



## NallamuthuGounderMahalingam College

(An Autonomous Institution, Affiliated to Bharathiar University)

90,PalghatRoad,Pollachi -642001,Coimbatore, Tamil Nadu, India.

95<sup>th</sup> Rank in NIRF –2023 among Colleges in India.



### MEDICAL LEAVE, SPECIAL LEAVE (MARRIAGE LEAVE)



# NALLAMUTHU GOUNDER MAHALINGAM COLLEGE

(AUTONOMOUS AND AFFILIATED TO BHARATHIAR UNIVERSITY)

Re-Accredited with 'A' Grade by NAAC

An ISO 9001 : 2008 Certified Institution

Aided by the Government of Tamilnadu

POLLACHI - 642 001.

Estd : 1957

Phone : 04259 - 234868, 234870

Fax : 04259 - 234869

E-Mail : ngm@ngmc.org

DATE : .....

## Details of CL, ML and Maternity Leave from January to December 2023

Sl. No.	Month	No. of CL	No. of ML	No. of Maternity Leave	Remarks
1	January	141.5	75	31	Dr R Jayanthi, Tamil Language
2	February	175.5	123	56	1. Dr R Jayanthi, Tamil Language 2. Ms Divyabharathi, Dept. of UG Commerce CA from 01.02.2023
3	March	171.5	66	62	1. Dr R Jayanthi, Tamil Language 2. Ms Divyabharathi, UG Commerce CA
4	April	167.5	54	69	1. Dr R Jayanthi, Tamil Language resigned on 26.04.2023 after availing Maternity Leave upto 25.04.2023. 2. Ms Divyabharathi, UG Commerce CA 3. Dr M Gayathri, Tamil Literature from 17.04.2023
5	May	35.5	20	62	1. Ms Divyabharathi, UG Commerce CA 2. Dr M Gayathri, Tamil Literature
6	June	45	18	60	1. Ms Divyabharathi, UG Commerce CA 2. Dr M Gayathri, Tamil Literature
7	July	176.5	57	62	1. Ms Divyabharathi, UG Commerce CA 2. Dr M Gayathri, Tamil Literature
8	August	177	16	62	1. Ms Divyabharathi, UG Commerce CA 2. Dr M Gayathri, Tamil Literature
9	September	143	12	90	1. Ms Divyabharathi, UG Commerce CA 2. Dr M Gayathri, Tamil Literature
10	October	150	-	93	Marriage Leave : 10 days (16/10 to 31/10) (Taken by Dr Manikandan, BBA)
11	November	33.5	5	7	Ms Divyabharathi, Dept. of UG Commerce CA Joined on 01.11.2023 after availing Maternity Leave.
12	December				
	<b>Total</b>	<b>1275</b>	<b>446</b>	<b>654</b>	* Taken up to 07.11.2023

### Consolidated

1	January	14			
2	February	4 1/2			
3	March	10			
4	April	23 1/2			
5	May	15 1/2			
6	June	7			
7	July	9			
8	August	9	7		
9	September	10 1/2	6		
10	October	18	4		
11	November	3			
12	December				
	<b>Total</b>	<b>124</b>	<b>17</b>		* Taken up to 07.11.2023



**R. MUTHUKUMARAN,**  
M.A., M.Phil., B.Ed., Ph.D.,  
PRINCIPAL  
N.G.M. College, Pollachi - 642 001  
Coimbatore District


**NALLAMUTHU GOUNDER MAHALINGAM COLLEGE**  
Unit of NGM College Kalvi Kazhagam  
Pollachi

**Staff Welfare**  
Ledger Account

1-Apr-2022 to 10-Nov-2023

Date	Particulars	Vch Type	Vch No.	Debit	Credit
6-4-2022	Cr IOB SB A/C No.115-EVENING COLLEGE A/C Ch.no 734554 The amount paid to Dr R Deepa ,Dept of Comp Sci SF towards Half salary paid to meet her medical expenses for the month of Mar-2022	Payment	29	15,390.00	
2-5-2022	Cr IOB SB A/C No.115-EVENING COLLEGE A/C Ch.no 734942 The amount paid to Dr R Deepa ,Dept of Comp Sci SF towards Half salary paid to meet her medical expenses for the month of April-2022	Payment	120	15,390.00	
2-6-2022	Cr IOB SB A/C No.115-EVENING COLLEGE A/C Ch.no 735210 The amount paid to Dr R Deepa ,Dept of Comp Sci SF towards Half salary paid to meet her medical expenses for the month of May-2022	Payment	229	15,390.00	
5-7-2022	Cr IOB SB A/C No.115-EVENING COLLEGE A/C Ch.no 735290 The amount paid to Dr R Deepa ,Dept of Comp Sci SF towards Half salary paid to meet her medical expenses for the month of June-2022	Payment	369	15,390.00	
7-9-2022	Cr IOB SB A/C No.115-EVENING COLLEGE A/C Ch.no 258449 The amount paid to Dr K Ramasamy (Pulavar Amuthan) ,Department of Tamil towards 'Mahakavi Bharathi award'.	Payment	599	1,00,000.00	
6-3-2023	Cr Cash in Hand The amount paid to Mr Natarajan(Office Staff) family who expired on 4.3.2023	Payment	1412	10,000.00	
				1,71,560.00	
	Dr Closing Balance				1,71,560.00
				<b>1,71,560.00</b>	<b>1,71,560.00</b>
1-11-2023	Cr Opening Balance				1,71,560.00
3-11-2023	Cr IOB SB A/C No.115-EVENING COLLEGE A/C Ch.no 686840 The amount paid to Dr M.V Sathiyabama ,Head B.com E.com towards fee concession provided to her daughter S Midunarakavi studying at KCT .	Payment	767	75,000.00	
				2,46,560.00	
	Dr Closing Balance				2,46,560.00
				<b>2,46,560.00</b>	<b>2,46,560.00</b>



  
**Dr. R. MUTHUKUMARAN,**  
M.A., M.Phil., B.Ed., Ph.D.,  
PRINCIPAL  
N.G.M. College, Pollachi - 642 301,  
Coimbatore District

Pollachi  
03/03/2023

From

Dr. R. Deeya  
Assistant professor  
Department of Computer Science  
NGM College  
Pollachi-1

To

The Principal  
NGM College  
Pollachi-1

Through

The Dean Academic,  
NGM College  
Pollachi-1

Respected Sir,

Sub: Requisition for a month medical leave.

Sir, I need a month leave from 13/3/2023 to 13/4/2023 to take heavy Siddha medicines for lung cancer treatment. I would be grateful if you give permission for the same.

Thanking You,

Yours Sincerely,  
Deeya R

Forwarded

M - Nam  
6/3

6/3/23

6/3/23

From

Dr. R. Rakkimuthu  
Assistant Professor and Head  
PG and Research Department of Botany  
NGM College  
Pollachi

1.3.2023

To

The Principal  
NGM College  
Pollachi

Through

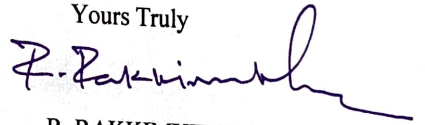
The Dean Academic  
NGM College  
Pollachi

Sub: Requesting extension of medical leave due to health issue-Reg

Respected Sir,

I would like to inform you about my medical leave status. Currently, I am on leave for 23 days from 06.02.2023 to 28.02.2023. I had been on complete rest for the four weeks. Further the doctor has advised me to take rest for another one week to get full recovery. In this connection, I request you to extend my medical leave for another 8 days (1.3.2023 to 8.3.2023).

Yours Truly



R. RAKKIMUTHU

Encl: Medical Certificate

  
Manager  
Administration

  
Dean Academic

  
Principal



# GANGA

MEDICAL CENTRE & HOSPITALS PVT LTD

313, Mettupalayam Road,  
Coimbatore - 641 043. Tamilnadu, INDIA.

Phone : 0422-2485000, Fax : 0422-2451444, Email : sr@gangahospital.com



## Medical Certificate

This is to certify that Mr. Rakkimuthu ID: 1123012905

Residing at \ working in \ studying in Assistant professor and  
Head PG Dept of Botany, VOM college  
Pollachi

who is \ was under my treatment, and is \ was suffering from  
ACL Tear + Buckle handle tear medial  
meniscus left knee. He underwent arthroscopic  
ACL reconstruction using hamstring graft.

He \ she is advised medical leave from 26/01/2023  
to 8/02/2023.

He \ she is fit to join duty on and from \_\_\_\_\_

*[Handwritten signature]*

Dr. RAMAKANTH.R, D.Ortho,DNB(Ortho),  
Reg No. 04816  
SRMP REGISTRAR - ORTHOPAEDICS

Orthopaedic Surgeon  
Dept. of Orthopaedics

*[Handwritten signature]*  
20/2/23

HOD

22/2/23

*[Handwritten signature]*

From,

Dr. P. GOMATHI DEVI  
Asst. professor  
PG Department of Commerce (CA)  
RAM college  
Pollachi

TO,

The principal  
RAM college, pollachi

through,

The Dean/Manager  
RAM college, pollachi

Respected Sir,

Sub: Requisition for leave from  
9/2/2023 to 25/2/2023 - reg.

As I have been operated for  
appendix, I am unable to come to  
college from 9/2/2023 to 25/2/2023. In this  
regard, I request you to kindly permit and  
provide me leave for the above said days.

Thank you

Yours faithfully

Dr. P. G.

(Dr. P. GOMATHI DEVI)



9/2/2023  
Pollachi

~~Approved~~  
~~Dr. P. G.~~  
~~20/2/23~~

HOD  
20/2/23

20/2/23

# AVM Centre For Women's Health

**Latha Radhakrishnan**, M.B.B.S., D.G.O.,

No. : 52282  
Consultant Obstetrician & Gynaecologist



Date :

## MEDICAL CERTIFICATE

This is to certify that Mrs.P.Gomathidevi, Assistant Professor,

PG Department of Commerce(CA), NGM College, Pollachi, was under

my treatment for Appendicitis, Operated.

She was advised leave for 17 days ie., From 09.02.2023 to 25.02.2023.

**Signature.**

**Dr. M. LATHA, DGO.,**

Regn. No :52282

**AVM CENTRE FOR WOMEN'S HEALTH**

**45/2, Palakkad Road, Pollachi - 1.**

From

Dr.Ahila.D  
Assistant Professor  
Department of Commerce  
Nallamuthu Gounder Mahalingam College  
Pollachi.

31.01.2023

Pollachi

Through

The Dean-Academic  
Nallamuthu Gounder Mahalingam College  
Pollachi.

The Manager  
Nallamuthu Gounder Mahalingam College  
Pollachi.

To

The Principal  
Nallamuthu Gounder Mahalingam College  
Pollachi.

Subject: Request for Medical Leave – reg.

Respected Sir,

I am writing this letter to request your approval of my medical leave due to my laparoscopic surgery. My doctor has suggested me to stay in the hospital for nine days (12.01.2023 to 20.01.2023), which includes the surgery and the post-surgical hospital stay. So, I have taken leave from work on the following four days: 12.01.2023, 13.01.2023, 18.01.2023, ~~19~~ 20.01.2023.

Please consider the <sup>five</sup> ~~four~~ days of absence listed above as medical leave.

Thank You.

Enclosure: Medical Certificate

Yours Faithfully,

Ahila.D  
Dr.Ahila.D

Forwarded.

N. Bayyabareddy  
31/01/23

(Associate Prof & Head)

Forwarded  
31/1/23

1/2/23

2/2/23

# MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OF LEAVE

Signature of Applicant: Ahila D

I, Dr. T. Yasodharaani M.D.D.G.O after careful personal

Examination of the case hereby certify that Thiru / Selvi / Tmt. Ahila D  
working as Assistant Professor, Department of Commerce,  
Nallamthi Gounder Mahalingam College, Polasur

whose signature is given above is suffering from PCOS / Fibroid uterus  
Laparoscopy done - Myomectomy done.  
based on clinical condition and investigation done as is given below and I consider that a

period of absence from duty of nine days.  
with effect from 12/1/23

is absolutely necessary for the restoration of his / her health.

## MEDICAL HISTORY

Station: Polasur  
Date: 12/1/23

  
**Dr. T. YASODHA RANI, M.B.B.S., M.D., D.G.O.,**  
**REG. No : 54922**  
**LAKSHMI MEDICAL CENTRE II Surgeon**  
Regd No.

25.01.23

From

Dr. R. Rakkimuthu  
Asst Professor and Head  
PG and Research Department of Botany  
NGM College, Pollachi

To

The Principal  
NGM College  
Pollachi

Through

The Dean Academic  
NGM College  
Pollachi

Respected Sir,

Sub: Availing medical leave from 06.02.2023 to 28.02.2023 to undergo ACL left knee surgery-

Reg.


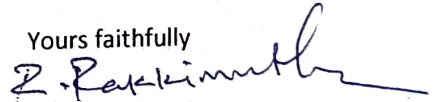
As I have to undergo **ACL left Knee surgery and reconstruction**. Doctors advised me to admit in the hospital and undergo surgery immediately. In this connection I am in need of medical leave to undergo surgery and recovery purpose. So I request you to kindly sanction me medical leave from **06.02.23 to 28.02.23 (23 days)**. I will provide the medical certificate and other evidences during my rejoin.

Thanking you

Pollachi

25.01.23

Yours faithfully



Manager Administration



Dean Academic



Principal

24/1/2023

From,  
D.Gnanasoundari,  
Assistant Professor,  
Department of Human Excellence,  
NGM College.

To,  
The principal,  
NGM College,  
Pollachi.

Through  
The Dean-Academic,  
NGM College,  
Pollachi.

Sub: Applying for Medical leave reg.

Respected Sir,

As my husband underwent a major heart surgery on 17/1/2023 and consequently he is under medical observation. I'm in the condition to take care of my husband's health for at least one month in person.

Kindly do this favor to me and treat my absence as leave from 18/1/2023 to 28/2/2023.

Thanking you.

Yours Sincerely,  
*D. Gnanasoundari* 24/1/2023  
D.Gnanasoundari

Forwarded  
S. Srinivasan  
Head & A.sst. Prof.,  
Dept. of Human  
Excellence

*[Signature]*  
24/1/23

Forwarded and  
She may be permitted with  
assurance, that she should  
join the duty as early as  
possible.

*[Signature]*  
24/1/23

*[Signature]*  
24/1/23

# CERTIFICATE OF FITNESS TO RETURN DUTY

Dr. S. EASWARASAMY MD

a registered medical practitioner do

I hereby certify that I have carefully examined

D. Anany Sondaji Ant Prof  
Yoga Nam College Polkachi find that

he has recovered from his/her illness and that he/she is now fit to resume duties on

13.23 I also certify that before arriving at the decision I have examined the original medical certificate and statement of the case on which leave was granted and have taken these into consideration in arriving at my decision.

Place: Udumalpet  
Date: 13.23

JS  
Dr. S. EASWARASAMY  
Medical Officer / (Gen Med)  
Consultant / Civil Surgeon  
Regd No : 56030  
No 7 Venkatakrishna Road  
UDUMALPET - 642126

Surya Books - Udt. 226237

## MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OF LEAVE

Signature of Applicant :  
I, Dr. Dr. S. EASWARASAMY MD

after Careful personal Examination of the case hereby Certify that Thiru / Selvi / Tmt. D. Anany Sondaji  
Yoga Nam College  
Polkachi whose signature is given above is suffering from Viral Hepatitis

based on clinical condition and investigation done as is given below and I consider that a period of absence from duty of 46 days with effect from 18.1.23 to 28.2.23

is absolutely for the restoration of his / her health.

### MEDICAL HISTORY

Station: Udumalpet  
Date: 18.1.23

JS  
Dr. S. EASWARASAMY  
Medical Officer / (Gen Med)  
Regd. No. B.B.S..MD.: Physician  
Consultant : Civil Surgeon  
Regd No : 56030  
No 7 Venkatakrishna Road  
UDUMALPET - 642126

Surya Books - Udt. 226237



Pollachi  
8.7.22.

From,  
M. Meera Krittika,  
Assistant professor,  
Department of Computer Science (SF),  
N. G. M. College,  
Pollachi.

TO,  
The principal,  
The Dean Academic,  
N. G. M. College,  
Pollachi.



Sub: Requestion for Medical leave.

Respected Sir,

Since I have a severe problem in uterus,  
I have to undergo uterus Removal Surgery, so I request you  
to grant me leave for two months. Consider my situation,  
and provide me the needful days sir. From July 18<sup>th</sup>, 2022  
I need the leave sir. kindly grant me the permission.

Thanking you,

Yours Sincerely,

M. Meera Krittika,  
(M. M. K.)

Forwarded  
through  
8/7/22  
pending  
Medical  
Certificate

Pollachi  
8/8/2022

From

N. Selvanayagi  
Assistant Professor  
Department of Mathematics  
Nallamuthu Gounder Mahalingam College  
Pollachi

To

The Principal  
Nallamuthu Gounder Mahalingam College  
Pollachi

Through

The Head  
Department of Mathematics  
Nallamuthu Gounder Mahalingam College  
Pollachi

Forwarded  
V. Jothini  
08/08/2022

8/8/22

Respected Sir,

Sub: Maternity leave - req.

This is for your kind notice that, As advised by doctor, I would like to apply for maternity leave from 16.08.2022 to 15.11.2022. So I kindly request you to approve and sanction the leave at the earliest.

Thanking you,

8/8/22

Yours faithfully  
N. Selvanayagi

from

A. Anandhiprabha  
Assistant Professor in Commerce – Banking and Insurance  
Nallamuthu Gounder Mahalingam College  
Pollachi

To

The Principal  
Nallamuthu Gounder Mahalingam College  
Pollachi

Through

The Dean Academic  
Nallamuthu Gounder Mahalingam College  
Pollachi

Respected Sir,

Sub: Requisition for rejoining of my duty - reg.

I was in maternity leave from 08.10.2021 to 10.07.2022. I profoundly thank the Management, Principal, Dean and Head of the Department for providing me with the same. I am rejoining my duty on 11.07.2022.

Thank you

Place: Pollachi  
Date: 11.07.2022

*Approved*  
*[Signature]*  
*11/7/22*

Yours sincerely

*[Signature]*  
11/07/2022  
(A. ANANDHIPRABHA)

*Mr. Jeenu*  
*11/07/2022*  
*Dr. M. Jeeva*  
*Associate prof & Head*  
*Dept. of B.com - Banking and Insurance*

*[Signature]*  
*11/7/22*

*[Signature]*  
*11/7/22*

From

Dr. B. Azhagusundari

Associate Professor

NGM College

Pollachi

To

The Principal

NGM College

Pollachi

Respected Sir,

Sub: Request to avail Medical Leave..Reg..

This is for your consideration that I had been advised to undergo a surgery and I would like to avail ML in this regard from 03.06.2022 to 30.06.2022. I request you to permit me to avail my ML.

Thank You

Yours' Sincerely

Dr. B. Azhagusundari

Date: 03.06.2022

Place: Pollachi

Forwarded  
A. - Be km  
3/6

# Medical Certificate

Date 3/6/2022

## TO WHOMSOEVER IT MAY CONCERN

THIS IS TO CERTIFY that Mrs. Azhaya Sundari of \_\_\_\_\_ was examined

and treated on 3/6/2022 for the

following diagnosis,


Abnormal heavy bleeding p/v and  
posted for surgery on 7/6/2022  
Diagnosis: DUB (Thickened Endometrium  
of uterus)

He/She would require medical attention and hence will not be able to attend the work from 03/06/2022 to 30/06/2022 for 28 days

  
**Dr. S S. Sumala Kaushik**

Reg. No : 97828 | MS., DNB (OG)  
MotherCare, (A unit of Aiva Aspathiri),  
No.37-A, Main Road, Kottur (Po),  
Anaimalai (Tk) - 642 114.

(Sign and Stamp)

Received for three years 

M. Sany.

**10. மருத்துவ விடுப்பு**

(Unearned Leave on Medical Certificate) T.N.L.R. 15 & 15A

(i) தகுதியான விடுப்பு

உயர்நிலைப்பணி

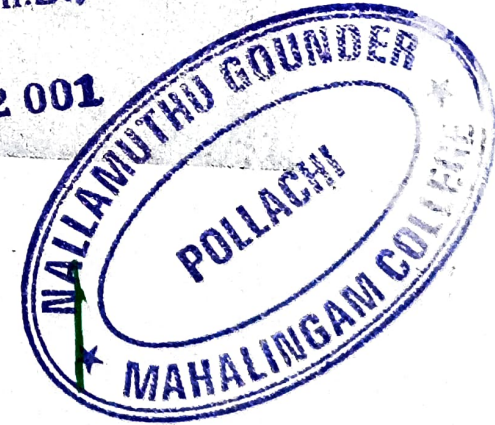
10(a) (i) மற்றும் 2 வருடம் பணி முடிக்காத தகுதிகாண் பருவத்தினர் (அ) இவ்விடுப்பு கிடைக்காது. (த.நா.வி.விதி 23 உபவிதி 2)

உயர்நிலைப் பணி

தகுதிகாண் பருவத்தினர்	0 - 2 வருடம்	இல்லை
	2 - 5 வருடம்	90 நாட்கள்
	5 - 10 வருடம்	180 நாட்கள்
நிரந்தரமாக்கப்பட்டவர்/ தகுதிகாண் பருவம் முடிக்கப்பட்டவர்	2 - 5 வருடம் வரை	90 நாட்கள்
	5 - 10 வருடம் வரை	180 நாட்கள்
	10 - 15 வருடம் வரை	270 நாட்கள்
	15 - 20 வருடம் வரை	360 நாட்கள்
	20 வருடத்திற்கு மேல்	540 நாட்கள்

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**Dr. R. MUTHUKUMARAN,**  
M.A., M.Phil., B.Ed., Ph.D.,  
PRINCIPAL  
N.G.M. College, Pollachi - 642 001  
Coimbatore District



**தற்செயல் விடுப்பு**

(1) ஒரு ஆண்டுக்கு 12 நாட்கள் தற்செயல் விடுப்பு வழங்கப்படும். தற்செயல் விடுப்பை அரசு விடுமுறைகள், ஈடுசெய் விடுப்பு முதலியவற்றுடன் இணைத்தும் வழங்கலாம். ஆனால், ஒரே நேரத்தில் எடுக்கும் மொத்த விடுப்பு பத்து நாட்களுக்கு அதிகமாகாமல் இருக்க வேண்டும். (அடிப்படை விதியின் இணைப்பு VII) இடப்பிணும் 11வது/12வது நாள் எதிர்பாராத விதமாக அரசு விடுமுறை என அறிவிக்கப்பட்டால் பத்து நாட்களுக்கு மேலும் தற்செயல் விடுப்பு அனுபவிக்கலாம். (அ.ஆ. எண் 309, நிர்வாகத் துறை, நாள் 16.8.93)

(2) முன்னரே ஒப்புதல் பெறும் தற்செயல் விடுப்புக்கான விண்ணப்பத்தில் விடுப்பிற்கான காரணம் குறிப்பிடத் தேவையில்லை - (அரசாணை எண் 1410, நிர்வாகத்துறை, நாள் 2.12.1997)

(3) தற்காலிகப் பணியாளர் மற்றும் தகுதிகாண் பருவத்தினருக்கு இரண்டு மாதங்களுக்கு மூன்று நாட்கள் என்ற அளவில் (மொத்தத்தில் 12 நாட்களுக்கு அதிகமாகாமல்) இவ்விடுப்பு வழங்கப்படும்.

(4) கணக்கில் தற்செயல் விடுப்பு இல்லாதவருக்கு முன் அனுமதியுடன் ஈட்டிய விடுப்பு உண்டு (அடிப்படை விதி 67ன் துணை விதி (3)).

(5) 30 நாள் பணி முடித்த சில்லரைச் செலவின ஊழியர்களுக்கும் தற்செயல் விடுப்பு வழங்கப்படும் (அரசாணை எண். 1180, நிர்வாகத் துறை, நாள் 15.12.1986).

(6) சமீபத்தில் ஓய்வு பெற இருப்பவருக்கு பணிக்காலத்தைக் கணக்கிடாமல் தற்செயல் விடுப்பு வழங்கலாம். உதாரணமாக ஜனவரியில் ஓய்வு பெறும் ஒருவருக்கு அந்த ஆண்டுக்குரிய 12 நாள் தற்செயல் விடுப்பு வழங்கலாம் - (அரசு எண். 61559/82-4, நிர்வாகத் துறை, நாள் 17.1.1983)

(7) இரவு காவலர்களுக்கு சுழற்சி முறையில் விடுப்பு வழங்கலாம் - (அரசு எண். 22402/பணி எண் 93-1, நிர்வாகத்துறை, நாள் 4.5.93)

**வரையறுக்கப்பட்ட விடுப்பு**

கீழ்க்காணும் பண்டிகை நாட்களில் ஆண்டுக்கு மூன்று நாட்கள் வரையறுக்கப்பட்ட விடுப்பு எடுத்துக் கொள்ளலாம் (அ.ஆ. எண் 210 ப.ம)நி.சீ.துறை நாள் 25.3.88 மற்றும் அரசு கடித எண் 118727/எப்.ஆர்.இ/88-1, நாள் 6.12.89) (அ.ஆ.எண் 428, ப.ம)நி.சீ. துறை (FR-III) நாள் 16.12.2003) (அரசு ஆணை எண் (24) 3 ப.ம)நி.சீ. துறை நாள் 12.1.06) (அரசு ஆணை எண் 77, ப.ம)நி.சீ.துறை (FR-III) நாள் : 17.06.2005), (அரசு ஆணை எண் 135, ப.ம)நி.சீ.துறை (FR-III) நாள் : 29.05.2007)


தற்காலிக அரசு ஊழியர்கள்/ஒப்பந்தப் பணியாளர்கள் ஆகியோருக்கு வரையறுக்கப்பட்ட விடுப்புகள் கிடையாது. (அரசாணை எண்.119, ப.ம)நி.சீ.துறை (FR-III), நாள். 29.9.2011)

- |                    |                   |
|--------------------|-------------------|
| 1. சித்ரா பெளர்ணமி | 2. ஆடிப்பெருக்கு  |
| 3. ரிக் உபகார்மா   | 4. யஜூர் உபகார்மா |
| 5. காயத்ரி ஜெபம்   | 6. சாம உபகார்மா   |



- |                                                                              |                                                                     |
|------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 7. தீபாவளி நோன்பு                                                            | 8. கார்த்திகை தீபம்                                                 |
| 9. வைகுண்ட ஏகாதசி                                                            | 10. ஆரூத்ரா தரிசனம்                                                 |
| 11. தைப்பூசம்                                                                | 12. போகி                                                            |
| 13. மாசிமகம்                                                                 | 14. மகா சிவராத்திரி                                                 |
| 15. ஷாபே பாரத்                                                               | 16. ஷாபே காதேர்                                                     |
| 17. ஹிஜ்ரோ - புதுவருடம்                                                      | 18. அப்துல் காதேரின் கார்வீன்                                       |
| 19. மாண்டி விபாழக்கிழமை                                                      | 20. ஆஷு புதன்கிழமை                                                  |
| 21. ஆல் ஷோல்ஸ் டே                                                            | 22. கிருத்துமசக்கு முதல் நாள்                                       |
| 23. புதுவருடத்திற்கு முதல் நாள்                                              | 24. வரலஷ்மி விரதம்                                                  |
| 25. ஓணம்                                                                     | 26. ஸ்ரீகுருநானக் தேவிஜிஸ் பிறந்தநாள்                               |
| 27. ஷாபே மிரவஜ்                                                              | 28. ஆர்ஃபா                                                          |
| 29. ஈஸ்டர்                                                                   | 30. டாக்டர் அம்பேத்கர் பிறந்த நாள்                                  |
| 31. புத்த ஜெயந்தி                                                            | 32. ரமலான் நோன்பு துவக்க நாள்                                       |
| 33. பகவான் வைகுண்டசாமி<br>பிறந்தநாள் (அ.ஆ.எண்.36,<br>ப(ம)நி.சீ.நாள் 2.3.2012 | (அ.ஆ.எண்.183, ப(ம)நி. சீ.துறை<br>நாள் 13.7.2007)                    |
|                                                                              | 34. மஹாளய அமாவாசை<br>(அ.ஆ. எண்.122 ப. & சீ.துறை<br>நாள் 28.12.2016) |

வேற்று மதத்தைச் சார்ந்தவர்களும், மதவேறுபாடின்றி இவ்விடுப்பை  
சூய்க்கலாம்.



**Dr. R. MUTHUKUMARAN,**  
M.A., M.Phil., B.Ed., Ph.D.,  
PRINCIPAL

**N.G.M. College, Pollachi - 642 001**  
Coimbatore District



Marriage Leave

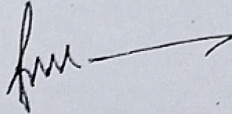
Pollachi  
09.03.2021

From

M.Kirthika.  
Assistant Professor,  
BCA Department,  
NGM College,  
Pollachi.

To

The Principal,  
NGM College,  
Pollachi.



Through

The Academic Dean,  
NGM College,  
Pollachi.

Respected Sir/Madam

Sub: - Request leave for my marriage- Reg

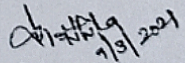
I wish to convey that I am going to get marry on 15/03/2021. Kindly I request you to  
grant me leave for ten days (15/3/2021 - 24/3/2021)

Thanking you

Forwarded

M - Raim  
9/3

Yours Faithfully

  
9/3/2021  
(M.KIRTHIKA)

forwarded  
Kavitha  
9/3/21

From :

Ms. R. Mini  
Assistant Professor  
Post Graduate Department of Chemistry  
NGM College  
Pollachi

Through

(i) The Head  
PG Department of Chemistry  
NGM College  
Pollachi

(ii) The Deane  
NGM College  
Pollachi

To  
The Principal  
NGM College  
Pollachi

*for* → *to mbo + A.O*

*To A.O*  
*6/3/21*

Respected Sir,

Sub : Resuisation of Special Leave for Wedding - Reg:-

Due to my marriage I am need for Special Leave

8.03.2021 to 17.03.2021 [9 days]. kindly

grant me Permission for the above same.

Thanking You

Your's Sincerely

*Mini*  
6/03/2021

[Ms. R. Mini]

*Refered to Dean S.F. Manager, Pollachi*  
*6/3/21*

Pollachi  
06.03.2021

*Forwarded*  
*6/3*  
*Forwarded*  
*6.3.21*  
*6/3/21*

*Mini*  
*6/3/21*

Maternity Leave

Pollachi,

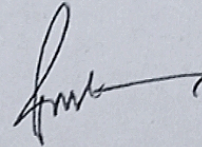
04/01/2021

From,

A. Gomathi,  
Assistant Professor,  
Department of Commerce (Banking and Insurance),  
Nallamuthu Gounder Mahalingam College,  
Pollachi - 642 001.

To,

The Principal,  
Nallamuthu Gounder Mahalingam College,  
Pollachi - 642 001.



Through: - Proper Channel

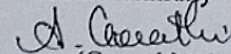
Respected Sir,

Sub: - For Applying Maternity leave - Reg.

As I had a C- Section on 10 October 2020, I need to apply my Maternity leave. So I request you to kindly give me the maternity leave from 05 th January 2021 to 5<sup>th</sup> February 2021.

Thanking You.

Yours faithfully

  
(Gomathi A.)

Dr. M. Jeyaraj  
04/01/2021  
(Dr. M. Jeyaraj)

Forwarded  
M - 4 km  
7/1

Maternity Leave

Pollachi,  
09/02/2021

From,

A. Gomathi,  
Assistant Professor,  
Department of Commerce (Banking and Insurance),  
Nallamuthu Gounder Mahalingam College,  
Pollachi - 642 001.

To,

The Principal,  
Nallamuthu Gounder Mahalingam College,  
Pollachi - 642 001.

*for* → *to*  
*Mr*  
*AE*

Through: - Proper Channel

Respected Sir,

Sub: - For Extending Maternity leave - Reg.

I request you to kindly extend my maternity leave for another two months from 06/02/2021 to 31/03/2021. I assure you to join my duty on 1st April 2021. I sincerely thank you for this privilege. (I already avail the maternity leave from 5<sup>th</sup> January 2021 to 5<sup>th</sup> February 2021)

Thanking You

Yours faithfully

*A. Gomathi*  
(Gomathi A.)

*Mr. Jeyaraj*  
*09/02/2021*  
(Dr. Mr. Jeyaraj)

*Forwarded*  
*Al - Achin*  
*9/2*

*9/2/21*

Maternity Leave

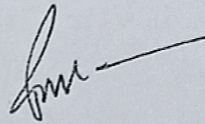
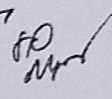
Pollachi  
12/1/2021

From

N. Nithya,  
Asst. Prof of Mathematics (S.F),  
N.G.M College,  
Pollachi.

To

The Principal,  
N.G.M College,  
Pollachi.

 → 

Respected Sir,

Sub: Maternity leave : Reg

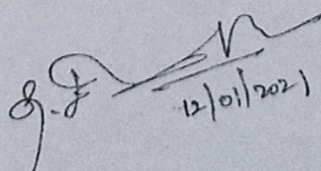
My baby delivery date is scheduled  
on second week of February 2021. So

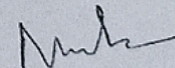
Please provide me my maternity leave

~~from~~ 18 - January - 2021 onwards.

Thank you

~~Received~~  
~~12/1/21~~

  
12/01/2021

by  
  
(N. Nithya)

From

Maternity Leave

T. MOHANA SUNDARI

Assistant professor of B.Com-BPS,  
Department of B.Com-BPS,  
NVM College, Pollachi.

To The principal  
NVM College,  
Pollachi.

TO  
Through Deans,  
NVM College,  
Pollachi.

Respected Sir,

Sub: Maternity Leave - Reg.

AS I am working Assistant professor in the Department of B.Com-BPS in our Institution. I am writing to confirm that I am pregnant and that due date in the Fourth week of March. Therefore, I wish to apply for my Maternity leave from 1<sup>st</sup> March to 31<sup>st</sup> May 2021. In case I have to extend my leave due to any unforeseen event, I shall notify you well in advance and avail leave for the period required. I request you to kindly approve the Maternity leave.

Thanking you

Yours Truly

Date : 17.02.2021

Place : Pollachi

forwarded  
A. Prady  
HOD  
17/02/2021

forwarded  
A. Prady  
17/2

T.M.  
17/2/2021  
(T. MOHANA SUNDARI)

Maternity Leave

25/10/2020  
Gobichettipalayam

**From**

Dr. K. S. Kavitha  
Assistant Professor, PG Department of Commerce(CA)  
NGM College, Pollachi

**To**

The Principal  
NGM College  
Pollachi

*fm* → *to*  
*MSR*

*[Signature]*  
27/10/20

Respected Sir,

**Sub:** Requisition for Maternity Leave – reg.

I was on my family and gave birth to a girl child on 15<sup>th</sup> September 2020. So I was unable to continue with my work from that date. In this regard I kindly request you to grant me Maternity Leave for Six Months (From 15<sup>th</sup> October 2020 to 15<sup>th</sup> April 2021).

Thank You

Yours Faithfully

*[Signature]*

(K.S. KAVITHA)

Pollachi,

15.02.2019

From

P. Yashini Nivedita  
HR Trainer  
APD Department  
NGM College,  
Pollachi

To

The Principal  
NGM College  
Pollachi.

*pm* →  
19/2/19  
do  
mm  
19/2/19

Respected Sir,

**Sub: Requisition to take maternity leave –reg.**

I am writing this letter to inform you that I wish to take maternity leave starting from 1<sup>st</sup> March 2019. I also want to extend the leave along with the maternity leave so that I can be with the baby after the delivery. All in together I would be taking 12 months leave and will join immediately after that. I hope you will consider my situation.

Kindly do the needful.

Thanking you,

Yours faithfully,

P. Yashini Nivedita

*15/02/2019*

Pollachi  
18-3-19

From

Dr. J. Thilagavathi  
Assoc. prof & Head  
Department of Computer Technology  
NGM College, Pollachi

To

The Principal  
NGM College  
Pollachi

from 18/3/19  
to 18/3/19  
mem

Respected Sir

Sub: Joining report after medical leave - Reg.

I have been on medical leave from 11-2-19 to

17-3-19. This is for your kind information, I rejoin

my duty on 18-3-2019. Thank you for your  
consideration.

Thank you.

Yours truly  
J. P. Ind  
18/3/19

Pollachi  
04.04.2019.

From  
A. Venkatasubramanian,  
Assistant Professor in Commerce,  
N.G.M. College,  
Pollachi.

To  
The Principal,  
N.G.M. College,  
Pollachi.

For  
HOD  
M.A.K.

4/4/19

Respected Sir,

SUB: Joining Report.

I was in leave from 18<sup>th</sup> February 2019 to 3<sup>rd</sup> April 2019, for my submission of P.H.D. thesis. Since my work was completed I wish to join in my duty from today (04.04.2019) onwards. So I request you to permit me to join in my duty from today (04.04.2019) onwards.

Thanking you.

Your's Faithfully

For HOD  
M. A.K.  
04/04/19.

M. Akilanayagi

A. Venkatasubramanian

**WELFARE SCHEMES**

**1. MEDICAL LEAVE, PATERNITY LEAVE - 2018 - 2019**

S. No.	NAME OF STAFF	YEAR	MEDICAL LEAVE		Total Days
			FROM	TO	
1	Dr.P.Maheswari Associate Professor of Tamil	2018-2019	08.04.2019	12.04.2019	5
2	Dr.S.Muthukumaravel Assistant Professor of English	2018-2019	11.07.2018	12.07.2018	2
			25.09.2018	27.09.2018	3
			08.04.2019	11.04.2019	4
3	G.Devikarpagam Assistant Professor of English	2018-2019	23.01.2019	25.01.2019	3
4	Dr.P.Krishnathulasimani Associate Professor of Economics	2018-2019	08.03.2019	21.03.2019	14
			01.04.2019	04.04.2019	4
5	Mr.K.Murugavelu Assistant Professor of Economics	2018-2019	04.12.2018	13.12.2018	10
6	Dr.T.E.Manjulavalli Assistant Professor of Physics	2018-2019	09.08.2018	10.08.2018	2
			25.09.2018	27.09.2018	3
7	Ms.N.Revathi Assistant Professor of Physics	2018-2019	10.09.2018		1
			14.09.2018	15.09.2018	2
			05.12.2018		1
8	Ms.S.Shanmugapriya Assistant Professor of Physics	2018-2019	16.08.2018	17.08.2018	2
			25.09.2018	10.10.2018	16
			27.12.2018	29.12.2018	3
			19.03.2019	20.03.2019	2
9	Dr.R.Kannan Associate Professor of Botany	2018-2019	14.09.2018	19.09.2018	6
			12.12.2018	14.12.2018	3
			04.03.2019	30.03.2019	27
10	Dr.M.Latha Isabel Assistant Professor of Botany	2018-2019	25.07.2018	27.07.2018	3
			05.09.2018	20.09.2018	16
			12.03.2019	15.03.2019	4



*[Signature]*  
**PRINCIPAL**  
 N.G.M COLLEGE, POLLACHI

...2...

S. No.	NAME OF STAFF	YEAR	MEDICAL LEAVE		Total Days
			FROM	TO	
11	Dr.A.Logamadevi Assistant Professor of Botany	2018-2019	27.12.2018	02.01.2019	7
12	Dr.K.Rajalakshmi Assistant Professor of Botany	2018-2019	12.12.2018	14.12.2018	3
13	Dr.M.Sheikjohn Associate Professor of Maths	2018-2019	25.02.2019	22.03.2019	26
14	Dr.V.Inthumathi Associate Professor of Maths	2018-2019	09.07.2018	12.07.2018	4
15	Dr.R.Santhi Assistant Professor of Maths	2018-2019	10.12.2018	13.12.2018	4
16	Dr.V.Chitra Assistant Professor of Maths	2018-2019	06.02.2019	14.02.2019	9
17	Dr.S.Sivasankar Assistant Professor of Maths	2018-2019	16.10.2018 12.12.2018	14.12.2018	1 3
18	Mr.P.Siravanan Assistant Professor of Maths	2018-2019	17.09.2018	20.09.2018	4
19	Dr.Antony Selvadoss Thanamani Associate Professor of Comp.Sci	2018-2019	09.07.2018 25.07.2018 05.09.2018 12.03.2019	12.07.2018 31.07.2018 20.09.2018 15.03.2019	4 7 16 4
20	Mr.K.Srinivasan Associate Professor of Comp.Sci.	2018-2019	19.02.2019	27.02.2019	9
21	Dr.S.Shanmugapriya Assistant Professor of Commerce	2018-2019	29.08.2018 04.03.2019	07.09.2018 28.03.2019	10 25
22	Mr.M.Vijayakumar Laboratory Assistant	2018-2019	12.07.2018 30.08.2018 04.12.2018	25.10.2018 31.12.2018	1 57 28
23	Mr.A.Dhandapani Laboratory Assistant	2018-2019	07.01.2019 01.04.2019	10.01.2019 05.04.2019	4 5
24	Mr.V.Krishnan Games Marker	2018-2019	03.07.2018	11.07.2018	9



*[Signature]*  
PRINCIPAL  
M R M COLLEGE, POLLACHI

Pollachi  
18-3-19

From

Dr. J. Thilagavathi  
Assoc. prof & Head  
Department of Computer Technology  
NGM College, Pollachi

To

The Principal  
NGM College  
Pollachi

from 18/3/19  
to 18/3/19  
mem

Respected Sir

Sub: Joining report after medical leave - Reg.

I have been on medical leave from 11-2-19 to

17-3-19. This is for your kind information, I rejoin

my duty on 18-3-2019. Thank you for your  
consideration.

Thank you.

Yours truly  
J. P. Ind  
18/3/19

Pollachi,

15.02.2019

From

P. Yashini Nivedita  
HR Trainer  
APD Department  
NGM College,  
Pollachi

To

The Principal  
NGM College  
Pollachi.

*pm* →  
19/2/19  
do  
mm  
19/2/19

Respected Sir,

**Sub: Requisition to take maternity leave –reg.**

I am writing this letter to inform you that I wish to take maternity leave starting from 1<sup>st</sup> March 2019. I also want to extend the leave along with the maternity leave so that I can be with the baby after the delivery. All in together I would be taking 12 months leave and will join immediately after that. I hope you will consider my situation.

Kindly do the needful.

Thanking you,

Yours faithfully,

P. Yashini Nivedita

*15/02/2019*