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

Approved by AICTE, New Delhi, Accredited by NAAC with 'A+' Grade
QS I Gauge Diamond Rated

contact.rvim@rvei.edu.in
www.rvim.edu.in
Tel: 080 42540300
080 26547048

Ref: 533 /RVIM/MBA/2025-26/8317

Date:10.03.2025

RASHTREEYA SIKSHANA SAMITHI TRUST
No: 8277
Date: 16/3/25

R.V. INSTITUTE OF MANAGEMENT
No. 842
Y. 2024-25
Date 17/3/2025
4th T Block, Jayanagar, Bangalore-41

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

Respected Sir,

Sub: Forwarding the request letter for Maternity Leave for first baby– **Dr. Swaraj S Bharti – Assistant Professor-(Emp id - 8317).** – contractual with DOJ: 05.06.2024

With reference to the above, we wish to inform you that Dr. Swaraj S Bharti is working as Assistant Professor, she has submitted a request for Maternity Leave with pay for 182 days (26 weeks) from 08.05.2025 to 05.11.2025, and she is supposed to report for the duty on 06.11.2025. We are enclosing herewith the employee request letter and medical reports 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.

Thanking you

Truly yours

10.03.2025

(Dr. Purushottam Bung)
Professor and Director

Alce
Pl. process it further
17/3

Encl:

1. Personal file.

HR

-(P.T.O)-

Scanned with OKEN Scanner

- Maternity Leave of 182 days from 08-05-2025 till 05-11-2025 for Mrs. Swaraj S Bharti (8317) is sanctioned.

Hon. Secretary
Rashtreeya Sikshana Samithi Trust
II Block, Jayanagar, Bengaluru - 560011

Dt: 12/03/2025

RASHTREEYA SIKSHANA SAMITHI TRUST
No: 9558
Date: 12/3/25

Scanned with OKEN Scanner