



NATIONAL HEALTH MISSION

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NATIONAL HEALTH MISSION

CIRCULAR

Circular No: Dated, Thiruvananthapuram, 01.12.2016
 NHM/3525/ADMIN2/2016/SPMSU

Sub:- NHM - Sanction of leave for NHM staff – revised orders issued

- Ref :- 1) Order No. NRHM/5392/CA/2013/SPMSU dated 12.9.2013
 2) Order No. NRHM/5303/Admin3/2013/SPMSU dated 6.11.2013
 3) Order No. NRHM/CA/6678/SPMSU/2014 dated 4.3.2014
 4) Circular No. NRHM/601/Admin4/2015/SPMSU dated 9.2.2015
 5) Circular No. NRHM/4136/Admin3/2014/SPMSU dated 26.5.2015
 6) Circular No. NRHM/7685/Admin4/2015/SPMSU dated 30.1.2016

In modification of all orders issued, order is hereby issued for the types of leave, period, powers for sanctioning the same etc. This order is to be implemented with immediate effect. Any leave application received in the District is to be processed based on this orders.

Type of leave and period of availability	DPM powers	SMD / SPM powers
Casual leave for 20 days	Full powers. However, not more than 10 days can be taken at a stretch. For casual leave, intervening holidays will not be counted	--
Maternity leave for 90 days (Those who have completed one year service under NHM will be eligible for pay and those who haven't complete one year service under NHM will not be eligible for pay)	Full powers subject to the condition that Medical Certificate is attached	--

Loss of Pay (eligible for 30 days)		
Abortion / Hysterectomy (eligible for 45 days as LOP)	Full powers	However, if the individual is going abroad during LOP, sanction of SMD/SPM required
Addl LOP (30 days over and above 30 days LOP) eligible only on exceptional cases (not eligible for LOP in the next two years). This can be availed in continuation of ML / LOP	Full powers	--

- The employees should not enter on loss of pay leave including that in continuation of maternity leave without prior sanction from competent authority.
- The application for loss of pay leave should reach the DPM in the prescribed format before 15 days from the date of commencement of the leave.
- In case the leave applied for is on medical ground, the medical certificate in original and the treatment sheet should be attached with the application.
- If the employee is going abroad, the leave application should reach State office at least 30 days in advance. Only after obtaining sanctioning of the said leave, a person should go abroad. Failure to do so will lead to disciplinary procedure.
- All kinds of leave including maternity leave should be granted up to the end of the contract period only.
- Maternity Leave is not extended beyond contract period to staff whose service is terminated after their one year contract period (normally on 31st march). If re-appointed, balance maternity leave days will be treated as LOP only.

Keshvendra Kumar IAS

State Mission Director

To

All District Programme Managers

