7.MEDICAL LEAVE

From

Namitha P

Assistant Professor, Department of CSE

Vimal Jyothi Engineering College, Chemperi

Date: 07-01-2023

To

The ~~Principal~~ *manager*,

Vimal Jyothi Engineering College, Chemperi

Respected Sir,

I am writing this letter to seek permission for approval of my intermittent leave for my medical condition. After consultation with my Doctor, I have been asked to take proper rest along with treatment. So, I request you to grant me leave from 15/01/2023 onwards. I am also attaching the doctor's recommendation.

Sincerely,

Namitha P

Recommended & forwarded

HOD CSE

To office.

MEDICAL CERTIFICATE

(Signature of the applicant)

(Name) .....Dr. Jailul CM.

after careful personal examination of the case hereby that (Name and Official address)
Namitha. P Asst Professor Dept. CS
VJEC .... (whose signature is given above is suffering from
.... and that I consider that a period of absence from
duty of ......6 months............ with effect from ....January

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

Signature of Medical Officer ....

Registration No. ....
Station: ......Kannur
Part of Registration ....
Date : 17/12/22
System of Medicine ....

----- Forwarded message ---------
From: **Anju Sunny ASH** <anjusunny@vjec.ac.in>
Date: Sun, Jun 4, 2023 at 9:45 PM
Subject: Request letter for medical leave of three months.
To: Anju Sunny ASH <anjusunny@vjec.ac.in>

Sir,
I am A nju Sunny,faculty of ASH department.I am writing this mail to request you for the approval of my medical leave due to emergency SLAP Tear -Left shoulder's surgery.As per my doctor's request ,I would require 3 months leave for the immense post surgical care.Before sugery doctor's suggested two weeks bed rest,as per the request I have made all the class adjustments . But surgery was little complicated due to larger tear in slap.I am attaching the required doctor's prescription below.
Kindly let me know the further procedure required to complete my medical leave application.I hope you will consider my request.

Thanking you
ANJU SUNNY

Recommended George. K.V. HOD ASH .

Sanctioned but reappointment of vacancy an`table 16/6/23.