

**Medical Leave Letter – Rupa Chatterjee Das**

To,

**Principal,**

K.S.School of Engineering and Management  
# 15, Mallasandra, Off. Kanakapura Road,  
Bengaluru-560109, Karnataka, INDIA.

**Subject – Medical Leave Request from 4<sup>th</sup> May 2022 to 13<sup>th</sup> May 2022**

Dear Sir,

I write you this letter as a request to kindly grant me 9 business days of leave from 4<sup>th</sup> May 2022 to 13<sup>th</sup> May 2022 as I met with an accident on 1<sup>st</sup> May (Sunday). I had deep second degree burn in my bilateral thigh and abdomen for which I need to go through a surgery. I am also having difficulty in walking post-surgery and need some time to recover.

I will try my best to resume office/college from 16<sup>th</sup> May next week however I will keep you posted on my recovery in case of any extension of medical leave required.

I am also attaching the copies of my Medical Summary (Discharge Certificate) for your reference and records.

If you wish to contact me, you can do so by reaching me via my cell +91-9836330555 / +91-9830681974 or mail me at rupa.c.das84@gmail.com in case of any emergency.

Awaiting a positive response from you.

Thanking you for all your support

Yours Sincerely,

*Rupa Das*  
06-05-2022  
Rupa Chatterjee Das  
Flat No. - E-703, Purva Highland,  
19 Mallasandra, Bayanapalya,  
Uttarahalli Hobli, Off :- Kanakapura Road,  
P.O. - Doddakallasandra, Bengaluru,  
Karnataka, PIN - 560062  
rupa@kssem.edu.in

*15. Rupa Das*  
*7/5/22*  
*Sent*  
*17/05/22*

DUPLICATE



**VASAVI  
HOSPITAL**

WE CURE WITH CARE  
(A Unit of Sree Vasavi Trust)

### DISCHARGE SUMMARY

|  |                                     |
|--|-------------------------------------|
| <b>Patient Name</b> : Mrs. RUPA CHATTERJEE DAS | <b>UHID</b> : 195146                |
| <b>Age/Gender</b> : 38 Yrs/Female              | <b>IP. No.</b> : IP22/696           |
| <b>Admission Date</b> : 01/05/2022 01:55 PM    | <b>Discharge Date</b> : 04/05/2022  |
| <b>Consultant</b> : Dr. PRIYADARSHAN           | <b>Department</b> : PLASTIC SURGERY |

#### CONSULTANTS:

Dr. Priyadarshan - Plastic Surgeon

Dr. Vishwanath B L - Physician

#### DIAGNOSIS:

DEEP SECOND DEGREE BURN BILATERAL THIGH AND ABDOMEN

#### PROCEDURE:

1) Wound debridement 2) Escharotomy 3) Collagen Application 4) Burns dressing under General Anesthesia on 03/05/2022

#### CHIEF COMPLAINTS:

Alleged history of accidental fall of hot tea on both thigh, abdomen groin area at around 08:30am at her residence. Complaints of pain, burn over both thigh. Patient initially treated at outside hospital and came here for further management.

#### HISTORY OF PRESENT ILLNESS:

Alleged history of accidental fall of hot tea over both thigh, lower abdomen and groin area at her residence on 01/05/2022 morning. Complaints of pain and burning sensation and blister over thigh and lower abdomen. Initially she was taken for basic treatment and shifted to here for further management.

#### PAST HISTORY:

S/P Cholecystectomy in 2013

No Co-morbidities

#### FAMILY HISTORY:

Nothing significant.

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**Patient Name** : Mrs. RUPA CHATTERJEE DAS

**UHID** : 195146

**Age/Gender** : 38 Yrs/Female

**IP. No.** : IP22/696

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**ON EXAMINATION:**

Conscious and oriented, Afebrile

No Pallor /Icterus / Cyanosis / Clubbing /Lymphadenopathy / Edema.

Temperature - 98.6° F.

Pulse Rate - 78b/min

BP - 120/80mmHg

SPO2 - 97 % on room air

GRBS - 130 mg/dl

CVS - S1 S2 heard

RS - B/L air entry +.

PA - Soft, Bowel Sounds present, No tenderness

Local Examination :

O/E : Scab bilateral thigh and abdomen

Deep II° - Multiple patches

**INVESTIGATION REPORTS:**

Reports enclosed

**OPERATIVE NOTES:**

Surgeon : Dr. Priyadarshan

Anaesthesiologist : Dr.Karthik Krishna

**Diagnosis : DEEP SECOND DEGREE BURN BILATERAL THIGH AND ABDOMEN**

Operative procedure :

1) **Wound debridement**

2) **Escharotomy**

3) **Collagen Application**

4) **Burns dressing**

**under General Anesthesia on 03/05/2022**

All parts were cleaned and draped

All wounds debrided

Escharotomy done

All raw areas cover with collagen

Burn dressing done



# VASAVI HOSPITAL

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Patient Name : Mrs. RUPA CHATTERJEE DAS

UHID : 195146

Age/Gender : 38 Yrs/Female

IP. No. : IP22/696

#### TREATMENT GIVEN:

IV FLUIDS

Inj. TT 0.5cc IM stat

Inj. PAN 40mg IV stat & 1-0-0

Inj. EMESET 4mg IV stat & SOS

Inj. AUGMENTIN 1.2gm IV stat & 1-0-1

Inj. TRAMADOL + 100ml 50mg IV stat & SOS

Inj. PARACETAMOL 1gm IV stat & SOS

#### COURSE IN THE HOSPITAL:

38 years old Mrs. Rupa Chatterje Das was admitted under Dr. Priyadarshan (Plastic Surgoen) with above mentioned complaints. Relevant investigations were done. Urine Routine showed 10-12 pus cells. She underwent (1) Wound Debridement (2) Escharotomy (3) Collagen Application (4) Burns dressing under General Anesthesia on 03/05/2022. Patient withstood the procedure well. Post operative period was uneventful. Physician opinion taken and advice followed. Treated with IV Fluids, Antibiotics, antacids, anti-emetics, analgesics and other supportive medications. Patient responded well to the treatment. Post operative recovery was good. Wound was inspected and found to be healthy. Patient is being discharged with the following advice in stable condition.

#### ADVICE ON DISCHARGE:

Tab. AUGMENTIN 625mg 1-0-1 X 5 days (After food)

Tab. PAN 40mg 1-0-0 X 5 days (Before food)

Tab. HIFENAC-P 1-0-1 X 5 days (After food)

Dressing as advised

Sponge bath, do not wet

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Patient Name : Mrs. RUPA CHATTERJEE DAS

UHID : 195146

Age/Gender : 38 Yrs/Female

IP. No. : IP22/696

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**REVIEW:**

Review with Dr. Priyadarshan on 10/05/2022 (Tuesday) in OPD with prior appointment.

Review with Dr. Vishwanath B L with Urine Culture report in OPD with prior appointment.

Please report to the emergency room in case you experience one or more of these symptoms.

Pain.

Fever more than 101°F with chills

Discharge from the wound/s

In case of any complications contact +91 8071500555.

Resident Doctor's Name & Sign

(Dr. Sharadha)

Consultant's Name & Sign

Dr. PRIYADARSHAN

Discharge summary explained by Nurse or Clinical Pharmacist: ✓

Discharge summary understood by patient or attenders Sign: *Amritabone Jay*

Discharge summary handed over Date & Time:



**K.S. SCHOOL OF ENGINEERING AND MANAGEMENT**  
BENGALURU - 560 109  
**STAFF LEAVE FORM**

|   |                   |
|---|-------------------|
| Name : RUPA CHATTERJEE DAS  | Date : 28/01/2022 |
| Designation : Asst. Prof.   |                   |
| Department : MBA  | No. of Days 3     |
| Leave Applied From : 24 <sup>th</sup> , 25 <sup>th</sup> & 27 <sup>th</sup> | To :              |

Category Leave

|    |     |                    |         |
|----|-----|--------------------|---------|
| CL | SCL | Compensatory Leave | VL / EL |
|----|-----|--------------------|---------|

Reason for Leave applied : COVID 19 - Positive.

Contact No. 9836330535

Recommended / No

Signature of the Employee *Rupa Das*

*[Signature]*  
HO

OFFICE

Leave at credit : .....days

Approved / No

Applied : .....days

Balance : .....days

Princ

Alternate Arrangement

| Date | Class / Lab | Timings | Subject | Name |
|------|-------------|---------|---------|------|
|      |             |         |         |      |
|      |             |         |         |      |
|      |             |         |         |      |
|      |             |         |         |      |
|      |             |         |         |      |



To  
The Principal  
K. S. School of Engineering & Management.  
Bangalore.

Date - 28<sup>th</sup> Jan '22

Kindly consider  
Sul

Sub: Applied for sick leave.

Dear Sir,

17<sup>th</sup> Jan Morning onwards I was not feeling well due to body pain, headache & fever. Then on 19<sup>th</sup> Jan '22 I got my test & result came COVID-19 - positive. Till 26<sup>th</sup> Jan '22 I was in quarantine.

17<sup>th</sup> Jan '22 to 21<sup>st</sup> Jan '22 - was working from home and I took my classes as well.

24<sup>th</sup>, 25<sup>th</sup> & 27<sup>th</sup> - I didn't come to college as # till 26<sup>th</sup> I was in quarantine.

My report has been attached. Kindly consider my sick leave application.

Permitted  
K. Soma 28/1/22

Regards -

Rupa Chatterjee Das - (MBA Dept.)





|           |  |
|-----------|--|
| Name      | RUPA CHATTERJEE DAS                            |
| Address   | Kanakapura Rd,BENGALURU URBAN,KARNATAKA,560062 |
| Age       | 37   |
| Gender    | Female   |
| Phone No. | 9836330555                                     |
| REF By    | Self   |

Mylab Coviself™

COVID 19 Ag Test (Nasal / OTC Home)

| Investigation | Result                              |
|---------------|-------------------------------------|
| Test Result   | Antigen Positive                    |
| Test Date     | Jan 19 2022 10:16PM                 |
| Method        | COVID -19 Lateral Flow Test (Rapid) |
| Cassetteld    | CoviSelf0011423306                  |

As per ICMR guidelines : In case of Antigen Positive result

In case of Positive Result All individuals who test positive may be considered as true positives and no repeat testing is required. All test positive individuals are advised to follow home isolation and care as per the ICMR & Ministry of Health & Family Welfare (MoH&FW) protocol which can be accessed at: <https://www.icmr.gov.in/chomecare.html>

15. Ramo f 28/1/22



MyLab



COVID-19 Ag

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