



Sinhgad Institutes

Sinhgad Technical Education Society's  
**SINHGAD INSTITUTE OF MANAGEMENT**  
(Affiliated to Savitribai Phule Pune University, Approved by AICTE  
& Accredited by NAAC)

S.No. 44/1, Vadgaon (Bk.), Off Sinhgad Road, Pune 411 041

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**6.3.1 The institution has effective welfare measures and a Performance Appraisal System for teaching and non-teaching staff.**

**5. Extension of Maternity Leave (90 Days)**





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*Sinhgad Technical Education Society's*  
**Sinhgad Institute of Management**

APPLICATION FOR EARNED / COMMUTED (MEDICAL) HALF PAY / WITHOUT PAY LEAVE

Name: Anjali Ambadas Landge Employee Code: 23047  
Designation: Asst. Professor

Sir / Madam,

Kindly sanction me 60 days leave from 20/02/2023 to 20/04/2023

Prefix / Suffix (being / Saturday/Sunday /Holiday): \_\_\_\_\_ Total Period 60 days

I will be reporting my duty on 21/04/2023

Reason for Leave: Medical reason (Extend Maternity Leave)

Alternative arrangement made during leave period:

Sr. NO.	Name of alternative Staff / Member	Teaching Load / Duty	Signature
1.	Prof. Dipali P. Patil		
2.	Prof. Meenakshi Jadhav		
3.	Prof. Kumudini Manvat		

Thanking you,

Yours faithfully,

Date: 20/02/2023  
Remarks by the Head of Dept.

Signature of Applicant  
Recommended / Not Recommended

Signature of H.O.D.

Remarks of Establishment Section regarding balance of leave

Earned Leave Account:

Earned Leave : 1 days  
Earned Leave availed : 1 days  
Balance of Earned Leave: \_\_\_\_\_ days

Commuted Half Pay Leave Account:

Commuted (Medical) Half Pay Due: \_\_\_\_\_ days  
Commuted (Medical) Half Pay Availed: 1 days  
Commuted (Medical) Half Pay Balance: \_\_\_\_\_ days

LWP: 60 days

Recommended / Not Recommended

Signature of I/C Estt. Section  
Leave Sanctioned / Not-Sanctioned

DIRECTOR / PRINCIPAL  
DIRECTOR

PRESIDENT / SECRETARY / VICE PRESIDENT

Sinhgad Institute of Management  
S. No. 44/1, Vadgaon (Bk.), Pune 411 041





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**KidsCare  
Clinic**


**DR. RAHUL M. ADSUL**  
MBBS (MD), DCH, DNB Pediatrics  
Newborn and Child Specialist (0-18yrs)  
MMC No: 2014125014  
Mob : 8369636043

20/2/23

To Whom So Ever It may concern.

This is to certify that, Mrs. Anjali Ambadas Landge, mother of ~~As~~ Ayansh Anunkumar Kambic, Smooth Old, needs to extend her maternity leave so as to continue breastfeeding exclusively till baby sets on weaning, for 2 months.

Thank you.

  
Dr. Rahul M. Adsul  
MB, DCH (Mum), DNB Pediatrics  
Pediatrician and Neonatologist  
MMC: 2014125014

Shop No. 108, Arv Royal, Handewadi Road, Hadapsar, Pune 411 028.  
Time - Mon to Sat : 5pm to 9pm Sun : 11am to 1pm





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**Sinhgad Institute of Management**

**APPLICATION FOR EARNED / COMMUTED (MEDICAL) HALF-PAY / WITHOUT-PAY LEAVE**

Name: Sheetal Hanumant Jadhav Employee Code: 9198  
Designation: Asst. Training & Placement Officer

Sir / Madam,  
Kindly sanction me 60 days leave from 12/11/22 to 11/01/23

Prefix / Suffix (being / Saturday/Sunday / Holiday): 02 Total Period 62 days

I will be reporting my duty on 12/01/23

Reason for Leave: Extension of Maternity leave

Alternative arrangement made during leave period:

Sr. NO.	Name of alternative Staff / Member	Teaching Load / Duty	Signature
1.	<u>Neelam Edake</u>	<u>Placement</u>	<u>[Signature]</u>
2.			
3.			

Thanking you, Yours faithfully,  
[Signature]  
Signature of Applicant

Date: 24/11/22  
Remarks by the Head of Dept. Recommended / Not Recommended  
[Signature]  
Signature of H.O.D.

Remarks of Establishment Section regarding balance of leave

<b>Earned Leave Account:</b>	<b>Commuted Half Pay Leave Account:</b>
Earned Leave : <u>190</u> days	Commuted (Medical) Half Pay Due: <u>1</u> days
Earned Leave availed : <u>60</u> days	Commuted (Medical) Half Pay Availed: <u>1</u> days
Balance of Earned Leave: <u>130</u> days	Commuted (Medical) Half Pay Balance: <u>0</u> days

LWP: 0 days

Recommended / Not Recommended [Signature] Signature of I/C Estt. Section  
Leave Sanctioned / Not-Sanctioned [Signature]

[Signature] DIRECTOR / PRINCIPAL PRESIDENT / SECRETARY / VICE PRESIDENT







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**SINHGAD TECHNICAL EDUCATION SOCIETY**

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F - 8282 (Pune) dt. 12/8/93)

19/15, Fardwane, Smt. Khate Marg, Off Karve Road, Pune 411 004  
(020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu



Sinhgad Institutes

**PROF. M. N. NAVALE**  
M.E. (Tech), MIE, MBA  
FOUNDER PRESIDENT

STES/2022-23/2339

**DR. (MRS.) SUNANDA M. NAVALE**  
B.A., M.P.M., Ph.D.  
FOUNDER SECRETARY

21.11.2022

To,  
The Director  
Sinhgad Institute of Management,  
Vadgaon (Bk.), Pune 411 041

**Sub : Regarding sanctioning extension of 60 days to Maternity Leave to Ms. Sheetal Hanumant Jadhav, Assistant Training and Placement Officer**

With reference to the application dt. 14.11.2022 for extension of 60 days leave in continuation with sanctioned Maternity Leave from Ms. Sheetal Hanumant Jadhav, Assistant Training and Placement Officer, you are informed that:

Ms. Sheetal Hanumant Jadhav is hereby sanctioned 60 days Earned Leave for the period from 12.11.2022 to 11.01.2023 in continuation with the sanctioned Maternity Leave in accordance with the terms and conditions in "F 6" in the Circular No.STES/Personnel/2011-12/341 dt. 17.10.2011.

She may therefore be asked to apply for the said leave in proper format to the appropriate Leave Sanctioning Authority.

  
President / Vice President

Copy to : Personal File of Ms. Sheetal Hanumant Jadhav.

SINHGAD INSTITUTE OF MANAGEMENT  
Inward No: 1024  
Date: 20/11/22

