



Dr.T.THIMMAIAH INSTITUTE OF TECHNOLOGY
Oorgaum, Kolar Gold Fields, Karnataka – 563120
(Affiliated to VTU, Belgaum, Approved by AICTE - New Delhi)

MATERNITY LEAVE

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To
The Principal
Dr.T.Thimmaiah Institute of Technology
Oorgaum, KGF

Date: 16/1/2020

Place: KGF

Through
The Head of the Department
Department of Electrical and Electronics Engineering
Dr.T.T.I.T, KGF

Respected sir,

Subject: "Requisition for Maternity Leave"

I Jillian Rufus J working in the department of Electrical and Electronics Engineering from 25/2/2013 to till date having profound experience of 7 years, wish to bring to your kind notice that I have my confinement in the month of February for which I request you to grant maternity leave from 3rd February 2020 to 3rd May 2020. I have updated all my departmental academic records. Hence I request you to consider maternity leave as per the institutional norms.

Thanking You

Your's faithfully

Jillian Rufus J 16/1/2020
(Jillian Rufus J)

Forward to principal sir to consider Maternity leave and
do the needful. *Sup* 16/01/2020

May be considered.
hnd Dural
16.01.2020.

Eck
S...
16/1/2020

16/12/21 P.T.O
PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
Oorgaum, K.G.F. - 563 120.

Submitted

Mrs. Jillian Rufus, J is working as Asst prof
in the Dept of BEE.

She is requesting for Maternity leave from
3rd February 2020 to 3rd May 2020.

The Maternity ~~leave~~ leave is sanctioned as per
the college norms and H.R policies

It is put up for kind information and

approval please Sir

Syll

3 months leave
with half pay
for second child

[Signature]
18/02/2020

OK
[Signature]
9/3

[Signature] 16/12/21
PRINCIPAL
Dr. T. Thimmaiah Institute of Technology
Corgaon, K.G.F. - 563 141

To
The Principal
Dr. T. Thimmaiah Institute of Technology
Oorgaam, K.G.F

Date: 28/8/2020
Place: K.G.F

Through
The Head of the Department
Department of Electrical and Electronics Engineering
Dr. T.T.I.T, K.G.F

Respected Sir,

Subject: "Continuity of Service after maternity leave"

I Jillian Rufus I working in the department of Electrical and Electronics Engineering from 25/2/2013 to till date having profound experience of 7 years. I had availed maternity leave from 3rd February to 31st July 2020. I have reported to duty from 28/8/2020. I will do my duty to the best and serve our Institution with commitment and determination.

Thanking you

Yours Faithfully
Jillian

Forward to the principal sir, to consider & do the needful, she is been assigned with Two Theory & one Lab^{5th sem} as primary work load secondary work load will be assigned at the earliest.

Ests
pls do the needful
28/8/2020

llp
28/08/2020