

Submitted to the Director.

03-03-21

Sub: Delay in submitting the medical certificate and joining report-reg.

Respected Madam,

With reference to the above, I was on medical leave from 15<sup>th</sup> to 18<sup>th</sup> February 2021 and reported for duty on 19<sup>th</sup> February 2021. In between, I underwent RT PCR test as I visited Kerala on 6<sup>th</sup> February 2021. The result of RT PCR test was received on 19<sup>th</sup> February. However, I could not submit the medical certificate on time as the doctor whom I consulted was on leave. The delay may kindly be condoned and my leave application, medical certificate and joining report may kindly be accepted.

Thank you,

Yours faithfully,

Dr.Shijith Kumar C

Library and Information Officer