT : Request for Maternity benefit


I Gowthami U Kumar (employee id-022429) working as Assistant Professor in Dayanandasagar college of architecture from 17th august 2020. I was on leave from 16th June 2022 to 17th July 2022 on the basis of Loss Of Pay as I was experiencing difficulty in my pregnancy and the due date for delivery was 18th December 2022. On the advice of the Gynecologist for complete bed rest, I took leave from 22nd July 2022 on the basis of loss of pay. Later applied for **Maternity Leave** from **29th November 2022**. After my maternity leave I reported back to college on **1st August 2023** as advised by principal madam. Please consider my case for availing the maternity benefit on special consideration as I had a blood clot in the placenta which is a sensitive problem in my pregnancy.

Hence I kindly request you to approve my maternity benefit and oblige.


Thanking You

Date: 13th September 2023
Place: Bangalore

Attachments :
Request letter for leave
Copy of doctor certificate advising for complete bed rest
Rejoining letter
Discharge summary and medical report



13/9/2023
Yours Sincerely
(Gowthami U Kumar)

Request to
consider.


19/9/23
PRINCIPAL
DAYANANDA SAGAR COLLEGE OF ARCHITECTURE
DAYANANDA SAGAR INSTITUTIONS
Shavige Malleshwara Hills,
Kumaraswamy Layout, Bangalore - 560 111.

MATERNITY BENEFIT RELEASED

EMPLOYEE NO.	NAME	DESIGNATION	DEPARTMENT	DOJ	NO. OF YEARS OF SERVICE BEFORE MATERNITY LEAVE	MATERNITY LEAVE			NO. OF MONTHS OF MATERNITY LEAVE	DATE OF REJOINING	REMARKS - LAST SALARY DRAWN BEFORE MATERNITY LEAVE	DOCUMENT SUBMISSION	ROC	GROSS SALARY PER MONTH BEFORE MATERNITY LEAVE	GROSS SALARY PER MONTH AFTER MATERNITY LEAVE	APPROVAL	MATERNITY BENEFIT			SIGNATURE
																	Sep-23	Oct-23	Nov-23	
ML345	Chandana U Kumar	Asst. Professor	DSSA	17-Aug-20	23	29-Nov-22	Tue	31-Jul-23	Mon	80	Jun-22, days pr. 30 days paid 25.5, LOA 4.5, gr. sal. 27,750/-, attended till 15-Jun-23 (morning attendance only)	YES	1st baby	32,646	42,130	approved	32,646	32,646	32,646	<i>[Signature]</i>


PRINCIPAL
 Dayananda Sagar College Of Architecture
 DAYANANDA SAGAR INSTITUTIONS
 Shavige Malleshwara Hills,
 Kumaraswamy Layout, BANGALORE - 560 111