


Nutan Maharashtra Institute of Engineering & Technology, Talegaon Dabhade

Maternity leave details

Sr	Name of Staff	Designation	Leave date		Amount Paid
			From	To	
1	Mrs. Mrunal Karkhanis	Lab. Assistant	14-08-2013	14-11-2013	32614
2	Mrs. Sarika N.Patil	Asst. Professor	01-10-2014	28-12-2014	86880
3	Mrs. Ashwini Jadhav	Asst. Professor	12-12-2012	12-03-2013	78226
4	Mrs. Shilpa Sonawane	Asst. Professor	01-01-2012	31-03-2012	32330




Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507

Date: 13/09/2014

To,
The Principal
NMIET, Talegaon.

Sub: About Maternity Leave from 1st Oct 2014 to 1st Jan 2015

Applicant: Mrs. Sarika N. Patil

Respected Sir,

I am writing this letter to inform you that, I am pregnant & Due date is in First week of Noveber 2014 . So I want to take maternity leave from 1st oct 2014 to 1st Jan 2015 . Before going on leave I am completing my current semester syllabus for relevant subject and whatever work assigned to me.

I request you to please consider the application kindly and sanction the leave.

Thanking you.

Yours Faithfully,

Sarika N. Patil

Mrs. Sarika N. Patil

Asst. Prof / HOD ELEX

Handing over charge to following staff members:

✓ 1.HOD ELEX

prof. Sangita Patil

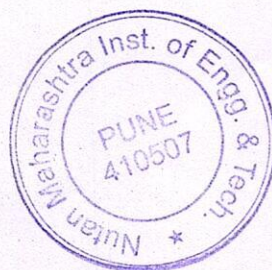
✓ 2.Proposal of University workshop

Prof. Manjusha Karkhanis

✓ 3.Internal for ESD Oral

Prof. Shilpa Sonawane

*To
Req.
leave sanctioned as per
OUR CHARTER / Policy.
13/9/14*



✓
Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sanhai" Vishnupuri
Talegaon Dabhade, 410507

Date:29/12/2014

To,

The Principal

NMIET, Talegaon

Sub: About Joining regularly after completion of maternity leave.

Respected Sir,

I undersigned Prof. Mrs.Sarika N.Patil, want to inform you that today on 29/12/2014 , joined the institute regularly after completion of maternity leave of 3 months i.e. from 1/10/2014 to 28/12/2014. I also submitted all necessary documents in the office. I request you to please release payment of leave .please consider this application kindly.

I am very thankful for permitting me maternity leave.

Thanking you.

Sarika N. Patil

Yours faithfully,

Prof. Mrs. Sarika N. Patil

Asst. Prof.ELEX Dept.



VP

Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507

JANATA BANK Voucher

No. : **BV/JB/0354**


Dated : 23-Feb-2015

Particulars	Amount
Account : Salary Payable	86,880.00
Through : Janata Sahakari Bank Ltd	
On Account of : Maternity Leave pay from 1st oct to 28th Dec 2014 (60 days full pay and 30 days half pay) to Mrs Sarika N Patil	
Amount (in words) : Indian Rupees Eighty Six Thousand Eight Hundred Eighty Only	
	₹ 86,880.00

Receiver's Signature:

Authorised Signatory




Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Telegaon Dabhade, 410507

Date: 24/7/13

To,
The Principal,
N.M.I.E.T,
Talgaon.

sub: - About Maternity leave from
14/8/13 to 14/11/13

Respected sir,

I am Mousal Karthanis
working as a Lab Asst. in FE department
(BEE Lab) from Aug. 2008. I request you
to sanction me maternity leave from
14/8/13 to 14/11/13. I will joined my duties
from 15/11/13.

Request you to please
consider my application & grant me the
leave

Please consider
with
24/7/13

Yasuni 24/7/13
F.E. HoD
Regd



[Signature]

Yours faithfully

Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talgaon Dabhade, 410507
M.M. Karthanis
(Mrs. Mousal Karthanis)

Date - 19/11/20

To,
The Principal
N.M.I.E.T.
Talgaon.

Sub:- Joining Report.

Respected sir,

my self Mrs. Mousal Kartharis
(Lab Asst. in BEE Lab) re-joined my
duties on 16/11/13 after three
months maternity leave.

To
Res for n.a. & further process.

[Signature]

[Signature]

25/11/2013

Yours
Faithfully,
M. M. Kartharis

Mrs. Mousal Kartharis

[Signature]

Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sanstha" Vishnupuri
Talgaon Dabhade, 410507



To Accountant
Release the salary at maternity leave
as per our policy *[Signature]*

JANATA BANK Voucher


No. : **BV/JB/0248**

Dated : 10-Dec-2013

Particulars	Amount
Account :	
Salary	35,831.00
Less: Employees Provident Fund	(-)1,836.00
Less: Profession Tax	(-)575.00
Less: LIC Premium	(-)306.00

continued ...




Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Telogaon Dabhade, 410507

JANATA BANK Voucher

(Page 2)

No. : **BV/JB/0248**


Dated : **10-Dec-2013**

Particulars	Amount
Less: Nutan Maha Poly & Engg Credit Co-Op Soc Ltd	(-)500.00
Through : Janata Sahakari Bank Ltd	
On Account of : Maternity Leave Salary for 2 months full pay and 1 month 1/2 pay paid to Mrs Karkhanis Mrunal Aug, Sept, oct	
Amount (in words) : Indian Rupees Thirty Two Thousand Six Hundred Fourteen Only	
	₹ 32,614.00

Receiver's Signature:

Authorised Signatory




Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Santal" Vishnupuri
Talegaon Dabhade, 410507

To
The principal
NMIET, Talegaon

Subject :- Application for Maternity leave.

Respected Sir,

This application is to formally inform you that I am pregnant & wish to apply for maternity leave from 12/12/12 to 12/13/13 my delivery is due at the 2nd week of December 2012.

So please grant me.

Thanking you

Name:- Ashvini G. Jadhav

Dept:- Computer

Designation:- Lecturer

Yours sincerely

Jadhav

Jadhav Ashvini

forward for your kind consideration

U

Principal

Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507

Add.
Gopalpathi, So. No. - 103
Manjari Road, Pune
Pin - 412307.

Contact No - 9049981297

9049998277



one month full pay and two month
half pay leave may be granted
Bund to service may be obtained before
proceeding on leave. *S. S. S. S.*
NS. M. S. V. S. S.

To Sir

JANATA BANK Voucher

No. : **BV/JB/0021**

Dated : **6-May-2013**

Particulars	Amount
Account :	
Salary	80,286.00
Less: Employees Provident Fund	(-)1,560.00
Less: Profession Tax	(-)500.00
Through :	
Janata Sahakari Bank Ltd	
On Account of :	
Maternity leave payemnt from 12.12.12 to 11.3.2013 paid to Ms Ashwini Jadhav	
Amount (in words) :	
Indian Rupees Seventy Eight Thousand Two Hundred Twenty Six Only	
	₹ 78,226.00

Receiver's Signature:

Authorised Signatory




Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sanstha" Vishnupuri
Telegaon Dabhade, 410507

Date: 9th Nov. 2011

To,
The Principal,
N.M.I.E.T. Talegaon.

(through proper channel)

Subject: about maternity leave.

Respected Sir,

I am Shilpa Sonawane working as a lecturer in Electronics department from 1st June 2009. ($2\frac{1}{2}$ years); need maternity leave from 1st Jan 2012 for 90 days. So I request you to grant the same as per rules applicable.

Thanking you.

Sonawane

Yours Faithfully,
(Shilpa Sonawane)

leave my H.
be granted
9/11/11

Aut
more for
slab

Ref/Est
Today leave granted
as per rule & subject
to salary band



U
Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhada, 410507



Healing Hands

CLINIC

PILES | CONSTIPATION | FISTULA | FISSURE | HEMORRHOIDS | VARICOSE VEINS

17/5/19

To,
whomsoever it may concern,

Mrs. Dhanshri Shinde visited to Healing - Hands clinic, was diagnosed with Complex Anal Anal Fistula in Ano with large lemon size abscess with skin tag at 6 & 12 o'clock position. She went under surgery for the same on 29/3/19. High fistulectomy + Primary closure of internal opening + Drainage of large lemon size abscess + skin tag excision at 6 & 12 o'clock position.

She came for follow up today after surgery. After surgery follow up she has been advice to take rest for 18 weeks.

Kindly consider for the same do the needful.



Principal
Nutan Maharashtra Institute
of Engrg. & Technology
"Samarth Vidya Sanstha" Vishnupuri
Talagon Dabhade, 410507



8888 28884

8888 31220

DHOLE PATIL ROAD HELPLINE

SALUNKHE VIHAR HELPLINE

Dhole Patil Road:
Healing Hands Clinic,
Millentium Star extension, 4th Floor
Adjacent to Ruby Hall, Dhole Patil Road
Pune - 411001

Tilak Road:
Healing Hands Clinic,
Mangalmurti Complex, 105, First Floor
Near Hirabaug Ganpati, Tilak Road,
Pune - 411002

Salunke Vihar
Healing Hands Clinic,
101/102 Circle tower, Above ICICI
Bank, Salunke Vihar road, Wankari
Pune - 411004

Website: www.healinghandsclinic.com



NMVPMS

Nutan Maharashtra Inst. of Engg. & Tech.

"Samarth Vidya Sankul", Vishnupuri, Tal. Maval,
Dist. - Pune, Talegaon Dabhade, Pune -410507

Record No.:

ADMIN-ESTT/R-76

Revision: Date:

00 15/06.2016

Page: 01/01

General Application

NMIET/EST/ 2017

Date: 10/05/2019

To,
The Principal,
NMIET, Talegaon.

Subject: - Regarding extension of maternity leave

Respected Sir,

I was granted maternity leave from 8th June 2018 to 7th June 2019. I am really thankful to the management for this kind gesture. Now I am really eager to join and resume my duties, but recently I have been operated for Complex Anovulval Fistula (fistulectomy) on 29th March 2019. I am recovering well after this medical intervention. The doctors have advised that it will take about few more months for this to heal, and for me to be in complete good health.

I would hence kindly request you to extend my leave for another three month i.e up-to 31st August 2019. Anticipating that adjusting teaching load during mid of semester would be difficult for departmental Head, I am also prepared to join at the start of next academic semester (1st Dec. 2019).

I have been working for this prestigious organization since its inception in the year 2008. I sincerely hope that the management will take a sympathetic view of my problem and grant me an extension of leave.

Thanking you.

Yours Faithfully,

Sign with Name: Prof. Dhanashri E. Patil

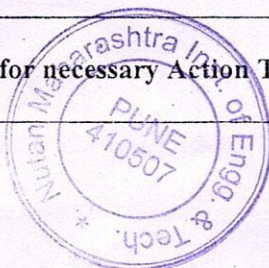
Dept: Computer Contact No. 9860019281

1. Recommended By: HOD/Section Head/Class Teacher/Registrar

Single Forwarding for Approval, She has not allotted any work load

2. Approved By: Principal/HOD/Section Head /Registrar

3. Forwarded for necessary Action To:



Principle
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507



NMVPM'S
Nutan Maharashtra Inst. of Engg. & Tech.
"Samarth Vidya Sankul", Vishnupuri, Tal. Maval,
Dist. - Pune, Talegaon Dabhade, Pune - 410507

Record No.:
ADMIN-ESTT/R-76

Revision: 00 Date: 15/06/2018
Page: 01/01

General Application

NMIET/EST/ 2017

Date: 7/6/2018

To, The Principal,

NMIET, Talegaon.

Subject :-

Respected Sir/Mam,

I am Prof. Dhanshri E. Patil, working as Asst. Prof. in computer Department. I am pregnant and due to medical complications I am unable to work. I would like to request for a one year's maternity leave, commencing from 8 June 2018. My tentative date of joining would be 8 June 2019. In case of any impediment, I will update you on priority about the extension of my maternity leave.

Looking ahead for your approval and thank you so much for your consideration.

Thanking you.

Yours Faithfully,

Prof

Sign with Name: Prof. Dhanshri Eknath Patil

Dept.: Computer Contact No. 9860019281

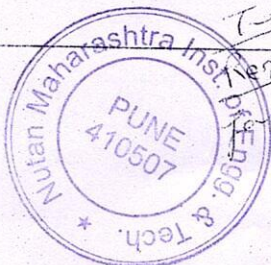
1. Recommended By: HOD/Section Head/Class Teacher/Registrar

Forwarding to Principal for further action she is having load of 18. will need temp arrangement for same

2. Approved By: Principal/HOD/Section Head/Registrar

Forwarded to Hon. Principal Medical Certificate Required Single

3. Forwarded for necessary Action To:



Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507



RIGVED HOSPITAL & MATERNITY HOME

Dr. Rahul C. Mulay
MBBS, DGO, DNB

Dr. Kavita R. Mulay
BAMS, CCH

Dr. Sulabh K. Bhamare
MBBS, DNB



OPD Time: 11 am to 2 pm & 5 pm to 8 pm (Sunday Closed) Mo: 7218604905

8/06/18


To whomsoever it may concern.

This is to certify that Mrs. Dhruvashree Shinde has been taking treatment for pregnancy on OPD basis at our Hospital. She is G3P1A1H 0 Prev APND. She is at 6th month of pregnancy. Cervical encirclage has been done at 5th month due to short cervix. In view of possibility of preterm delivery she is advised to take rest till delivery.

Kindly do the needful.

Dr. Sulabh K. Bhamare
(MBBS, DNB)
Consultant Obst. & Gynaec. (Allo.)
R. No. MMC. 2006/02/648




Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talgaon Dabhade, 410507

Date:- 21/7/2016

To,
The principal
NMIET, Talegaon.

Subject:- Regarding maternity leave.
(long leave - W/P)

Respected sir,

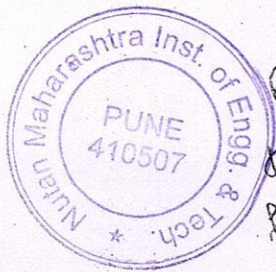
I Amruta Surana working as
a Assistant professor in Computer department
from date 1st July 2015.

I want maternity leave
for six months from 1st August. I
will rejoin my duty from 15th december
to 1st January. This leave will be without
Pay

please consider my application for
the same.

Thanking you.

ll



Forwarding
to Principal sir
kind consideration
A/S

Shylke
21/7/16

Responsible for
issue the sheet
Pr

Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sanstha" Vishnupuri
Talegaon Dabhade, 410507

AS

Your's faithfully
Prof. Amruta Surana.



Nutan Maharashtra Vidya Prasarak Mandal's
Nutan Maharashtra Inst. of Engg. & Tech.

Record No.: ACDM/R/76

Revision: 00

Date: 15/6/2016

Application

Date : 29/05/2017

To,
 The Pincipal,
 NMIET, Talegaon.

Subject : - Regarding Maternity Leave. (With LWP)

Respected Sir,

I am Suvarna Adsul, lab Asst. E&TC Dept. This is to kindly inform you that I am pregnant and wish to apply for Maternity Leave from 1st June to 30th Nov. Total period of 6 months. Consider my application and kindly approve my maternity leave (with LWP)

Thank you for your kind cooperation.

I am on ~~ad hoc~~ Basis.
ad hoc

Yours Sincerely,

Suvarna
 Suvarna Adsul

G. S. Ambadkar

H. O. D. E&TC Dept

Leave without pay
 may be granted for the above
 period April
 29/5/2017

forwarded for
 consideration -
hook
 29/05/17



RS
Principal
 Nutan Maharashtra Institute
 of Engg. & Technology
 "Samarth Vidya Sanstha" Vishnupuri
 Talegaon Dabhade, 410507



UNDER ADMINISTRATIVE SUPPORT
PIMPRI CHINCHWAD EDUCATION TRUST (PCET)
 NMVPM
NUTAN MAHARASHTRA INSTT. OF ENGG. & TECH.
 Talegaon, Tal. Maval, Dist. Pune - 410507



Record No.: ADMIN -
 ESTT/61 R-10

Revi.00
 Date 15/06/16

Page: 01/01

No. PCET / NMIET / ESTT / AN / 179 / 2017-18

Date : 05/01/2018

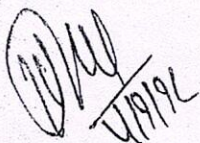
Submitted:	Approval Note		
Subject:	Absently Termination		
Name of the Department:	Establishment / Administration		
Name of the Coordinator:	Mr. Swapnil Kharge / Mr. Ankush Patil		
Particular(s):	<p>Mrs. Adsul Suvarna Bajirao, is working as Laboratory Assistant, in Electronics Department from 04/07/2011.</p> <p>Her last salary, in the scale of Rs 5200 - 20200, in Grade Pay of Rs.750/-, Basic Pay of Rs. 5950/-, Gross Salary of Rs.10,146/- P.M.</p> <p>Mrs. Adsul has applied for Maternity leave (with LWP) on 29/05/2017, from 01/06/2017 to 30/11/2017 total period of 06 months.</p> <p>Mrs. Adsul has applied through email for extending maternity leave up to 01/06/2018.</p> <p>Mrs. Adsul is on adhoc basis.</p>		
Enclosure:	1	Maternity leave application dated 29/05/2017	
	2	Letter Extending to Maternity leave from email dated 4/12/2017.	
Required Amount:	Rs. -----	Budget Provision:	Rs. -----
Utilized Amount:	Rs. -----	Balance Amount:	Rs. -----
Reason for Provision:	NA -----		
Requirement:	Approval for Rejoining may be depending on vacancy.		

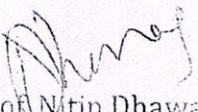
Mrs. Shubhada Jadhav
 Accountant

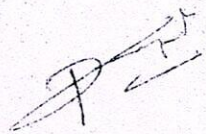
HOD / Section Incharge

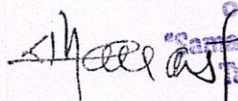
Applicant / Coordinator

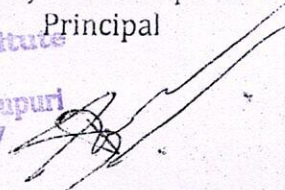
-: Approving Authority :-


 Mr. Vijay Shirke
 Registrar



 Prof. Nitin Dhawas
 Dean Academics


 Dr. Rajendra Kanphade
 Principal


 Shri. Ramdas Kakade
 Vice President, Sub-Committee NMVP


 Shri. Santosh Khandge
 Secretary, NMVPM




 Dr. Girish Desai
 Executive Director

Nutan Maharashtra Institute
 of Engg. & Technology
 "Santosh Vidya Sanstha" Vishnupuri
 Talegaon Dabhade, 410507

Date: 29/05/15

To,
The Principal,
NMIET, Talegaon

Subject: Application for 1 year medical leave

Respected Sir,

I Prof. Sunita Shekhar, working as Assistant Professor in E&TC department since June 2009. I would like to apply for 1 year medical leave from 10th June 2015, as I am pregnant, my doctor suggested me to take rest.

Request you to please consider my application & grant me necessary leave.

Thanking you,

Yours faithfully,

Sunita

Prof. Sunita Shekhar

✓ Forwarded for consideration

lnA
30/05/15

→ Permitted as special case from 20th June 15
for DPE members up to 26th June 15
LLVP

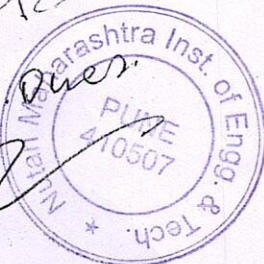
PR

Join on 15th June 16

PR

PR

Temp No. *Pr*



National Institute
of Engineering Technology
"Samarth Vajra Santhar" Vishnupuri
Talegaon Dabhade, 410507

Take

NMVPM

NUTAM MAHARASHTRA INSTITUTE OF ENGG. & TECHNOLOGY
"VISHUNUPURI" Talegaon Dabhade-410507

Application for Vacation /Head quarter leave

Name:- Sunita Shekhar

Designation:- ASST. Prof. Department:- E&TC

Sir/Madam

Kindly granted me 1 yr ^{medical ground} days vacation leave from 26/06/15 to 15/06/16

Prefix/suffix Sunday/Holiday (being Sunday/Holiday):- _____ Total Period _____ days

I will be reporting my duty on:- 15/06/16

Address During Vacation Period:- C-706, Renuka Vrindavan,

Walhekarwadi chinchwad - 33, alt.

Contact Number:- 8308831413 / 9503008833

Alternative arrangement made during leave period:-

Sr.No	Name of the Alternative staff Member	Teaching Load/other responsibility	Signature
1	Plz check attach		
2	documents.		
3			
4			
5			

Thanking you,

Yours faithfully,

Sunita

Signature of Application

Remarks by the Head of Dept: Recommended / Recommended

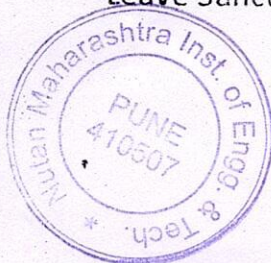
lmt
HOD Signature

Internal Sr. supervisor

Leave Sanction/Not Sanction

LWP

Principal



Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sanstha" Vishnupuri
Talegaon Dabhade, 410507



Nutan Maharashtra Vidya Prasarak Mandal's
Nutan Maharashtra Inst. of Engg. & Tech.

Record No.: ACDM/R/

Revision: 00

Date:

REJOINING LETTER

Date: 15th June 2016

To,

The Principal,

NMIET, Talegaon.

Subject: Joining Letter

Respected Sir,

I Ms. Sunita Shekhar, working as Assistant Professor in E&TC department, since June 2009. I was taken 1 year medical leave from 27th June 2015 to 14th June 2016, now I am joining college from today 15th June 2016 at morning 8 am.

I am very thankful for giving me this leave as per my need.

Thanking you,

Yours Faithfully,

Prof. Sunita Shekhar

lnA
15/06/16

To
Registration for new
& record.
B



ln
Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhada, 410507

Name- Leena P Bhegade
At - Kinhai Post - Dehugaon
Tal- Haveli Dist-Pune
Date - 13-6-2016

To
The Principal
NMIET , Talegaon

Sub- About Maternity Leave For 6 Months

My self Leena Bhegade working in E&TC Dept as Lab Asst from 14-10-13 to till date. I have completed 2 & 1/2 Years. I need a Maternity leave from 15-6 -16 to up to 6 months. I request You to Please Sanction me a maternity leave for a period of 6 months (15-6-16 to 15-12-16) as per the college rules and regulations from 15th june. I am ready to complete all necessary formalities as per the requirement.

please grant me the without pay leave .

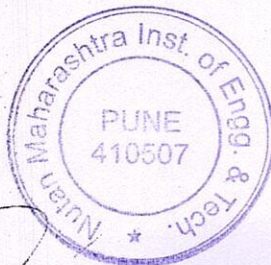
Thanking You

Your's Sincerely
Leena Bhegade

L. Bhegade

*forwarded for consideration
by
13/06/16*

*To
Registrar
For 2/4*



V

Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhada, 410507

Name: Leena. P. Bhogade
At. Kinba post. Dehuga
Tal-haveli dist-pune
Date: 13.12.16

To

The principal.
NMIET, Talegaon.

Sub: About extention of Maternity leave

Myself Leena Bhogade. Working in E&TC
Dept as Lab Asst. My leave was from 15.6.16
to 15.12.16 but because of some problem

I want to postpone my leave for
4 months

So, kindly request you to
consider.

Yours faithfully
Bhogade

Thanking You.



Received
Prithi
13/12/16

Pr
Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Samiti" Vishnupuri
Talegaon Dabhade, 410507



Nutan Maharashtra Vidya Prasarak Mandal's
Nutan Maharashtra Inst. of Engg. & Tech.

Record No.: ACDM/R/76

Revision: 00

Date:

Application

Date: 28/08/2018

To,

Principal

NMIET, Talegaon.

Subject: - Maternity leave Application

Dear sir,

I Mrs. Dhanashree Kul (choudhari) lab assistant in E&TC department, want to take a leave because of my pregnancy problem. My doctor suggested me to take a bedrest, so I request you to grant me leave from 3 september 2018-3 february 2019.

I m attaching my sonography reports.

Kindly consider my application.

Please do needful.

Thanking you.

Yours Faithfully,

Sign with Name: Mrs. Dhanashree Kul (choudhari)

Dept.: E & TC

Contact No. 9130672589

1. Recommended By: HOD/Section Head/Class Teacher/Registrar

forwarded for consideration

2. Approved By: Principal/HOD/Section Head/Registrar

3. Forwarded for necessary Action To:



le
Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sanstha" Vishnupuri
Talegaon Dabhade, 410507



Nutan Maharashtra Vidya Prasarak Mandai s
Nutan Maharashtra Inst. of Engg. & Tech.

Record No.: ACDM/R/76

Revision: 00

Date: 15/06/2016

Application

Date: 04/11/2019

To,
The Principal,
NMIET, Talegaon, Dabhade,
Pune-410507

Subject: -Application for Maternity Leave.

Respected Sir,

With due respect it is stated that I am Prof. Supriya Sanjay Yadav, working in our organization as a Assistant Professor in Computer Engineering department since 6th July, 2015. My delivery date was on 10/12/2019. But due to medical circumstances doctor did delivery on 31/10/2019.2019. I would like to avail of my maternity leave.

Hence, I request you to please grant me five months of leave for rest and nurture my baby, i.e., from 04/11/2019 to 03/04/2020. I will be back in the college as earlier as possible. I will be available for calls in case of urgent issues.

Thank you for taking the time to consider my request. I look forward for your response.

Yours Faithfully,

Supriya

Sign with Name: Prof. Supriya S. Yadav

Dept.: Computer Engineering

Contact No. 9503031790

1. Recommended By: HOD/Section Head/Class Teacher/Registrar

Please consider *04/11/2019*

2. Approved By: Principal/HOD/Section Head /Registrar

3. Forwarded for necessary Action To:



U
Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507



UNDER ADMINISTRATIVE SUPPORT
PIMPRI CHINCHWAD EDUCATION TRUST (PCET)
 NMVPM
NUTAN MAHARASHTRA INSTT. OF ENGG. & TECH.
 Talegaon Dabhade



Record No.:
ADMIN-ESTT/R-27

Revision: 00 Date: 15/06.2016

Page: 01/01

Application for Maternity Leave

Date: 25/04/2018

Name:- Mrs. Sonu Vasantrao Khapekar

Designation:- Lab. Assistant Dept./Section:- E & TC

Date of joining :- 13/10/2013

Appointment Order No. & Date: NMVPM/NMIET/APPOINTMENT/2013-14/1633 &
 (Probation order) 13/10/2013

Details of alternative arrangement:

PG Lab / SSDC Lab handover to Chetan Gadhave

Daily Attendance Work handover to S. Poddar

Signature of Applicant

Department Exam work handover to Mrs. D. G. Khole

Declaration

I Mrs. Sonu V. Khapekar (Mohadikar) declare that, I do not have more than two living children. I am ready to execute deed of contact as per the policy of Trust. The medical certificate is attached with this application. I will join immediately at the end of leave. I am taking leave from 2/5/18 to 2/8/18 Leave without pay.

Signature of Applicant

Remarks of the Head of Department
 Signature

Date:- 25/4/18

For office use only:

The above staff has completed probation period on ----- and rendered ----- years continuous services.

She is eligible for Maternity Leave from ----- to ----- Two months full pay & one month half pay.

Registrar

Her M.L. is hereby granted/not granted for the above mentioned period only.

Principal



Principal
 Nutan Maharashtra Institute
 of Engg. & Technology
 "Samarth Vidya Sankul" Vishnupuri
 Talegaon Dabhade, 410507



Nutan Maharashtra Vidya Prasarak Mandal's
Nutan Maharashtra Inst. of Engg. & Tech.

Recd No: ACDM/R 76

Revision: 00

Date:

Application

Date 28/07/2018

To,
Principal
NMIET, Talegaon.

Subject: - Extend maternity leave without pay.

My self Sam Khapekar, Lab Asst. in E & TC Dept. was on maternity leave from 2/05/18 to 2/08/18. Please extend my maternity leave for one & half month till 15/09/18. Since my kid is very small & needs my attention as per doctor advice.

Please do the needful. I will be extremely grateful to you.

Thanking you.

Yours faithfully,

Sign with Name:

Sam Khapekar

Dept: E & TC

Contact No. 9545900593

1. Recommended By: HOD/Section Head/Class Teacher/Registrar

forwarded for consideration

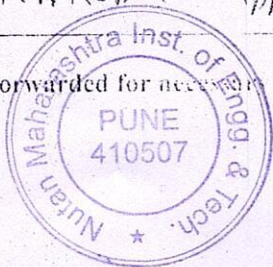
28/7/18

2. Approved By: Principal/HOD/Section Head/Registrar

forwarded to Hon. Principal as recommended by Hon. HOD and applicant Request

28/7/18

3. Forwarded for acceptance Action To:



Principal
Nutan Maharashtra Institute of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507

Date:29/07/2022

Kavyashree H N
Assistant Professor, Computer Department
NMIET Talegaon, Pune

TO

Lalitkumar Wadhwa,
The Principal,
NMIET Talegaon, Pune

Subject: Request for Maternity Leave from 01/08/2022 to 30/03/2023.

Respected sir,

I am Kavyashree H N, Assistant Professor from computer department. I am pleased to inform you about my Maternity and I would like to take Maternity leave from 01/08/2022 to 30/03/2023. I request you to grant me 8 month Maternity Leave. I will join the college on 01/04/2023.

I will let you know in case of any unforeseen issues with delivery and pregnancy that can cause a delay in the joining date.

Thanking You,

Yours Sincerely,
kavyashree H N.

Kavya

29/7/22

*101 Est. Bchhu
for 21.9*



ll
Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnu
Talegaon Dabhade, 410507

12/8/2013

प्रति

मा. प्राचार्य
 नु. मी. वि. पॉलि.
 तळेगाव दाभाडे

विषय :- प्रेगन्सी लिव मिळणेबाबत
 प्रेगन्सी

मा. महोदय

मी. प्रिती घुले आपल्या संस्थेत E&TC या विभागात
 Lab Assit या पदावर कार्यरत आहे. मला दि. ११/११/२०१३
 पासून ३०/११/२०१३ या कालावधीसाठी प्रेगन्सी लिव
 हवी आहे. मी ९ सप्टेंबर २०१३ रोजी मला आपल्या
 संस्थेत रजू होऊन तीन वर्ष पूर्ण होत आहे. तरी माझ्या
 सेवेचा विचार करून व संस्थेच्या नियमांना अधीन राहून
 माझी ही रजा मंजूर करण्यात यावी ही नम्र विनंती
 मी दि. ११/११/१३ रोजी पुढा काढावर रजू होईल
 विभागप्रमुखांभावित.

मंजूरीसाठी सादर

Bhugule
 12/8/13

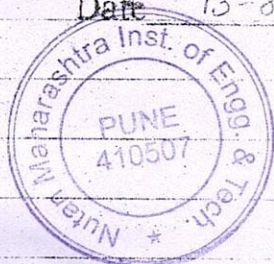
कळवे
 आपली विश्वासू

Bhugule
 (प्रिती घुले)

N.M.V. Polytechnic

Inward No. 4329

Date 13-8-13



मा. निवासकु मंडवते सादर

1 Sept 2013 पाहुन सुहीत

15/8
 प्रिन्सिपल अफ इन्स्टीट्यूट ऑफ एन्जिनीयरींग & टेक्नॉलॉजी
 (कामावट डपु डाळ्यागेत) सेवा काकावदी
 व सुदी काकावदीचा विचार करून रजा मंजूर
 ठरत आहे. डॉ. गणेश मारुन्दापत पुणे प्रजाट कक्षा
 Talagon Babhade, 410507

P10

12/8

तात्पुरत्या मेमब्रूक अलढेल्या सों. शिमा विल्पुते,
 अदि. दुन्का. रेवणां, व कार्यालयीन लिपिक
 सों. पैगिमा गुणे, कामिण्ड विनियक यान्त
 खेवेली दोन वर्षे पूर्ण झालेली होती, तरी
 प्रकृती रजा विनवैतनीय मंजूर करवयांत
 आली होती.

तरी माहिती करता सादर,

सादर

2 वर्षे रजा गेलेली असेल

2 माझे सुचविलेले रजा मंजूर करवता येत आहे

ए. नं. 9 माहे रजा अर्जा देताने वेतन देत आहे

2 months full pay + 1 month half pay medical leave
 2 recommendations (name mentioned)

पती

म. कुदयास शहा

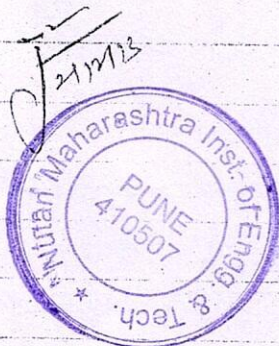
24/10/13
 (जा स. प्रमुदाए)

निर्माण

2 न कि स हिदक

सकयेंद सात

दोममाहेने पूर्ण 80 दिवस पूर्ण वेतनीय रजा मंजूर
 एक माहेना 30 दिवस अर्ध वेतनीय राहिले
 शुभराध



Principal
 Nuts Maharashtra Institute
 of Engg. & Technology
 "Sarth Vidya Santh" (Vishnupur)
 Talegaon Dabhada, 410507

NUTAN MAHARASHTRA VIDYA POLYTECHNIC

(Recognized by Govt. of Maharashtra & A.I.C.T.E., New Delhi)

"Vishnupur", Talegaon Dabhade (Stn), Tal. Maval, Dist. Pune-410 507

Tel.No. : (02114) 228175, 231463

Email: info@nmvpolytechnic.com

Web.: www.nmvpolytechnic.com

Shri. K.D. Bhegade
(Ex.M.L.A.)
President

Prof. N.S. Mujumdar
B.Sc., B.E.(Civil), M.E.(Env. Engg)
Executive Director

Prof. J.S. Patil
B.E. (Prod. Engg) M.E. (Mech. Engg)
Principal

नूतनविपॉ 1345 / 2013-14

दिनांक- १२.११.२०१३

प्रिती बाळू घुले
प्रयोगशाळा सहा.
इलेक्टॉनिक्स अँड टेलिकम्युनिकेशन विभाग

विषय- प्रसुती रजा मंजूरीबाबत.

संदर्भ- आपला दिनांक १२.८.२०१३ चा अर्ज.

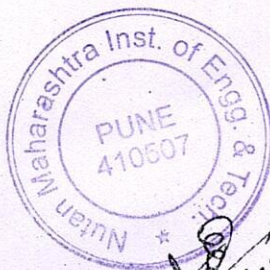
आपली नेमणूक प्रयोगशाळा सहा. या पदावर इलेक्टॉनिक्स अँड टेलिकम्युनिकेशन विभागात दिनांक १.९.२०१० पासून तात्पुरत्या स्वरूपात करण्यात आली आहे. दिनांक १ सप्टेंबर २०१३ ते ३० नोव्हेंबर २०१३ या काळात तुम्हाला प्रसुती रजेवर जाण्याची परवानगी देण्यात येत आहे. (९१ दिवस). संस्थेच्या नियमानुसार तुम्हाला प्रसुती रजा मंजूर करण्यात येईल. दिनांक १ डिसेंबर २०१३ रोजी तुम्ही संस्थेमध्ये पुन्हा रुजू व्हावे.

(जे.एस. पाटील)
प्राचार्य
PRINCIPAL

प्रत- १. ना.श्री.मुजुमदार, कार्यकारी संचालक

२. आस्थापना विभाग/ लेखा विभाग - योग्य त्या कार्यवाहीसाठी

वैयक्तिक फाईल



Sept 2013 - वेतन काढणे नाही (घुणभरिना) - 30
Oct 2013 - अर्धवेतन - 31
Nov 2013 - अर्धवेतन - 29.5
= 90

13/11/13

Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sanhal" Vishnupuri
Talegaon Dabhade, 410507

Date - 29/01/2015

To
Principle,
NMIET, Talegaon Dabhade

Applicant - Rupali Santosh Dabhade
Lab-Asst. Mechanical

subject - Maternity leave from
16th feb. 2015

Respected Sir,

I am working as a Lab-Asst. in mechanical department. I want to take maternity leave from 16th feb. 2015.

Kindly approve my maternity leave with leave without pay.

Thanking you.

Yours faithfully

Balebhole

(Rupali Santosh Dabhade)

Rupali
29/01
MOD (Mech) ✓

Sir,

Her, maternity leave may be sanctioned as LWP. Her appointment is upto end of may.

Rupali

✓

To,
HOD
Transfer her leave to
some one
Rupali
29/01/2015



Permitted
as LWP.
Rupali

Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sanikul" Vishnupuri
Talegaon Dabhade, 410507

Date: 30th Aug 2013

To,

The Principal

NMIET

Talegaon D.

Sub: About Maternity Leave

Applicant: Mrs.Sushma S. Bhosle – Lecturer E & TC

Respected Sir,

I am writing this letter to inform you that I am pregnant & due on 27th Nov 2013. But due to twin pregnancy, there might be chances of deliver babies before due date also.

So I wish to take maternity leave from 1st oct 2013 to 15th may 2014

I am completing my current semester load syllabus for relevant subject.

I am working with our organization from last two & half years. I hope you will consider my situation & allow me to

take Maternity Leave .

Waiting for the reply & thanks for your time and consideration.

Sincerely,

Sushma
30/8/13
Mrs. Sushma Bhosle

You are not supposed to take any kind of leave upto proceeding on maternity leave.

HOD: plz provide the information about:

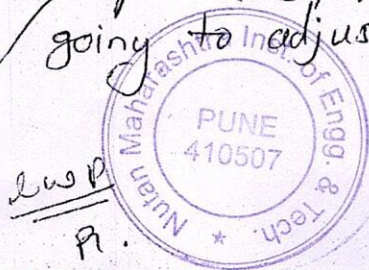
① Syllabus Completion status.

② Practicals / T.M. completion and submission

University practicals / T.W.

faculty / going to adjust and its schedule

Text work completed. Other formalities completed. Both forwarded for consideration.
W.P.
HOD/ENR



Print
17/9/2013
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sanstha" Vishnupuri
Talegaon Dabhade, 410507

Date: 24/09/2013

To,

The Principal

NMIIT

Talegaon

Sub: About Maternity Leave

Applicant: Mrs.Sushma S. Bhosle – Lecturer E & TC

Respected Sir,

I am writing this letter to inform you that I am pregnant & baby is due on 27th Nov 2013. But due to twin pregnancy, there might be chances of deliver babies before due date also.

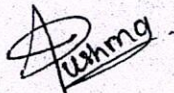
So I wish to take maternity leave from 1st Oct-2013 to 15th May-2014

I am completing my current semester load syllabus for relevant subject & attached here with all necessary completion documents.

I am working with our organization from last two & half year. I hope you will consider my situation & allow me to take Maternity Leave.

Waiting for the reply & thanks for your time and consideration.

Sincerely,



Mrs.Sushma Bhosle



Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507

Dt: 20 Aug 2009

To
The Principal,
NMIET, Talegaon.

Sub: Application for maternity leave

Respected sir,

I am Mrs. Dhanshri E. Patil, Lecturer
in computer department of your reputed Institute.

This letter is formally inform you that I am
pregnant & wish to take maternity leave. I want
to acquire my leaves from 1st sept. 2009 to
30th Nov. 2009 (91 days). I understand that by
requesting this leave of absence, I am committed to
returning to work on the date specified.

I anticipate being fully occupied during
pregnancy leave with physical recovery from birth and
caring for my newborn baby. However, if you need to
reach me for urgent work-related matters, I will be
available at 9860600848.

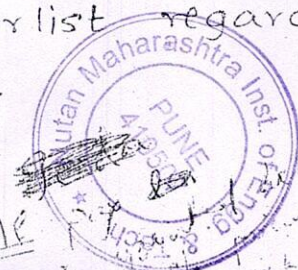
Please sanction my leaves as per your rules &
as per my eligibility. I sincerely hope to hear from
you at the earlist regarding confirmation of my
maternity leave.

Thanking you,

Est
3 months

maternity leave

half



**Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon, Dist. Solapur-410507**

(Patil)

Mrs. Dhanshri E. Patil



NMVPMS

Nutan Maharashtra Inst. of Engg. & Tech.

"Samarth Vidya Sankul", Vishnupuri, Tal. Maval,
Dist. - Pune, Talegaon Dabhade, Pune -410507

Record No.:

ADMIN-ESTT/R-76

Revision:

00

Date:

15/06/2016

Page: 01/01

General Application

NMIET/EST/2017

Date: 28/11/2019

To,

The Principal,

NMIET, Talegaon.

Subject: - Regarding joining after maternity leave
Respected Sir/Mam,

I Dhanshri Eknath Patil working as Asst Prof. in our Institute. I was granted maternity leave from 8th June 2018 to 30th Nov. 2019. I am really thankful to the management for this kind of gesture.

Now I am in good health to resume my duties. I have attached medical fitness certificate to this application.

As per telephonic discussion with Shrike sir (Registrar, NMIET) I will be joining from 16th Dec. 2019. Please do the needful.

Thanking you.

Yours Faithfully,

Sign with Name: Dhanshri Eknath Patil

Dept.: Computer Contact No. 9860019281

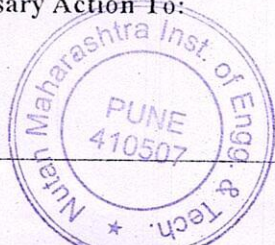
1. Recommended By: HOD/Section Head/Class Teacher/Registrar

please under *Dmy 28/11/2019*

2. Approved By: Principal/HOD/Section Head/Registrar

Discussion with
Exe. Committee
28/12/2019

3. Forwarded for necessary Action To:



Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507
28/11/2019

28/11

Date: 06/09/2011

TO

The Principal,
NMIET, Talegaon

Subject: Application for Maternity Leave

Respected Sir,

With reference to the above subject, I Mrs. Patil Soeika B. needs leave from 12/09/2011. My workload is adjusted with Mrs. Patil S.A. So do the needful. Thank you.

Yours Sincerely

Patil S.B.

Respected Sir,
As her workload is given to newly joined staff, hence forwarded for yr kind sanction.

6/9/2011
More A.R.

Reg/Bsk
Pl. office with her present file
I am only 1 yr is over from probation no mat leave can be sanctioned. However, LWP is permitted.



Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhsda, 410507

Date: 02/02/2012

To,

The Principal,
N. M. I. E. T
Talegaon.

Subject: Permission for the half day.

Respected Sir,

I, Patil Saika Babaso is working as Lecturer in Electronics department. I have availed maternity leave (without pay) from 31/08/2011 to 31/11/2012. I have joined my duty from 1st feb 2012.

Now I request you, to grant half day leaves (without pay) upto 15/02/2012. as my baby is very small.

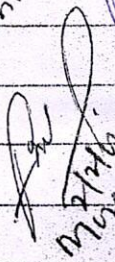
So kindly consider my application and do the needful.

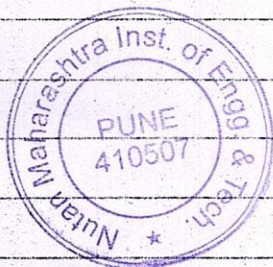
Yours Sincerely



Patil Saika B.


Respected Sir,
Recommended for permission.


M. V. Anand
Elect.



~~Principal~~
Nutan Maharashtra Institute
of Engineering & Technology
Sambhajirao Vasthnapur
Talegaon Dahanu 410507

Half day leave
is granted
a special
subject to
of teaching


2/2/12

TO
The Principal,
N.M.I.E.T, Talegaon.

Subject : Application for admissible leave

Respected Sir,

I am Patil Saika Babaso working as Lecturer in Electronics Department. With reference to my previous application dated 6 Sept 2011 I am on maternity leave which is without pay. My baby girl is weak due to pre-mature delivery. She requires more attention so I need admissible leave for two months. It is possible for me to join my duty in first week of February. I assure that I will complete my teaching load as per schedule with extra lectures.

So kindly consider my application and please do the needful.

Thanking you.

Yours Sincerely



Patil Saika Babaso
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sakul" Vishnup
Talegaon Dabhade, 410507

Patil Saika Babaso

*Ref/Est
Pls do with
old leave appn.*

(2)

Date: 17th DEC 2015

To.
The Principal
NMIIT
Talegaon

Subject: About Maternity Leave

Applicant: Mrs. Sarika B. Patil -- Asst. Professor (E.L.E.X)

Respected Sir,

I under signed working a Asst. professor in ELLEX Dept. I would like to inform you that I am pregnant and due date is in month of Feb 2016. So I will need six months of maternity leave from 1st Jan to 30th June 2016. I hope you will consider my application kindly and allow me for the same. *I have not availed this facility for my first baby. At that time my all days of leave (5 months) considered as without pay.*

Please consider my application and do the needful.

Thanking you.

Your's sincerely,

Mrs. Sarika B. Patil

Forwarded for
consideration

S. Patil
17/12/15

forwarded for consideration

Ans
17/12/15

Permitted
R

To
Regd for us
R

M
Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sanstha" Vishnupuri
Talegaon Dabhade, 410507



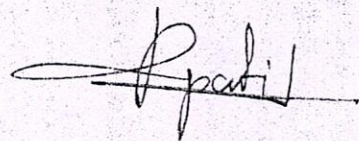
Ranjana

As per the Institute policy, staff can be granted maternity leave of maximum 3 months. After that she has to join immediately.

However, she has applied for maternity leave for 6 months, which is not in conformity with ~~the~~ our policy.

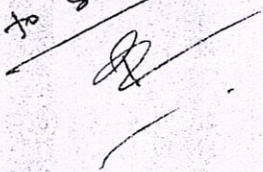
Hence, the above leave can be treated as leave without pay.

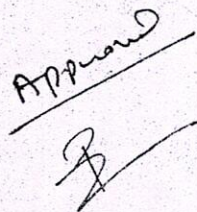
Submitted for your approval. plz.




6/11/2016

Convey this message
to Smita B. Patil



Approved





Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sanini" Vishnupuri
Talgaon Dabhade, 410507

To
The Principal,
N.M.I.E.T, Talegaon Dabhade

Subject- Joining Report after one year leave.

Respected Sir,

Asst. Prof.

I Mrs. Neeta Pramod Karhadkar, Lecturer in
ETC department was on long maternity
leave of one year from July 2011 to June 2012
and joining today on 25/6/12.

Thanking You,

Your's faithfully

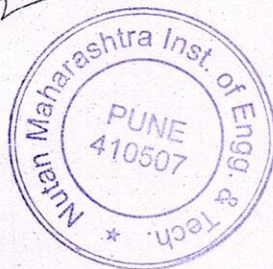
PKK
25/6/12

Mrs. N.P. Karhadkar

Reported
at 8:15 hrs
Joined the duties

(R)
25/06/12

PKK
25/6/12



U

Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507

To Regr./Acc for n.a. PKK

Date: 14/07/11

To,
The Principal,
N.M.I.E.T, Talegaon

Subject: Application for 1 year (approx) Medical
leave. (9/07/2011 - 26/06/2012)

Respected sir,

As I have informed in my previous leave application, I am pregnant. The doctor has advised me to take complete rest. I would like to apply for 1 year leave & can join the college in June 2012 (On 18/06/2012)

Request you to please consider my application & grant me the leaves as applicable.

Thanking You,

Yours sincerely
Gokal

(Mrs. Neeta P. Kashadkar)

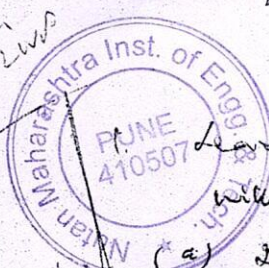
May please be
P2 considered

(R)
14/07/11

Forward to Director

LWP for the period 09/7/11 to 26/06/12
may be granted as a special case

Resg
Pls issue an
order for LWP



Rule &
2/MS order Principal
RB
19/7

Leave request may be granted as a special case with following conditions
(a) If the probatory period is not completed the same will extend to the period of leave.
(b) The leave period will not be considered for grant of award increment.

Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507

RSI
19/7/2011

NMVPM
NUTAM MAHARASHTRA INSTITUTE OF ENGG. & TECHNOLOGY
"VISHUNUPURI" Talegaon Dabhade-410507

Application for Vacation /Head quarter leave
Name:- Prof. Harsha Jitendra Sarode

Designation:- Asst. Prof. Department:- E&TC

Sir/Madam

Kindly granted me 1 ^{year Personal} days vacation leave from 1/7/2015 to 1/7/2016

Prefix/suffix Sunday/Holiday (being Sunday/Holiday):- — Total
Period 1 year days

I will be reporting my duty on:- 1/7/2016

Address During Vacation Period:- B-6/7, Little Heart, Talegaon

Dabhade, Pune

Contact Number:- 9975691745 / 9765038444

Alternative arrangement made during leave period:-

Sr.No	Name of the Alternative staff Member	Teaching Load/other responsibility	Signature
1	please check	—	—
2	attach documents	—	—
3			
4			
5			

Thanking you,

Yours faithfully,

Sanction on request for unavoidable reason. 1YR. LWP leave

Harsha
Signature of Application

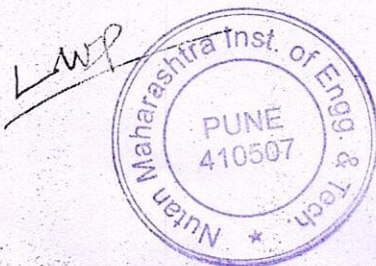
Remarks by the Head of Dept : Recommended /Recommended

MA
HOD Signature

Internal Sr. supervisor

Leave Sanction/Not Sanction

[Signature]
Principal



Principal
Nutam Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507

Date:- 26/6/15

To,
The Principal,
NMIET, Talegaon

Sub:- Application for 1 year Personal leave.

Respected Sir,

I Prof. Harsha J. Sarode, working as Assistant Professor in E&TC Dept. since 1st June 2009. I would like to apply for 1 year personal ^{leave} due to some unavoidable circumstances. Please grant me 1 full year leave from 1st July 2015, without pay.

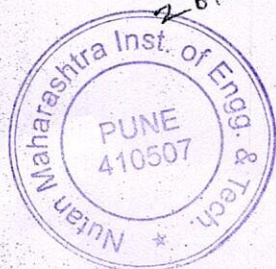
Sorry for the inconvenience caused if any.

Request you to please consider my application & grant me necessary leave.
Thanking You.

Keep your all files
& folder sealed after
Hos samak.

forwarded for
consideration
M/S

26/06/15



To
Registrar

for further action

[Signature]

Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507

[Signature]

Your's faithfully
Asst. Prof. Harsha Sarode

Date :- 07/02/2018

To,
The Principal,
NMIET, Talegaon.

Subject :- Regarding medical leave

Respected Sir,

I Mrs. Harsha Sarode working as an Assistant Professor in E&TC dept.

Due to my medical problem, Doctor has advised me to take rest for 30 days. So I request you to kindly sanctioned my four days casual leave from 31/01/2018 to 3/02/2018, & medical leave from 5/02/2018 to 6/03/2018. I will join the college on 7/03/2018.

I kindly request you to consider my application & do the needful & permit me for the same.

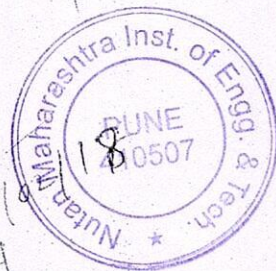
Thanking You.

Harsha

Yours faithfully,
Mrs. Harsha Sarode
Dept E&TC

Principal
Nutan Maharashtra Institute
of Engg. & Technology
Samarth Vihar Sector, Vajrapuri
Talegaon, Dist. Talgaon, 414507

Nutan Maharashtra
Institute of Engg. & Tech.
Inward No. 109
Date : 12/02/18



Registration
As per our policy

ESK
Continue from 31/1/18 to
6/3/2018

Dr. P. S. ...
921219C

Date - 13/03/2018

To,
The Principal,
NMIET, Talegaon.

Subject :- Regarding extension of medical leave

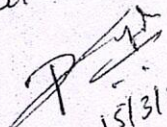
Respected Sir,

I Mrs. Harsha Sarode working as an Assistant Professor in E&TC Dept. Due to my medical problem, Doctor has advised me to take rest for 3 weeks. So I request you to kindly sanction my 3 weeks medical leave from 7/03/2018. I will join my duties after full recovery of my health. I kindly request you to consider my application & do the needful & permit me for the same.

Received on 15/3/2018

Noted

To,
Registrar
for our record and n.a.


15/3/2018

Harsha

Yours faithfully
Mrs. Harsha Sarode
Dept. of E&TC





Principal
Nutan Maharashtra Institute
of Engg. & Technology
"Samarth Vidya Sankul" Vishnupuri
Talegaon Dabhade, 410507



UNDER ADMINISTRATIVE SUPPORT
PIMPRI CHINCHWAD EDUCATION TRUST (PCET)
 NNVTM
NUTAN MAHARASHTRA INSTT. OF ENGG. & TECH.
 Talegaon Dabhade



Record No.:
 ADMIN-ESTT/R-76

Revision: 00 Date: 15/06/2016

Page: 01/01

General Application

NMIET/EST/2017

Date: 29/03/18

To,
 The Director
 through Principal & HOD E&TC
 NMIET, Talegaon.

Subject :- Regarding rejoining after medical leave.
 Respected Sir/Mam,

I Prof. Harsha Sarode working as an Asst. Prof in E&TC Dept. I had taken medical leave from 31/01/2018 to 27/03/2018. I have already informed about my health through mail & by speed post also. Now I rejoin my work from 28/03/2018. My fitness certificate is attached herewith but still there are some minor problems related to spinal cord & back pain. This is for your information & further orders. I have already mailed my joining report to Director, Principal & HOD & Registrar & Academic Dean on 28/03/2018.

Thanking you.

Yours Faithfully,

Sign with Name: Mrs. Harsha Sarode *Harsha*

Dept.: E & TC

Contact No. 7758980333

1. Recommended By: HOD/Section Head/Class Teacher/Registrar

Forwarded to HOD.

[Signature]
20/3/18

Received this report through Mr. Marathe

Manathe

2. Approved By: Principal/HOD/Section Head/Registrar

[Signature]

[Signature]
29/03/18
2:15 PM

3. Forwarded for necessary Action To:

Registrar
Verify her leave
Report & submit the
report

[Signature]



[Signature]
Principal
Nutan Maharashtra Institute
 of Engg. & Technology
 "Samarth Vidya Sankul" Vishnupuri
 Talegaon Dabhade, 410507