

LEAVE APPLICATION

TO
The Principal
Vikas Inst. of Pharm. Sci.
Rajahmundry.

Name Dr. D. SRINIVASA SASTRY
Designation ASSOCIATE PROFESSOR
Department PHARMACEUTICS

Sir,

I request you to grant me ~~CL~~ OD (LOP) for the period mentioned below:

Nature of Leave	No. of days & applied	purpose
	From <u>08-02-21</u> To <u>13-02-21</u>	

<u>OD</u>	<u>6 days</u> <u>Short term training</u> <u>programme / Pharmacy</u> <u>Centours</u>	<u>Vignana College of</u> <u>Pharmacy</u>
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Work adjustment details

Class work Details if any with time	Alternative arrange made	Signature of Concerned
Theory	<u>Mon II 12-pharm (10-30-11-30)</u> → <u>H</u> <u>Tue II 12-pharm (9-30-10-30)</u> → <u>H</u> <u>Thu II 12-pharm (11-30-12-30)</u> → <u>H</u>	
Practical	<u>Mon II 12-pharm PELab</u> → <u>H</u> <u>Tue II 12-pharm PELab</u> → <u>H</u> <u>Fri II 12-pharm PELab</u> → <u>H</u> <u>Sat II 12-pharm PELab</u> → <u>H</u>	<u>D. S. Sastri</u> Signature of the Applicant

For Office use only

Leave Category	Leave on credit	Availed	Available	Remarks
CL				
OD				
LOP				

CHAIRMAN

PRINCIPAL

6/2/21

(Signature)

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDY-533 102.

VIKAS INSTITUTE OF PHARMACEUTICAL SCIENCES
Near Airport, Nidigatla Road, Rajahmundry - 533102

LEAVE APPLICATION

TO
The Principal
Vikas Inst. of Pharm. Sci.
Rajahmundry.

Name: P. VASU BABU
Designation: Asst. Professor
Department: Pharmaceutical Analysis

Sir,

I request you to grant me (CL / OD / LOP) for the period mentioned below:

Nature of Leave	No. of days & applied		purpose
	From	To	
OD	13-02-2020	13-02-2020	External Exam duty
	1 day		

Work adjustment details:

Class work Details if any with time	Alternative arrange made	Signature of Concerned
Theory	IV/IV D. Pharm (11:00-11:45)	M. Anantha Lakshmi
Practical	IV/IV D. Pharm - C Batch.	

Signature of the Applicant

For Office use only

Leave Category	Leave on credit	Availed	Available	Remarks
CL				
OD				
LOP				

CHAIRMAN

PRINCIPAL 12/2/2020

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.

6/17/2020

State Bank of India



Reference No.	CTJ7622594
Debit Account Number	00000062350769655
Debit Branch	KORUKONDA ROAD RAJAHMUNDRY
Remarks	SALARY ADVANCE
Transaction Date	17-Jun-2020
Amount	INR 15,000.00
Status	Success
Reason	Completed Successfully

To
Security Subba Rao
Salary advance
15000/-
17/6/20

Gandhi

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.

16th, June 2020,
Rajahmundry.

To

The Principal
Vikas Inst of Ph'l Sciences
Rajahmundry.

Sir,

Sub: Request seeking an advance of 15,000,
With respect to the above cited subject
I request you to provide an advance of
15,000/- to buy a two-wheeler where the
amount can be deducted as 2000/- per
month.

Kindly do the needful. P. Sreeniwas Reddy

Thanking you sir

Yours Sincerely,

P. Sreeniwas Reddy

Confirmed with
15/6/20 Sir and
transferred Rs. 15,000/-

G. Sumalatha
Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Sciences
RAJAHMUNDRY-533 102

6/24/2020

State Bank of India



Reference No.	CTJ8275608
Debit Account Number	00000062220017241
Debit Branch	KORUKONDA ROAD RAJAHMUNDRY
Remarks	SALARY ADVANCE
Transaction Date	24-Jun-2020
Amount	INR 5,000.00
Status	Success
Reason	Completed Successfully

Sumalatha

Sumalatha

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.

Rajahmundry

24/6/20

To,
The Principal,
VIPS
Vidya Jyoti.

Respected Sir/Madam,

I am ~~very~~ busy
requesting you to grant me a salary
advance of Rs 5000/-.

Gandhiji
24/6/2020

Thanking you,

Yours Sincerely

P. V. Anur

Gandhiji

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 161.

V-49
24/6/20

LEAVE LETTER

Rajahmundry,
04/09/2021

TO
The Principal
Vikas Institute of Pharmaceutical Sciences
Nedigatta.

Sub: Request to leave for my marriage
two months i.e. September and October.

Respected Sir/Madam,

With reference to the above cited, I Osha M
working as Assistant professor in our college VIPS, Sir, I
request you to approve leave for my marriage of two
months i.e. September and October. Kindly approve my leave
and do needful.

Thank you,

Sumitha
Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Sciences
RAJAHMUNDRY-531 102.

Yours sincerely,
M. Osha

M. Osha
04/09/2021

Forwarded to Dr. VNSR
for consideration
Sumitha
4/9/21

15/07/2019
Rajahmundry

To
The Principal
Vikas Inst. of ph'l Sciences,
Rajahmundry.

Respected Sir,

Subject - Requisition seeking Maternity Leave.

With due respect I am D. Anupama working as Asst. Prof. in our organisation writing this letter that I want to avail the facility of Maternity leave. My expected date of delivery is in the first week of August, so that my doctor advised me to be under her supervision as soon as possible. Therefore, I need leave for 12 weeks starting from 15th July, 2019.

Kindly, make it possible and consider my absence as leave for three months. It would be a great favor for me. I shall be highly obliged.

Thanking you sir,

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.

Yours Sincerely,
D. Anupama.
Dept. of Pharmace

30/10/19
Rajahmundry

To,

The principal
Vikas Institute of
Pharmaceutical Sciences

Near Airport
Rajahmundry

Sir

SUB: Maternity leave application.

I Ramya K working as Assistant Professor in your esteemed institution would like to request you to grant me maternity leave for a period of 3 months i.e. from 11/11/2019 to 31/11/2020. I will join back the college from 11/12/2020. Following is the classwork assigned to me and its completion details.

- 1) IV B.Pharm - Pharmacognosy & phytochemistry - Theory - completed
Practical - completed
- 2) IV Pharm-D - Biopharmaceutics & pharmacokinetics - Theory - 7 out of 8 units completed
Practical - 11 out of 17 experiments completed
- 3) I M Pharm - Biopharmaceutics & pharmacokinetics - Theory - unit I, V, VII - completed
unit-IV - partially completed
Practical - 3 practicals done
- 4) II B.Pharm - Pharmaceutical microbiology - 2 units were given (completed) - theory

Gunder

Dr. G. SUMALATHA
PRINCIPAL

Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.

Thanking you Sir

Manoj Kumar / 8)
Classroom
Gunder
30/10/2019

Sincerely

Ra
30/10/19

(Ramya K.)
Asst. Professor
Dept. of Pharmaceuti
Vikas Institute of
Pharmaceutical
Sciences

VIKAS INSTITUTE OF PHARMACEUTICAL SCIENCES
Near Airport, Nidigatla Road, Rajahmundry - 533102

LEAVE APPLICATION

TO
The Principal
Vikas Inst of Pharm Sci
Rajahmundry

Name Dr. D. Sri Lakshmi
Designation Associate Professor
Department Pharm. Chemistry

Sir,

I request you to grant me (CL / OD / LOP) for the period mentioned below:

Nature of Leave	No. of days & applied		purpose
	From	To	
O.D.	12/11/19	14/11/19	External Duty.

Work adjustment details:

Class work Details if any with time	Alternative arrange made	Signature of Concerned
Theory	IV Pharm.D 11.00AM - 11.45AM T Pharm.D 9.30AM - 10.30AM	M.V. Sumalatha Dr. D. Srinivas Secretary
Practical		

Dr. Sri Lakshmi
Signature of the Applicant

For Office use only

Leave Category	Leave on credit	Availed	Available	Remarks
CL				
OD				
LOP				

CHAIRMAN

Sumalatha
Dr. G. SUMALATHA
PRINCIPAL

Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.

VIKAS INSTITUTE OF PHARMACEUTICAL SCIENCES
Near Airport, Nidigatla Road, Rajahmundry - 533102

LEAVE APPLICATION

TO
The Principal
Vikas Inst of Pharm Sci
Rajahmundry

Name: Suresh Babu
Designation: Lecturer
Department: Pharmacology

Sir,

I request you to grant me (CL / OD / LOP) for the period mentioned below:

Nature of Leave	No. of days & applied		purpose
	From	To	
OD	22/11/2019	_____	one day I am going to Vizianagaram for conducting practical exam II. B. Ph. at H.V. College of Pharmacy.

Work adjustment details:

Class work Details if any with time	Alternative arrange made	Signature of Concerned
Theory	II. Pharm. D - 9:30 - 10:15 AM T. Sumanth Reddy	(T. Sumanth Reddy)
Practical		

[Signature]
Signature of the Applicant 21/11/19

For Office use only:

Leave Category	Leave on credit	Availed	Available	Remarks
CL				
OD				
LOP				

[Signature]
PRINCIPAL 21/11/19

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDY-533 102.

VIKAS INSTITUTE OF PHARMACEUTICAL SCIENCES
Near Airport, Nidigatla Road, Rajahmundry - 533102

LEAVE APPLICATION

TO
The Principal
Vikas Inst. of Pharm. Sci.
Rajahmundry:

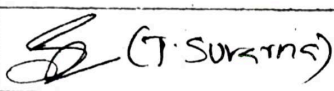
Name: P. Geetha Bhavani
Designation: Asst. Professor
Department: Ph. Chemistry

Sir,

I request you to grant me (CL / OD / LOP) for the period mentioned below:

Nature of Leave	No. of days & applied		purpose
	From	To	
OD	one day	(23/11/19)	External Examiners Rydah College.

Work adjustment details:

Class work Details if any with time	Alternative arrange made	Signature of Concerned
Theory		
Practical	Th. P. D (Practical) T. Sumalatha	 (T. Sumalatha)

Signature of the Applicant

For Office use only

Leave Category	Leave on credit	Availed	Available	Remarks
CL				
OD				
LOP				

CHAIRMAN

PRINCIPAL
22/11/19



Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.

VIKAS INSTITUTE OF PHARMACEUTICAL SCIENCES
Near Airport, Nidigatla Road, Rajahmundry - 533102

LEAVE APPLICATION

TO
The Principal
Vikas Inst. of Pharm. Sci.
Rajahmundry

Name: B.V.B. Balaji
Designation: Asst Prof
Department: Pharmacy Practice

Sir,

I request you to grant me (CL / OD / LOP) for the period mentioned below:

Nature of Leave	No. of days & applied		purpose
	From	To	
OD	28/11/2019	02/12/2019	Attending for M.Ph.D Exam

Work adjustment details:

Class work Details if any with time	Alternative arrange made	Signature of Concerned
Theory	<u>W. Pharm.D</u> <u>II. Pharm.D</u>	<u>T. Sivaranga</u> <u>S. Sankar</u>
Practical		

[Signature]
Signature of the Applicant

For Office use only

Leave Category	Leave on credit	Availed	Available	Remarks
CL				
OD				
LOP				

CHAIRMAN

[Signature]
PRINCIPAL 27/11/19

[Signature]

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDY-533 102.

Date: 09/12/2020,
Rajahmundry.

To
The Principal,
Vikas Institute of Pharmaceutical Sciences,
Rajahmundry.

Sub: Requesting for Financial support for pursuing Ph.D.

Respected sir,

I vasubabu padarathi working as an Assistant Professor.
I am pursuing my Ph.D in Vells University with a topic Entitled
"Method development and validation of Advanced Analytical
techniques for the determination of Drug combination in pharmaceutical
dosage form and their stability studies. For carrying out research
work. I request you to kindly grant me financial support for
my research work. which will be a great help to finish my Ph.D
Please do the needfull.

Thanking you sir,

Sumalatha
9/12/20

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDY-533 102.

Yours Faithfully
Sumalatha



Reference No.	CTL4527702
Debit Account Number	00000062220017241
Debit Branch	KORUKONDA ROAD RAJAHMUNDRY
Remarks	PhD SCHOLARSHIP
Transaction Date	12-Nov-2020
Amount	INR 1,00,000.00
Status	Success
Reason	Completed Successfully

P. Vasubabu.

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.

Rajahmundry,
Date: 09/12/2020

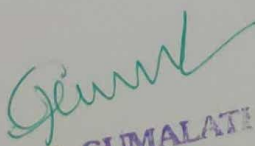
To
The Principal,
Vikas Inst of Ph-Sciences,
Near Airport, Rajahmundry.

Sub:- Requesting for financial support for pursuing
Ph.D.

Respected sir,

I with reference to the above cited subjected
here with i requesting you to provide financial
support for pursuing my Ph.D. As i got Ph.D
seat in Vet's university tamilnadu. In this
regard i hope some financial support from
your side. Please do the needful for me sir,

Thanking you sir,


Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.

Yours faithfully,





Reference No.	CTL4526960
Debit Account Number	00000062220017241
Debit Branch	KORUKONDA ROAD RAJAHMUNDRY
Remarks	PhD SPONSORSHIP
Transaction Date	12-Nov-2020
Amount	INR 1,00,000.00
Status	Success
Reason	Completed Successfully

B.V.B. Belagi

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.

TO

20/02/2019.
Rajahmundry.

The Principal,
Vikas Institute of Pharmaceutical Sciences,
Near Airport,
Rajahmundry.


Sub: Requesting for financial support for pursuing
Ph.D.

Respected Sir,

I am pursuing my ph.d with the
topic entitled "Method development and validation
for Simultaneous Estimation of Combination of drugs
by using UPLC + HPLC Approach, for which I request
you to kindly grant me financial support,
which will be a great help to finish my
Experiment part, please do the needful.

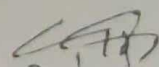
Thanking you Sir,

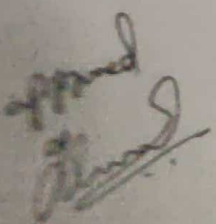
Yours faithfully,


DR. G. SUMALATHA,
PRINCIPAL

Vikas Institute of Pharmaceutical Science
RAJAHMUNDY-533 102.

P. Geetha Bhavani


20/02/2019





भारतीय स्टेट बैंक
State Bank Of India

(04609) - THADI THOTA
GUNIJRU COMPLEX RAJAHMUNDRY EAST GODAVARI
ANDHRA PRADESH 533103
Tel: 91-9246812702 IFS Code SBIN0004609

05102020
R O M Y Y

PAY

P. Geetha Bhavani

को या उनके आदेश पर OR ORDER

रुपये RUPEES

One Lakh Only

अदा करे ₹ 1,00,000/-

30617359161

VALID UPTO ₹ 50 LACS AT NON-HOME BRANCH

CURRENT A/C

PREFIX:
1515800005

FOR VIKAS INSTI OF PHARMACEUTICA SCIENCE PRICIPAL

MULTI-CITY CHEQUE Payable at Par at All Branches of SBI

Please sign above

⑈808025⑈ 5330021081: 000209⑈ 29

Geetha

Received

5/10/2020

Dr. G. SUMALATHA
PRINCIPAL
Vikas Institute of Pharmaceutical Science
RAJAHMUNDRY-533 102.