



**NATIONAL AGRICULTURAL RESEARCH ORGANISATION
LEAVE APPLICATION FORM**

YEAR 2017

8

- Note: (i) To be addressed to the Director General for PARI Directors Zonal Fund Sec & NAROSEC staff
 (ii) To be addressed to Director of Research Institute for PARI staff
 (iii) Fill in duplicate One copy to Officer's file and a copy to the employee

Section I – (To be completed by the applicant)

To: Director of Research
 Thru: Head of Project/Unit: _____
 Comments: _____ Date: 09/03/2017
 Name: Mbalule Smor
 Designation: Systems Admin Present Salary Grade: UR.5(II)
 Institute: NARSARI Project/Unit: IC1

I request that the following leave type and days be approved

Type of leave (please tick)	Rate of leave Entitlement (Days a year)	Number of Days applied for	Leaves Begins	Leave Ends (Last Date inclusive)	Total Number of days
<input checked="" type="checkbox"/> 1. Annual Leave	<u>30</u>	<u>10</u>	<u>22/3/17</u>	<u>21/3/17</u>	<u>10</u>
2. Maternity Leave					
3. Paternity Leave					
4. Sick Leave					
5. Compassionate Leave					
6. Study Leave					
7. Unpaid Leave					
8. Sabbatical Leave					
Total No. of days					

Leave address: Narsinga - Jirga District Tel. No. 0704506903

Date: 09/3/2017 Signature of Applicant: [Signature]

Section II – (To be computed by Human Resource and Administrative Officer at NAROSEC/Institute)

COMPUTATION OF LEAVE

- (a) Leave due in a year 30
 (b) Add: Deferred Leave -
 (c) Less: Leave days taken 10
 (d) Leave days balance 20

Computed by: Admin. Assistant Signature: [Signature] Date: 9/3/2017

Section III – (To be filled by DG/PARI Director)

Your application for leave from 22.03.2017 to 31.03.2017
 Is approved/~~not approved~~ (give reasons)

Date: 10/03/2017 Director General/PARI Director: [Signature]

NOTE: Leave days include weekends and holidays except maternity and paternity leave where only working days are considered