





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 NTCPCW. 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 *



 Select Employee Name


Manager Name *



 Manager Name will auto-populate


Leave Details

Leave Type *




 Select Leave Type

Leave Start Date *



 dd-mm-yyyy


Leave End Date *



 dd-mm-yyyy

Total Days

Reason for Leave *



 Please provide a reason for your 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 *

IC43221 - KOWSHIK M

Manager Name *

Pradhiksha R S

Leave Details

Leave Type *

Casual Leave (CL)

Reason for Leave *

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Leave Start Date *

17-11-2025

Leave End Date *

17-11-2025

Total Days

0.5

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

First Half

Second Half

Supporting Document (optional)


Choose file Aadhaar.pdf

Submit Leave


NTCPWC LEAVE APPLICATION FORM



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



WorkSphere

To:  Amarnath T

Fri 11/21/2025 11:19 AM

Dear **AMARNATH T,**


Your leave application has been successfully submitted and sent to your manager (**Pradhiksha R S**) for approval.


- **Leave Type:** CL
- **Period:** 11/21/2025 to 11/21/2025 (First Half)
- **Reason:** Urgent Personal Work
- **Submitted On:** 11/21/2025

You will receive an update once your manager takes action.

Regards,
NTCPWC WorkSphere

This is an automated message. Please do not reply.

 Reply

 Forward