

**CIRCULAR**

Sub:- NHM-availing leave on loss of pay without prior sanction by the contractual employees-  
Reg

Ref :- \_\_\_\_\_

It has come to the notice of the undersigned that some of the contractual employees of NHM are entering on loss of pay leave without obtaining prior sanction from competent authorities and rejoining duty without getting the leave sanctioned. This is grave misconduct and dereliction of duty on the part of the employees. The National Health Mission is an organization which is functioning in a mission mode. This kind of behaviour on the part of the employees can not be allowed since it will adversely affect the speedy implementation of the programmes..

Hence all the employees of NHM in the state and district offices are directed not to enter on loss of pay leave including those in continuation of maternity leave, with out prior sanction from competent authority. The application for loss of pay leave should be submitted to the controlling officer in the prescribed format before one month from the date of commencement of the leave applied for. In case the leave applied for is on medical certificate, the certificate in original should be attached with the application. The controlling officer should certify the genuineness of the medical certificate and dispose the application in accordance with merit if the leave applied for is for less than fifteen days or forward it to the sanctioning authority within five days on receipt of leave application if it is for more than fifteen days, with his specific remarks. Those who availed the leave before getting it sanctioned, shall be considered as unauthorizedly absent. He/she should not be allowed to rejoin duty and his contractual service will automatically be terminated from the date of commencement of absence.

**Dr N Sreedhar**  
State Programme Manager

To

All the District Programme Managers,  
National Health Mission.  
copy to:  
All the District Medical Officers (ISM)  
All the District Medical officers (homoeo)  
State Admin & HR Manager, NHM  
Senior AA (RCH) Admin/Senior AA (RCH) (Fin)  
File S/F.

Forwarded / By Order

State Admin And HR Manager