



# राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान

**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](http://www.niperhajipur.ac.in)

## LEAVE APPLICATION FORM

1. Name of the Applicant: .....
2. Designation: .....
3. Dept./Section: .....
4. Period of Leave applied for: from .....to..... (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: from .....to .....
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**