# LEAVE APPLICATION FORM

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| **Leave Detail** |
| **Name: ……………..………..…………………. Designation: ………………………………………Division: ……………………**  **Date & Day for Leave-From: …..………….…………..……………… To: ……………………………………….….……….…….**  **Nos. of days: …….………………...…….. Suffix / Prefix holidays (if any) ……………………………………...………………**  **Type of Leave: Consolidated Leave Earned Casual Sick RH**  **Contact Address & Telephone No. during leave: ………………………………………………….………………………………**  **………………………………………………………………………………………………………………………….……………………**  **During leave, responsibility handed over to: ……..……………………..…………………………………………………………**  **(Name & signature) Date:** |
| **HR Department** |
| **No of Leave Admissible Leave Not Admissible**  **(Human Resource Manager) Date:** |
| **Divisional Approval Status** |
| **Leave Approved Leave Not Approved**    **Remarks (If Any)…………………………………………………………………………………………..…………………………….**    **(Advisor / Head Of Div / Dept./ Director-RRC-NE) Date:** |
| **Administration** |
| **(PAO / ED / Director-RRC-NE) Date:** |
| **…………………………………….For HR Dept. Only…………………………………….** |
| **Received On (Date)…………………….………… Received By: ………………..…………………………………………………**  **EL balance as on date………………………………………………………………………………………………………………….**  **Carry forwarded leave………………………………………………………………………………………………………………….**  **Remarks (If Any): ……………………………………………………………………………………………………………………….** |

*Details Over Leaf……………………..*

**Leave Approval Procedure:**

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| **Applicant HR Dept Advisor / Head Of Dept. PAO / ED HR Dept.**    Checking Leaves Approval / Rejection Filing  & of &  Admissibility Status Leave Application Record Keeping |

**Leave Sanctioning Authorities:**

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| **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)/Director-RRCNE |
| Earned / Casual / Sick / Special / RH | All Support Staff Administration, Accounts, HR & IT Department/Secretarial Staff | Principal Administration Officer/ Advisor / Head of Div./Director-RRCNE |
| 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.*