



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान—हाजीपुर

NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH (NIPER) - HAJIPUR

(Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Govt. of India)

Export Promotions Industrial Park (EPIP), Industrial Area, Hajipur

Dist: Vaishali, State: Bihar, India, PIN: 844102 Website: www.niperhajipur.ac.in

LEAVE APPLICATION FORM

1. Name of the Applicant:
2. Designation:
3. Dept./Section:
4. Period of Leave applied for: fromto..... (Total leave days))
5. Nature of Leave applied for: CL/EL/HPL/CCL/RH/Duty Leave/Academic Leave/Maternity Leave / Paternity Leave (Please tick which is applicable)
6. Station leaving; if applicable: fromto
7. Reason for Leave :
8. Address during Leave:.....
Contact No.....
9. Saturday/Sunday/any holidays, if any supposed to be prefixed/suffixed to leave:
.....
10. Alternate arrangements for responsibility during absence:.....

Date: ----- (Signature of alternate person) Signature of Applicant

Recommendation of the HOD/Head (I/C)/Sanction Head with arrangement of substitution.....

* Sickness/Illness Certificate attached: Yes/No

HOD/Head (I/C)/Section Head

For Use of Establishment Section

Recommended/ Not-recommended

Sanctioned/ Not-sanctioned

Registrar

Director