

NTCPWC LEAVE APPLICATION FORM STANDARD OPERATING PROCEDURE (SOP)

NTCPWC LEAVE APPLICATION FORM



Open the Leave Application Form Navigate to the URL: <https://ntcpwcit.in/worksphere/Leave.html> via your browser.

 **NTCPWC Leave Application Form**
Complete your Leave request in simple steps

Welcome to the NTCPWC, IIT Madras Leave Application Form!

This form is used to formally record leave requests within NTCPWC. Employees are expected to provide accurate and truthful information regarding their leave. The details submitted help managers review requests efficiently and allow HR to maintain proper leave records. Misuse of this form may result in administrative action.

Employee Details

Employee Name *

Manager Name *

Leave Details

Leave Type *

Leave Start Date *

Leave End Date *

Total Days

Reason for Leave *

NTCPWC LEAVE APPLICATION FORM



- Under Employee Details**, select your name from the dropdown; your reporting manager will auto-fill.
- Under Leave Details**, choose the leave type — Casual Leave (CL), Sick Leave (SL), or Other.
- Specify the reason and choose the duration of your leave.
- Indicate if it is a half-day leave.
- Upload supporting documents, if required.

Casual Leave (CL) – Short term:

This is for personal reasons ie: attending personal work, emergencies, social obligations, or unexpected events.

***Staff should apply at least 3 working day in advance unless the situation is sudden.**

Sick Leave (SL) – Granted when staff is unable to work due to illness, injured, or health issues

***Supporting medical certificate is mandatory if the leave extends beyond 2 consecutive days**

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Employee Details

Employee Name *

Manager Name *

Leave Details

Leave Type *
 Casual Leave (CL)

Reason for Leave *

Leave Start Date *

Leave End Date *

Total Days:
0.5

Apply for Half-Day Leave (Applies only to single-day leaves)

Supporting Document (optional)
 Aadhaar.pdf

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Once the manager approves/reject your leave, you will be receiving a mail regarding the status of Approval/Reject.

Leave Approved Inbox x Print Forward Reply

 tamarnath50@gmail.com 5:25 PM (0 minutes ago) Star Smile Reply More

to kowshikm0802, me ▾ Checkmark

Hi KOWSHIK M,

Your leave request for 31/10/2025 to 3/11/2025 (2 days) has been Approved by Pradhiksha R S.

Please ensure any pending work is managed before you leave. Enjoy your time off!

Regards,
NTCPWC WorkSphere +

This is an automated email. Please do not reply directly.

