

National Health Systems Resource Centre
 Ministry of Health & Family Welfare, Government Of India, New Delhi

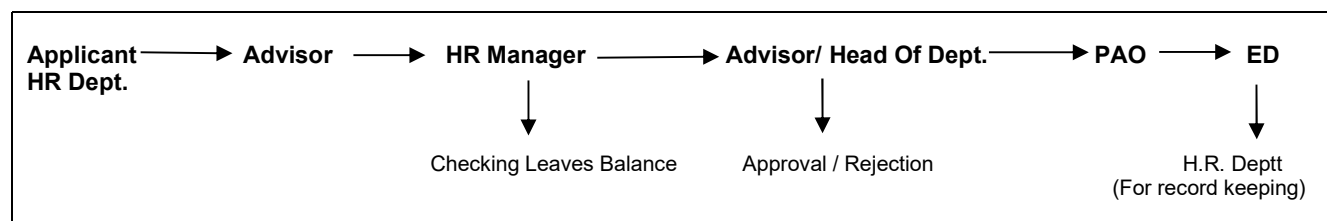
LEAVE APPLICATION FORM

| Leave Detail | |
|--|--------------------|
| Name: Designation: Division: | |
| Date & Day for Leave-From:To:(.....day) | |
| Nos. of days: Suffix / Prefix holidays (if any) | |
| Type of Leave: Consolidated Leave <input type="checkbox"/> Earned <input type="checkbox"/> Casual <input type="checkbox"/> Sick <input type="checkbox"/> RH <input type="checkbox"/> | |
| Contact Address & Telephone No. during leave: | |
| | |
| During leave, responsibility handed over to: | |
| (Name & signature) | Date: |
| (Advisor/ Head Of Div/Dept.) | |
| For Endorsement <input type="checkbox"/> | |
| (Advisor/ Head Of Div/Dept.) | |
| H.R. Department | |
| No. of Days Leave Balance <input type="checkbox"/> | |
| (Human Resource Manager) | Date: |
| Divisional Approval Status | |
| <input type="checkbox"/> Leave Approved <input type="checkbox"/> Leave Not Approved | |
| Remarks (If Any)..... | |
| (Advisor/ Head Of Div/Dept.) | Date: |
| Administration | |
| (PAO) | Date: |
| Executive Director, NHSRC * | |
| (Executive Director) | Date: |
|For HR Dept. Only..... | |
| Received On (Date)..... | Received By: |
| Remarks (If Any) : | |

**For Advisor/ Division Head/Exceptional Leave Cases as defined under Bylaws*

Details Over Leaf.....

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Leave Approval Procedure:**Leave Sanctioning Authorities:**

| Type Of Leaves | Positions | Sanctioning Authority |
|---------------------------------------|---|---|
| Consolidated Leave | Advisors, Principal Administration Officer | Executive Director |
| | Senior Consultants, Consultants, Research Assistant, Fellow, Interns | (Advisor / Head Of Div/ Dept) |
| Earned / Casual / Sick / Special / RH | All Support Staff Administration, Accounts, HR& IT Department/Secretarial Staff | Principal Administration Officer/ Advisor / Head of Div. |
| Study / Maternity / Paternity | Contractual Staff | Executive Director |

* For maternity leave a leave application is to be put up with separate application and all related documents.