



**CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE**

**चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कालेज**

(Accredited by NAAC)

दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662

Mail ID-[crdpgcollege.gkp@gmail.com](mailto:crdpgcollege.gkp@gmail.com)

Address: New Colony, Diwan Bazar Gorakhpur -273001

**To**

The Principal,

CRDAM P.G. College ,Gorakhpur

**Date:** 04-06-2020

**Subject:** Application for Maternity Leave

Dear Sir/Madam,

I, Sarita Tripathi, an Assistant Professor in the M.Ed Department, am writing to request maternity leave from June 5, 2020, to November 11, 2021. As per the medical advice provided by my doctor, I am expected to deliver by 10-07-2020, and the extended leave will help me ensure a safe and healthy recovery post-delivery, as well as provide adequate care for my newborn.

During my absence, I will ensure that all necessary arrangements are made for my duties to be carried out smoothly. I am willing to cooperate with my colleagues and assist in any way possible before my leave starts.

I kindly request you to grant me maternity leave for the said period. Your understanding and support during this time would be greatly appreciated.

Thank you for your consideration.

Yours sincerely,

*Sarita Tripathi*

**Sarita Tripathi**

Assistant Professor

M.Ed Department

*Sarita Tripathi*  
प्राचार्या  
चन्द्रकान्ति रमावती देवी आर्य महिला  
पी.जी. कालेज, गोरखपुर

*Sarita Tripathi*  
प्राचार्या  
चन्द्रकान्ति रमावती देवी आर्य महिला  
पी.जी. कालेज, गोरखपुर



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Address: New Colony, Diwan Bazar Gorakhpur -273001

To

The Principal,

CRDAM P.G. College , Gorakhpur

**Date:** 30-10-2021

**Subject:** Application for Maternity Leave

Dear Sir/Madam,

I, Dr. Amita Agrawal, an Assistant Professor in the Ancient History Department am writing to formally request maternity leave from November 2, 2021, to June 15, 2022. This leave is essential for me to care for my newborn baby and ensure both my and my child's well-being during this crucial period.

As this is a significant time for both mother and child, I believe the extended leave will enable me to provide the necessary care and attention to my baby. I have made arrangements for my academic responsibilities to be managed during my absence, ensuring minimal disruption to the department's activities.

I kindly request you to grant me maternity leave for the mentioned period. Your understanding and support during this time would be immensely appreciated.

Thank you for considering my application.

Yours sincerely

*Amita Agrawal*

**Dr. Amita Agrawal**

Assistant Professor

Dept of Ancient History

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**To**

The Principal,  
CRDAM P.G. College

**Date:** 30-01-2022

**Subject:** Application for Maternity Leave

Dear Sir/Madam,

I, Richa Dubey, an Assistant Professor] in the B.Ed Department , am writing to request maternity leave from February 1, 2022, to April 30, 2022. This leave is necessary for me to care for my health and ensure the well-being of my newborn during this critical period.

I have taken steps to ensure that my responsibilities will be managed during my absence, with arrangements made for my duties to be covered by my colleagues. I will also be available for any urgent matters that may require my attention.

I kindly request you to grant me maternity leave for the mentioned period. Your understanding and support during this important time would be greatly appreciated.

Thank you for your consideration.

Yours sincerely

**Richa Dubey**  
Assistant Professor

B.Ed. Department

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Address: New Colony, Diwan Bazar Gorakhpur -273001

To

The Principal,

CRDAM P.G. College Gorakhpur

Date: 03.06.2021

Subject: Application for Maternity Leave

Dear Sir/Madam,

I, Dr. Mamta Tiwari, an Assistant Professor in the B.ED Department, am writing to formally request maternity leave from July 10, 2021, to April 30, 2022. This leave is essential for me to focus on my health and to provide the necessary care for my newborn during this critical period.

To ensure that my absence does not disrupt the academic schedule, I have coordinated with my colleagues to manage my responsibilities and will be available for consultation on any urgent matters.

I kindly request you to approve my maternity leave for the aforementioned period. Your understanding and support during this important phase would be greatly appreciated.

Thank you for your consideration.


Yours sincerely

*Mamta Tiwari*

**Dr. Mamta Tiwari**

Assistant Professor

B.ED Department

  
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