

Date: 19/03/2020

From

Mrs. Prathusha  
Assistant Professor of EEE,  
Sanskriti School of Engineering.

To,  
The Principal,  
Sanskriti School of Engineering.

I, Mrs.Prathusha, have been working as Assistant professor in the Department of EEE at this organisation.

I am pregnant for the last 8 months and my delivery is due on 24-04-2020. I seek to apply for maternity leave from 20-03-2020 to 20-06-2020, as suggested by my gynaecologist. I will be unable to work during the leave of absence.

Kindly approve my maternity leave for the aforementioned period and initiate my benefits as per the maternity leave policy of the firm.

Thanking you sir.

*Prathusha*  
Yours faithfully,

Mrs.Prathusha,  
Asst.Professor of EEE  
Sanskriti School of Engineering

*Prathusha*  
*YPC*

Principal  
Sanskriti School of Engineering  
Beedupalli Road, Puttaparthi,  
PUTTAPARTHI - 515 101,  
Anantapuramu (AP) A.P.





# SANSKRITHI SCHOOL OF ENGINEERING

(AFFILIATED TO JNTUA, ANANTAPUR & APPROVED BY AICTE, NEW DELHI)  
PUTTAPARTHI-515 134.

## LEAVE APPLICATION FORM : CL/EL/CO/OD/PERMISSION

1. Name of the Staff : Mrs. Prathyusha  
 2. Designation : Assistant Professor.  
 3. Department : EEE  
 4. Reason : Maternity.  
 5. Date of Leave / Permission : 20/03/2020 to 20/06/2020.  
 6. Number of Days : 3 Months.

*[Signature]*  
HOD

CAO

*[Signature]*  
Sig. of Applicant

### Alternate Arrangement (To be Retained by HOD)

Name of the Staff & Designation :

Department :

Day & Date	Class	Hours	Name of the Alternate Staff	Signature of the Alternate Staff	Compensatory hours details		
					Day & Date	Class	Hour

\* Alternate Staff : Should handle the subject for the same Class

*[Signature]*  
Signature of the Staff

CAO



*Forwarded to Chairman*

*[Signature]*  
Principal  
Sanskriti School of Engineering  
Beedupuram, Puttaparthi  
Anantapur (DU) A.P.

From

Date: 21/07/2021

Mrs. Dr.V.Bhagyalakshmi  
Associate Professor of H&S,  
Sanskriti School of Engineering.

To,  
The Principal,  
Sanskriti School of Engineering.

I, Dr.V.Bhagyalakshmi, have been working as Assistant professor in the Department of H&S at this organisation.

I am pregnant for the last 8 months and my delivery is due on 26-08-2021. I seek to apply for maternity leave from 22-07-2021 to 22-10-2021, as suggested by my gynaecologist. I will be unable to work during the leave of absence.

Kindly approve my maternity leave for the aforementioned period and initiate my benefits as per the maternity leave policy of the firm.

Thanking you sir.

V. Bhagyalakshmi  
Yours faithfully,

V.Bhagyalakshmi,  
Associate .Professor of H&S,  
Sanskriti School of Engineering

Ramya  
HSE



Principal  
Sanskriti School of Engineering  
Beechepally Road, Beechepally, 124,  
Anaparthi, N.T. Rama Rao District, A.P.



# SANSKRITHI SCHOOL OF ENGINEERING

(AFFILIATED TO JNTUA, ANANTAPUR & APPROVED BY AICTE, NEW DELHI)  
PUTTAPARTHI-515 134.

## LEAVE APPLICATION FORM : CL/EL/CO/OD/PERMISSION

- 1. Name of the Staff : Dr. V Bhagya Lakshmi
- 2. Designation : Associate professor.
- 3. Department : HAs
- 4. Reason : Maternity.
- 5. Date of Leave / Permission : 22/07/2021 to 22/10/2021
- 6. Number of Days : 3 Months.

HOD

CAO

Sig. of Applicant

### Alternate Arrangement (To be Retained by HOD)

Name of the Staff & Designation :

Department :

Day & Date	Class	Hours	Name of the Alternate Staff	Signature of the Alternate Staff	Compensatory hours details		
					Day & Date	Class	Hour

\* Alternate Staff : Should handle the subject for the same Class

Signature of the Staff

CAO



Forwarded to  
Chairman

Principal



# SANSKRITHI SCHOOL OF ENGINEERING

(AFFILIATED TO JNTUA, ANANTAPUR & APPROVED BY AICTE, NEW DELHI)  
PUTTAPARTHI-515 134.

## LEAVE APPLICATION FORM : CL/EL/CO/OD/PERMISSION

- 1. Name of the Staff : Mrs. Madhurima.
- 2. Designation : Assistant Professor.
- 3. Department : HAs
- 4. Reason : Maternity
- 5. Date of Leave / Permission : 12/03/2018 to 12/06/2018
- 6. Number of Days : 3 months

HOD

CAO

Sig. of Applicant

### Alternate Arrangement (To be Retained by HOD)

Name of the Staff & Designation :

Department :

Day & Date	Class	Hours	Name of the Alternate Staff	Signature of the Alternate Staff	Compensatory hours details		
					Day & Date	Class	Hour

\* Alternate Staff : Should handle the subject for the same Class

Signature of the Staff

CAO



*Forwarded to Chairman*  
  
Principal  
Sanskriti School of Engineering  
Seedupalli, Puttaparthi, Anantapur, Andhra Pradesh

Date: 10/03/2018

From

Mrs. Madhurima  
Assistant Professor of H&S,  
Sanskriti School of Engineering.

To,  
The Principal,  
Sanskriti School of Engineering.

I, Madhurimai, have been working as Assistant professor in the Department of H&S at this organisation.

I am pregnant for the last 8 months and my delivery is due on 16-04-2018. I seek to apply for maternity leave from 12-03-2018 to 12-06-2018, as suggested by my gynaecologist. I will be unable to work during the leave of absence.

Kindly approve my maternity leave for the aforementioned period and initiate my benefits as per the maternity leave policy of the firm.

Thanking you sir.

*madhurima*  
Yours faithfully,

Mrs. Madhurima,  
Asst. Professor of H&S,  
Sanskriti School of Engineering



*Permy*  
*APL*  
**Principal**  
**Sanskriti School of Engineering**  
Bcedupalli Road, Poojapet Program,  
PUTTAPARTHI, G.O. 1/4,  
Anantapuram, (P) A.S.