FM/M/1307/2019

OFFICE ORDER

The staff who have availed Maternity Leave from the Institutions are as follows:-

Ms. Lyna Prema D Souza	26.08.2019 to 24.02.2020
Ms. Anitha Priya D'Souza	10.05.2018 to 07.11.2018
Ms. Ashwita Renita D Souza	07.02.2019 to 07.08.2019
Ms. Jenita Meena D'Cunha	01.03.2019 to 29.08.2019
Ms. Mary Shoba	24.05.2018 to 21.11.2018
Ms. Ashwitha Josphin D Souza	06.09.2018 to 06.03.2019
Ms. Olivia DSouza	13.09.2018 to 13.03.2019
Ms. Laveena Glany Veigas	11.11.2018 to 11.05.2019
Ms. Marvil Theresa Rego	08.06.2018 to 06.12.2018
Ms. Olivia Figreda	17.04.2018 to 15.10.2018
Ms. Veekshitha M	26.02.2019 to 26.08.2019
Ms. Usha	03.05.2018 to 31.10.2018

Rev. Fr Richard A. Coelho DIRECTOR

Dated: 30.11.2019

C.C. To: Administrator - FMMC / Accounts Dept./ Est. Section / HRD / File.

jp/mr

FM/M/1308/2019

OFFICE ORDER

The staff who have been allotted accommodation from the Institutions are as follows:-

Mr. George Stewan J	Bajjodi Hostel
Ms. Sunitha Monteiro	Lourdes Hostel
Ms. Ranjita Naik	Ave Maria Hostel
Ms. Anitha Priya D'Souza	Lourdes Hostel
Mr. Herman Lakra	Mullerkad Farm House
Ms. Lovereena Nathalia D Souza	St. Christopher Quarters 2
Ms. Elrisha Renita DSilva	Lourdes Hostel
Ms. Rakshitha Kumari	Bajjodi Quarters
Ms. Nishmitha	Bajjodi Quarters
Mr. Balachandra M	Bajjodi Family Quarters
Ms. Lakshmi C	Staff Quarters
Ms. Pramila Cutinha	Staff Quarters
Ms. Ida Tellies	Staff Quarters
Ms. Sandhya K	Lourdes Hostel
Mr. Fakeerappa Shesappa Hadapad	Bajjodi Hostel
Mr. Francis Prakash DSouza	Bajjodi Hostel
Mr. Basil Vincent D'Sa	Staff Quarters
Mr. Cyprian Mark Crasta	St. Christopher Quarters 2

Rev. Fr Richard A. Coelho DIRECTOR

Dated: 30.11.2019

C.C. To: Administrator - FMMC / Accounts Dept./ Est. Section / HRD / File.

jp/mr

ADM/HR/0979/2018

24.09.2018

Ms. Jenita Meena D Cunha Junior Asst./ Clerk FMMC

Dear Ms. D Cunha,

Ref: Your request dated 17.09.2018 for grant of Maternity Leave.

With reference to your request seeking Maternity Leave from 01.03.2019 to 29.08.2019, this is to inform you that Maternity Leave is hereby granted on the days requested by you i.e a total of 182 days.

You are requested to submit the leave note and attach the medical/ delivery certificate from your Doctor with the Hospital seal.

Yours sincerely,

Rev. Fr Richard A. Coelho DIRECTOR

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C.C. To:

Administrator - FMMC

Accounts Dept. Est. Section

HRD / Leave Section

File.

ADM/HR/0514/2019

03.05.2019

Ms Lyna Prema D Souza Medical Laboratory Technologist FMMC

Dear Ms. D Souza,

Ref: Your request dated 29.04.2019 for grant of Maternity Leave.

With reference to your request seeking Maternity Leave from 26.08.2019 to 24.02.2020, this is to inform you that Maternity Leave is hereby granted on the days requested by you i.e a total of 182 days.

You are requested to submit the leave note and attach the medical/ delivery certificate from your Doctor with the Hospital seal.

Yours sincerely,

Rév. Fr Richard A. Coelho

DIRECTOR

C.C. To:

Administrator - FMMC

Accounts Dept. Est. Section

HRD / Leave Section

File.