

CHAPTER IV : LEAVE

All full-time employees of the Institution are governed by the following leave rules.

45. RIGHT TO LEAVE:

Leave of absence from duty cannot be claimed as a matter of right and may, on application by an employee of the Institution, be granted only when satisfactory grounds have been shown. When the exigencies of the Institution services so require, the Authority competent to grant leave may refuse leave of any description or when such leave is granted, revoke such leave or part thereof. No employee who is under suspension shall be granted any leave.

46. APPLICATION FOR LEAVE:

All applications for leave or for extension of leave shall be made in writing and addressed to the Director duly approved by the Head of Department and sanction for the leave or extension of leave, as the case may be applied for, shall be obtained before it is availed of:

Provided that if the Authority competent to grant leave is satisfied that it was not possible to apply for or obtain the sanction for leave of absence before hand and provided he has been intimated telephonically or by e-mail, leave may be granted with retrospective effect; but all applications for leave with retrospective effect shall be submitted at the earliest possible opportunity.

47. DURATION OF LEAVE:

(i) Leave shall ordinarily commence on the date with effect from which it is actually availed of and on the day preceding the date of resumption of duty: provided that Sundays and holidays may be prefixed or suffixed to leave. However, for the purpose of prefixing or suffixing leave holidays exceeding three days or vacation/recess, previous sanction of the Authority competent to grant the leave shall be obtained.

(ii) No employee on leave may return to duty before the expiry of the period of leave granted to him/her without the previous permission of the Authority granting leave.

48. RE-CALLING FROM LEAVE: The Director of the Institution may, at his discretion, recall to duty, at any time, any employee of the Institution who may be on leave, except on medical grounds.

49. AUTHORITY FOR GRANTING LEAVE:

The Director of the Institution shall be competent to sanction all employees of the Institution leave as under:

Casual leave, Earned leave, Medical leave, Duty leave, Maternity leave, Quarantine leave, Compensatory Casual leave, and Special Casual leave on the recommendation of the immediate superior Officer/Head of the Department of the applicant.

The Chairman of the Board of Governors or Trustees of the Institution shall be competent to sanction leave to the Director. Sabbatical leave/Academic leave, Study leave and Extra-ordinary leave shall only be granted by the Chairman of the Board of Governors or Trustees of the Institution.

50. LEAVE SALARY:



Leave salary shall be calculated on the basis of the pay drawn by an employee of the Institution on the day preceding that on which the leave commences, unless otherwise determined by the Board of Governors or Trustees of the Institution.

51. LEAVE ACCOUNT:

The leave account of all employees of the Institution shall be maintained by the Head of the administration of the Institution, or an Officer authorised by the Director on his behalf.

52. COMBINATION OF DIFFERENT KINDS OF LEAVE:

Any kind of leave may be granted in combination with or in continuation of any other kind of leave other than Casual leave. Casual leave can be combined only with Compensatory Casual leave (CCL), if any.

53. CONDITIONS OF LEAVE :

a) Leave of any description though due cannot be claimed by an employee as a matter of right and nothing in these rules shall be understood to limit the discretion of the authorities empowered to grant, refuse or revoke leave of any description at any time according to the exigencies of Institute service. b) All applications for leave of absence should be previously made in writing and sanction obtained before it is availed of, except in the case of sudden emergency in which case the report of such absence must be sent in, if possible, on the very day the employee is obliged to absent himself/herself and in any case within three days of such absence unless he/she is prevented from doing so due to physical incapacity or any other unavoidable cause. c) **Unreported absence may involve the loss of pay and allowances, habitual irregularities or frequent absence without leave will be considered gross negligence of duty** and may cause an employee's removal from service and decision of the Director of the Institute in this regard shall be final and binding. d) No employee on leave shall be permitted to accept any remunerative occupation or undertake professional work while on leave except with the written permission of the Director, as the case may be. e) These leave rules shall apply to all permanent employees of the Institute. f) When an employee is granted study leave, leave on deputation or any other kind of long leave, he/she shall furnish clearance certificates regarding books, equipment/instruments, other assets and other dues before he/she actually avails the leave.

LEAVE RULES FOR NON-TEACHING/NON-VACATIONAL STAFF

54. CASUAL LEAVE:

Casual leave means leave to which an employee may be entitled in any calendar year by virtue of his being an employee may be availed of by him for short period on account of illness or urgent personal exigencies.

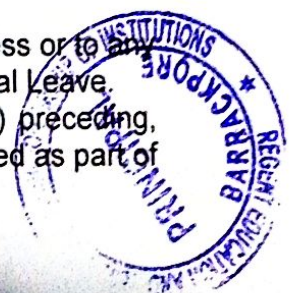
(i) Casual leave on full pay may be granted to all full-time employees of the Institution up to a maximum of 12 days in each calendar year.

(ii) Casual leave shall not be taken for more than three consecutive days at a time inclusive of Sundays/Mondays/holidays. However, this rule may be relaxed on exceptional/ special circumstances by the Director of the Institution, in individual case.

(iii) Casual leave shall be granted only when it can be given without inconvenience to the Institution's services and after suitably adjusting work-loads.

(iv) Casual leave shall not be combined with Puja holidays, vacation/recess or to any other kind of leave except special Casual leave and Compensatory Casual Leave.

(v) Sundays or holidays (other than the Puja holidays, vacation/recess) preceding, falling within or succeeding the period of Casual leave shall not be counted as part of Casual leave.



(vi) Employees appointed and joining duty during the middle of a year may avail of Casual leave proportionately.

(vii) All Casual leave to which any employee of the Institution may be entitled during any calendar year shall cease to be due to him at the end of such calendar year and **shall not** be accumulated or carried over to the following year.

55. EARNED LEAVE:

Earned leave is leave earned in respect of periods spent on duty.

(i) Every full-time employee who is serving in a non-vacation department (i.e. administrative staff) shall be entitled to 30 days Earned leave in every calendar year. Earned leave shall be credited to the leave account of an employee at the rate of 2 1/2 days for each completed calendar month of service which he has rendered in a calendar year in which he is appointed.

(ii) When a full-time employee is removed or dismissed from service or dies while in service, credit of Earned leave shall be allowed at the rate of 2 1/2 days per completed calendar month up to the end of the calendar month in which he/she is removed or dismissed from service or dies in service.

(iii) The leave to the credit of an employee at the end of the previous year shall be carried forward and must not exceed the maximum limit of 90 days.

(iv) While affording credit of Earned leave, fraction of a day shall be ignored.

(v) An employee who desires to avail Earned leave shall apply in the prescribed form in writing to the competent Authority normally not less than 7 days before the date from which leave is to commence. However, special consideration may be given depending on the merit of individual case in regard to time limit in emergencies by the discretionary power of the leave sanctioning Authority.

(vi) The maximum Earned leave that may be granted at a time shall be 15 days. This may be extended for a period exceeding 15 days but not exceeding 30 days in the case of Higher Study, or Training or leave on valid Medical ground.

(vii) Earned leave may be granted for such reasons as may be considered by the Authority competent to grant such leave which may include:

(a) Illness of the employee concerned;

(b) Illness of a member of the family of such employee;

(c) Urgent personal exigencies.

(ix) Earned leave shall be accumulated and can be encashed by an employee at the end of each calendar year.

56. MEDICAL LEAVE:

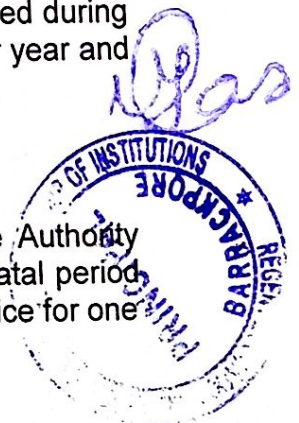
(i) Medical leave on full pay may be granted to all full-time employees of the Institution for a maximum of 10 days in each calendar year.

(ii) If Medical leave is taken for more than one day, then the application for it must be accompanied by a Medical Certificate from a Registered Medical Practitioner. An employee who has been granted sick leave on medical certificate will be required to produce a certificate of fitness for resumption of duty after medical leave

(iii) All Medical leave to which any employee of the Institution may be entitled during any calendar year shall cease to be due to him at the end of such calendar year and shall not be accumulated or carried over to the following year.

57. MATERNITY LEAVE:

(i) A female full-time employee may be granted Maternity leave by the Authority competent to grant leave for a period of 90 days: - 45 days for the pre-natal period and 45 days for the post-natal period, provided employee has been in service for one



year prior to application. During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(ii) Maternity leave may also be granted in cases of miscarriage, including abortion, subject to the certification that (a) the leave does not exceed 45 days in her career, and (b) the application for the leave is supported by a Medical Certificate from an approved medical Authority.

(iii) Leave of any other kind except Casual leave may be granted in combination with Maternity leave, only if the application for the grant of such leave is supported by a Medical Certificate from a Registered Medical Practitioner.

(iv) Maternity leave shall not be debited against the leave account.

(v) Maternity leave shall not be admissible more than twice during the entire service period. However, the second maternity leave shall be admissible only after the expiry of three years since the date of taking the first maternity leave.

58. COMPENSATORY LEAVE:

(i) All full-time employees of the Institution who may be required in the interest of the Institution, to work during Sundays/holidays except for Institution examination duties shall be entitled to leave of absence from duty for such number of days as may be determined by the Director by issuing prior Office Order. Any leave granted under this shall be on full pay and shall be called Compensatory Casual leave (CCL).

(ii) CCL may be granted by the Director of the Institution on the recommendation of the Head of the Department/Section. The reason for recommending/granting CCL shall have to be clearly recoded in the Order granting the leave.

(iii) CCL can be availed of within 90 days in lieu of which it is claimed and will lapse after that.

(iv) A maximum of three days CCL can be availed of at a time and it can be suffixed or prefixed to ordinary Casual leave, Sundays/Mondays and other holidays.

59. SPECIAL CASUAL LEAVE:

(i) **Natural calamities, Bandhs etc.** : The Director may grant special Casual leave to all full-time employees residing at places three miles away from their Institution, when they are unable to attend Institution due to dislocation of traffic arising out of natural calamities, Bandhs etc. If the absence was due to picketing or disturbances or curfew, special Casual leave may be granted irrespective of the distance from residence to the Institution. If, however, the employee had applied, or applies, for leave of genuine reasons, e.g. Medical grounds, etc. for the day(s) of the Bandh, he/she may be granted leave admissible including Casual leave and not special Casual leave.

(ii) **During Elections:** During General Elections/Bye-Elections to Lok Sabha/State Assembly/Municipality/Panchayet, employees enrolled as voters in a constituency outside the Institution's area, are entitled to a day's special Casual leave on the day of Election on their constituency to enable them to exercise their franchise if the Office/Institution is not closed on that day.

(iii) **Special Casual leave cannot be accumulated,** nor can it be combined with any other kind of leave except Casual leave. It may be granted only in combination with holidays or vacation.

60. LEAVE FOR EMPLOYEES ENGAGED ON CONTRACTUAL BASIS OR AD-HOC BASIS:

Casual leave for 12 days in a year for such employees

LEAVE RULES FOR TEACHING STAFF

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61. (i) All full-time teachers of the Institution other than those appointed on ad-hoc basis shall be treated as those enjoying vacation/recess and as such are entitled to a maximum 22 days of vacation/recess in any calendar year during the periods (summer and/or winter) so declared by the Institution Authority.

(ii) A teacher coming under the above category is entitled to 15 days Earned Leave in a calendar year and such Earned leave can be accumulated up to a maximum of 90 days in one's period of service in the Institution.

62. OTHER KINDS OF LEAVE:

The other kinds of leave to which a full-time teaching staff are eligible are:

Casual leave, Medical leave, Maternity leave, Compensatory leave and special Casual leave on the same basis as are applicable to the non-teaching/non-vacation employees of the Institution.

63. STUDY LEAVE:

Leave of absence from duty without pay for a period not exceeding 12-months may be granted to a full-time teacher of the Institution by the Board of Governors or Trustees of the Institution on the recommendation of the Director for the purpose of enabling the teacher to acquire any qualification, which in the opinion of the Board of Governors or Trustees, will enhance his efficiency as a teacher in the Institution and such leave shall be called Study leave which may be granted subject to the following conditions:

(i) The teacher is confirmed in his service;

(ii) He has put in at least five years service;

(iii) After the completion of the Study leave a report on the progress of the work must be submitted by the teacher concerned to the Director of the Institution and

(iv) A written undertaking must be submitted by the teacher concerned prior to his release to the effect that he would serve the Institution for at least five years after the completion of the Study leave.

(v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of Study leave.

(vi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction.

(vii) A teacher shall be entitled to Study leave only once in his career.

(viii) A teacher granted Study leave shall on his return and rejoining the services of the Institution may be eligible to the benefit of the annual increment(s) which he would have earned in the course of time if he had not proceeded on Study leave.

(ix) Study leave shall count as service, for Contributory Provident Fund, provided the teacher joins the Institution on the expiry of his Study leave.

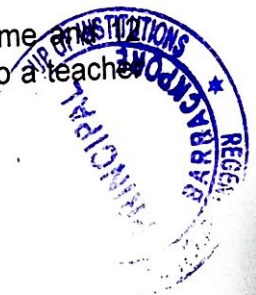
64. SABBATICAL LEAVE/ ACADEMIC LEAVE:

(i) All full-time teachers of the Institution who have completed six years of service as Assistant Professor, Associate Professor/Reader or Professor, may be granted Sabbatical leave by the Board of Governors or Trustees of the Institution to undertake Study or Research or Academic pursuit solely for the object of increasing their proficiency and usefulness to the Institution.

(ii) A teacher who has availed himself of Study leave will not be entitled to Sabbatical leave.

(iii) The duration of Sabbatical leave shall not exceed 6 months at a time and shall not exceed 6 months in the entire career of a teacher. Such leave shall be available to a teacher only twice in his teaching career.

(iv) A teacher shall, during the period of Sabbatical leave, be without pay.



(v) A teacher on Sabbatical leave shall give an undertaking that he shall not take up during the period of that leave any regular or part-time appointment under another organisation in India or abroad.

(vi) A written undertaking must be taken from the teacher concerned prior to his release to the effect that he would serve the Institution for at least five years after the completion of the Sabbatical leave.

(vii) Sabbatical leave shall not be granted to a teacher who is due to retire within five years of the date on which he is expected to return to duty after the expiry of Sabbatical leave.

(viii) During the period of Sabbatical leave, the teacher will be allowed to draw the increment(s) on the due date. The period of leave shall be counted as service for purposes of Contributory Provident Fund provided that the teacher rejoins the Institution on the expiry of his leave.

NOTE: (a) The programme to be followed during Sabbatical leave shall be submitted to the Institution Authority for approval along with the application for grant of leave.

(b) On return from leave, the teacher shall report to the Institution Authority the nature of studies, research or other work undertaken during the period of leave.

65. DUTY LEAVE:

(i) Duty leave may be granted at the discretion of the Director with prior order on the recommendation of the Head of Department/Teacher In-Charge for

(a) Attending Academic Conferences, Symposia, Workshops and Seminars relevant to his discipline on behalf of the Institution;

(b) Delivering lectures in Institutions or Universities at the invitation of such Institutions or Universities received by the Institution and accepted by the Director;

(c) Working on another Institution or Organisation, when so deputed by the competent Authority of this Institution;

(d) Performing any other duty for the Institution or the University.

(ii) The duration of leave shall be such as may be considered necessary by the sanctioning Authority on each occasion.

(iii) The leave may be granted with full pay and allowances.

(iv) Duty leave may be combined with Earned leave, Medical leave.

66. GENERAL:

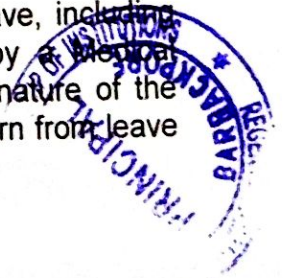
(i) All kind of leave, except where mentioned otherwise, will be granted only by the Director or an Officer authorised by the Director on his behalf.

(ii) An employee who joins or is relieved from service in the middle of a calendar year, will be entitled to leave on pro-rata basis, fraction of day will be ignored. Credit of Earned leave will not be admissible for the period of leave without pay. In case of termination of employment, if sufficient credit of Earned leave is not available for carrying out adjustment on account of deduction of credit, the cash payment of leave salary will be recovered.

(iii) An employee proceeding on leave shall keep the competent Authority informed of his leave address.

(iv) If an employee, after proceeding on leave desires an extension thereof, he shall make an application in writing stating his full postal address with telephone number and it shall be made within sufficient time to enable the competent Authority to consider the application and send a reply to him before the expiry of the leave desired to be extended.

(v) An application for leave on grounds of illness or for Maternity leave, including extension for more than three days shall normally be supported by a Medical Certificate given by a registered Medical Practitioner describing the nature of the illness and the probable period for which leave is required and on return from leave the employee shall submit a Fitness Certificate.



(vi) A Medical Certificate shall not by itself confer upon the employee any right to leave; the leave shall be admissible only at the discretion of the competent Authority, which may secure second medical opinion where it is not satisfied about the guidelines of a case or duration of leave recommended, or as regards fitness for resuming duty and the cost of such second medical opinion will be borne by the Institution. An employee not submitting himself for medical examination will be liable for disciplinary action.

(vii) An employee shall be liable to disciplinary action if he remains absent without leave or in excess of the period of leave originally sanctioned or subsequently extended. Where such period of absence exceeds seven consecutive days, he shall not be entitled to any pay and allowances for the period of such absence, unless the competent Authority decides otherwise on the basis of explanation of the employee. Wilful absence from duty not covered by grant of leave will be treated as misconduct and break in service for all purposes viz. increment, promotion etc., unless condoned by the competent Authority.

(viii) Unless he is permitted to do so by the Authority which granted his leave, an employee on leave may not return to duty before the expiry of the period of leave granted to him.

(ix) An employee who avails of Earned leave or Medical leave shall be required to submit joining report to the Institution on the date he resumes his duty.

(x) Unless the Board of Governors or Trustees of the Institution, in view of the special circumstances of a case otherwise determines, a permanent employee, in the event of his continuous absence without leave, for a period of three months at a stretch may be deemed to have resigned from his post and may accordingly cease to be an employee of the Institution at the discretion of the Competent Authority.

(xi) No employee who is under suspension shall be granted any leave.

(xiii) In the case of a person re-employed after retirement, the provisions of these rules shall apply insofar as the leave is concerned, as if he had entered the Institution services for the first time on the day of his re-employment.

(xiv) Leave records of all employees of the Institution shall be kept with the Administrative Department in their respective files.

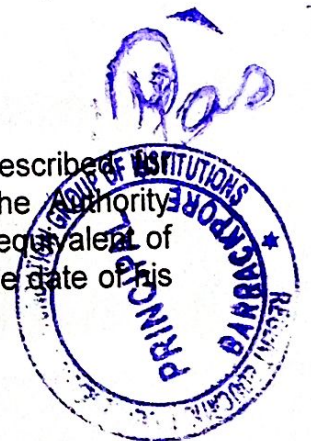
67. HOLIDAY AND VACATION/ RECESS:

'Holiday' means a holiday declared as such by the Institution Authority and includes a Sunday; Provided that in relation to the Institution or any particular office or branch of it 'Holiday' shall include a day on which such Institution, office or branch is ordered to be closed by the Director of the Institution or in his absence such persons who performs the duties of the Director. The Institution shall abide by holidays and vacation/recess (for teachers only) as may be determined by the competent Authority of the Institution from time to time. During the period of vacation/recess, only classes shall remain suspended.

NOTE: When General Elections to the Lok Sabha/State Assembly/Municipality/ Panchayet or Bye-Elections to Lok Sabha/ State Assembly/Municipality/Panchayet are held on a day other than holiday/Sunday/Monday, the day of polling will be declared as a holiday for all employees of the Institution.

68. ENCASHMENT OF EARNED LEAVE:

(i)(a) Where an employee retires on attaining the normal age prescribed at retirement under the terms and conditions governing his service, the competent Authority shall suo motu issue an order granting cash equivalent of leave salary for Earned leave, if any, at the credit of an employee on the date of his retirement, subject to a maximum of 90 days.



(b) The cash equivalent under sub-clause(i)(a) shall be calculated as follows and shall be payable in one lump sum as a one-time settlement. No other allowances shall be payable.

$$\begin{array}{r} \text{Cash equivalent} = \text{Basic Pay admissible on} \\ \text{the date of retirement} \quad \times \\ + \text{D.A. admissible on} \\ \text{the day} \\ \hline \text{Number of days unutilised} \\ \text{Earned leave at credit on} \\ \text{date of retirement subject} \\ \text{to a maximum of 90 days} \\ \hline 30 \end{array}$$

(ii) The Authority competent to grant leave may withhold whole or part of cash equivalent of Earned leave in the case of an employee who retires from service on obtaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such Authority there is a possibility of such money recoverable from him, on conclusion of the proceedings against him. On conclusion of the proceedings he will become eligible to the amount so withheld after adjustment of Institution dues, if any.

(iii) Where the service of an employee is terminated by a notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment he may be granted, suo motu by the Authority competent to grant leave, cash equivalent in respect of Earned leave at his credit on the date on which he ceases to be in service subject to a maximum of 90 days.

(iv) If an employee resigns or quits services, he may be granted, suo motu, by the Authority competent to grant leave, cash equivalent in respect of Earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 45 days.

(v) Earned leave can be encashed keeping 90 days (maximum limit) in balance. Balance leave can be encashed in every financial year with prior approval from the competent Authority and it will credited to employee's Account.

