



RV Institute of Management®

CA 17, 36th Cross Rd, 26th Main, 4th T Block East,
Jayanagar, Bengaluru - 560041, Karnataka, India

Autonomous
Institution Affiliated
to Bangalore City
University

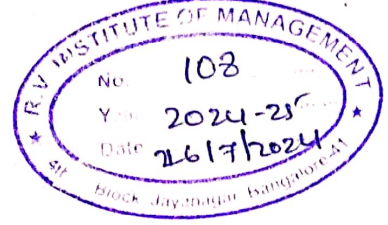
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Ref: 155/RVIM/MBA/5167/2024-25

Date: 22/07/2024

To,
The Hon. Secretary,
RSS Trust,
II Block, Jayanagar,
Bangalore.



Respected Sir,

Sub: Forwarding the request letter for Maternity Leave for second baby - Smt. Ramya S
- Assistant Professor-(Emp id - 5167).

With reference to the above, we wish to inform you that Smt. Ramya S is working as Assistant Professor, she has submitted a request for Maternity Leave with pay for 182 days (26 weeks) from 29.07.2024 to 27.01.2025, and she is supposed to report for the duty on 28.01.2025. We are enclosing herewith the employee request letter and medical report for your perusal.

We request you to kindly consider her request and sanction Maternity leave to the above staff member. For your kind consideration and approval. She has availed maternity leave for 182 days (first baby) during 2022.

Thanking you

Truly yours

[Signature]
22.07.2024

(Dr. Purushottam Bung)
Professor and Director

Encl:

1. Service book
2. Personal file.

[Signature]
26/7/2024

[Signature]

→ P.T.O →

Maternity Leave of 182 days from 29-07-2024 till 26-01-2025 for Mrs. Ramya S (5167) is sanctioned.


Hon. Secretary

Rashtreeya Sikshana Samithi Trust
II Block, Jayanagar, Bengaluru - 560011

25/7/24

