



NATIONAL HEALTH MISSION

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## NATIONAL HEALTH MISSION

### CIRCULAR

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No:

Dated, Thiruvananthapuram, 26.05.2015

NRHM/4136/ADMIN3/2014/SPMSU

Sub:- NHM - Leave - Guidelines - Reg

Ref :- Nil

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 observed as grave misconduct and dereliction of duty on the part of the employees. As 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 timely implementation of the programmes.

Hence all the employees of NHM in the state and district offices should follow the below said conditions for availing leave

1. Directed not to enter on loss of pay leave including that in continuation of Maternity leave, without prior sanction from competent authority
2. The application for loss of pay leave should be submitted to the District Programme Manager in the prescribed format before fifteen days from the date of commencement of the leave applied for
3. All the columns in the prescribed leave application should be duly filled by the applicant.
4. In case the leave applied is for medical reasons, the medical certificate in original and the treatment sheet should be attached with the application.
5. Genuineness of the certificate should be verified by the District Medical Officer (Ayurveda / Homoeo) concerned in the case of AYUSH medical officers /AYUSH therapists and the District Medical Officer of Health concerned in the case of other category of employees.
6. Prior permission from SMD should be compulsorily obtained for going abroad.

Before sending the leave application to the State Mission Office for sanction the DPM should verify the application and ensure that the following instructions are strictly adhered to:

- (i) The District Programme Manager should dispose the application in accordance with merit if the leave applied for is less than fifteen days or forward it to the sanctioning authority within five days on receipt if it is for more than fifteen days, with his specific remarks and recommendation

- (ii) Before sending the leave application to the State Mission Office for sanction the DPM should verify the application and ensure that all the instructions in this regard are strictly adhered to.
- (iii) The application for Leave should be submitted to the controlling officer in the prescribed format fifteen days before the date of commencement of the leave applied for.
- (iv) In the case of LOP on Medical Certificate, the treatment sheet also should be forwarded along with the MC in Original
- (v) Genuineness of the leave should be certified by the concerned DMO (Health) if the LOP Leave is on Medical Ground for more than 15 days and all leave should be recommended by the DPM with his remarks for more than 15 days.
- (vi) All the columns in the application form should be duly filled by the applicant.

The application without the above details should not be forwarded to this office for sanction.

Those who are not reporting for duty, before getting the leave sanctioned, shall be considered as unauthorized absence and his / her service shall stand automatically terminated with effect from the date of commencement of absence.

If the leave application fails to comply with the the above mentioned details the application shall be rejected by the District Programme Manager himself..

To

All District Programme Managers (NHM)

State Mission Director (NHM)

To

- (1) District Medical Officer (Health/ ISM/ Homoeo)
- (2) District Programme Manager, NHM, All Districts
- (3) All Section Heads in State Mission Office
- (4) Stock File

  
**MINHAJ ALAM**  
State Mission Director