



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

NIPER-HJP/Estt./०३ /2021

Date: 08.04.2021

CIRCULAR

While reviewing the Leave application form, the Competent Authority has decided to modify the existing Leave application form. Accordingly, the revised leave application form/ Joining Report with guidelines/instruction are enclosed for information and strict compliance with immediate effect.

1. All leave application must be applied for and be sanctioned in advance.
2. No employee should proceed on any such leave without the prior sanction of the Competent Authority.
3. In case of Casual Leave, if not applied for earlier, the employee may apply next day on joining after availing of leave, but must inform their Unit/Section Head through telephonically/e-mail on the day leave is being availed.
4. If an employee wishes to avail Restricted Holiday/Duty Leave/Maternity Leave/Paternity Leave/Child Care Leave/etc., they must apply at least 07 (Seven) days in advance to the Director Officer directly, after endorsement/recommendation of Unit/Section Head.
5. Joining report must be submitted at the time of resuming the duty after availing the leave except Casual Leave/Restricted Holiday.
6. After endorsement of leave balance details by Establishment Section, the leave shall be sanction and communicated.
7. Requisite supporting document(s)/certificate to be attached with the all application for Maternity / Paternity Leave/Half Pay Leave (on medical ground).
8. Any kind of Leave/Joining Report be submitted to the Office of the Director in person (in prescribed format) or through e-mail to secretarytodirectorniperhjp@gmail.com (in emergency) under intimation to the HoD/Section In-charge.

This issues with the approval of the Competent Authority.

D. Mandal
8.4.2021
(Dr. D. Mandal)
Registrar (I/c)

Encl. : As above.

Copy to:

1. Secretary to Director, NIPER-HJP.
2. All Regular and Contractual Employees, NIPER-HJP.
3. Guard File.