

Leave Rules for Non-Teaching Staff



INDIAN INSTITUTE OF PETROLEUM & ENERGY

VISAKHAPATNAM – 530 003

LEAVE RULES FOR NON-TEACHING STAFF

1. Introduction:

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Government of India. The following leave rules and norms give details about the different types of leave and how they can be availed of. These rules and norms have been stipulated specifically for Non-Teaching Staff (NTS) of the Institute. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature and in no way meant to supersede the leave provisions of the Government of India.

2. Applicability:

These leave rules shall be applicable to all regular Non-Teaching Employees (NTS) of Indian Institute of Petroleum and Energy, Visakhapatnam with retrospective effect from **01 July 2019**, as far as Earned Leave (EL) and Half Pay Leave (HPL) are concerned. Other kinds of leave will be effective from the date as approved by the Board.

3. General Principles Regarding Grant of Leave:

3.1 Right to leave:

- (a) Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- (b) Leave sanctioning authority cannot alter the kind of leave due and applied for.
- (c) Leave will not be granted to staff under suspension.

4. Authority empowered to sanction Leave:

- (a) Applications for leave shall be addressed to the Sanctioning Authority to whom the powers have been delegated by the Director.
- (b) Normally, the Registrar will regulate the leave accounts of the staff members.

5. Commencement and termination of leave:

- (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.

- (b) Saturdays, Sundays, Restricted Holidays and other Holidays may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.
- (c) The intervening holidays including Saturdays & Sundays and Restricted Holidays will be counted towards Leave of its kind applied in case of regular leave such as EL/HPL etc. except in Casual Leave.

6. Combination of leave:

Except as otherwise provided any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

7. Grant of leave beyond the date of retirement and in the event of resignation:

- (a) No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- (b) If any staff of the Institute resigns, he / she shall not be granted either prior or after his/her resignation, any leave due to his/her credit. Provided that the Director may, in any case, grant leave to the member prior to his / her resignation if, in the opinion of the Director, the circumstances of the case justify such grant of leave.

8. Conversion of one kind of leave into another kind:

Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after leave by the staff member, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

9. Rejoining duty on return from Leave on medical grounds

- (a) An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
- (b) Leave sanctioning authority may secure second medical opinion, if considered necessary.

10. Rejoining duty before the expiry of leave:

Except with the permission of the authority, who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

11. Maximum period of absence from duty:

- (a) No member of the staff shall be granted leave of any kind for a period exceeding five years.
- (b) A member of the staff who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

11.1 General

- (a) Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- (b) Absence from duty after expiry of leave entails disciplinary action.
- (c) Absence without leave will constitute an interruption in service.
- (d) A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction from the competent authority.

12. Kinds of Leave

The following kinds of leave shall be admissible to the members of the staff of this Institute: -

- (i) Casual Leave (CL)
- (ii) Special Casual Leave (SCL)
- (iii) Earned Leave (EL)
- (iv) Half Pay Leave (HPL)
- (v) Commuted Leave
- (vi) Leave Not Due (LND)
- (vii) Extra-ordinary Leave (EOL)
- (viii) Maternity Leave
- (ix) Child Adoption Leave
- (x) Paternity Leave
- (xi) Work Related Illness and Injury Leave (WRIL)
- (xii) Study Leave
- (xiii) Child Care Leave (CCL)
- (xiv) Special Leave connected with inquiry on Sexual Harassment
- (xv) Quarantine Leave

12.1 Casual Leave (CL)

- (a) Casual Leave is not earned by duty. CL cannot be claimed as of right and is subject to a maximum of 8 days in a calendar year. In addition, each staff member will also be allowed to avail himself / herself of any two holidays from the list of Restricted holidays declared by the Institute.
- (b) CL can be combined with Special Casual Leave/ Restricted Holidays but not with any other kind of leave.
- (c) Saturdays, Sundays, Restricted Holidays and holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual Leave.
- (d) CL should not be granted for more than 5 days at any time, except under special circumstances. Unutilized CL expires on December 31st every year and is not carried forward.

- (e) CL can be taken for half a day also.
- (f) LTC can also be availed during CL.
- (h) Staff joining during the middle of a year may avail of CL proportionately or to the full extent at the discretion of the competent authority.
- (i) Half-day's CL should be debited to the CL account for each late attendance. However, late attendance upto one hour for not more than two occasions in a month can be condoned by the competent authority, if convinced that it is due to unavoidable reasons.
- (j) Employees who have got only half day's leave at credit when applying for half-day CL for the afternoon of a day should ensure that they attend office the next day since CL cannot be combined with EL. However, if due to sickness other compelling grounds he / she is not able to attend the next day combining with EL can be permitted as an exception.

12.2 Special Casual Leave (SCL)

- (a) Special Casual Leave, not counting towards ordinary Casual Leave, may be granted to a member of the staff when he / she is:
 - (i) Summoned to serve as Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his / her private interests are not at issue.
 - (ii) Deputed to attend a reference library of another Institute or conferences and scientific gatherings of learned and professional societies or a training program in the interest of the Institute.
 - (iii) Going to attend a Conference / Workshop / Seminar / Symposia / Practical Training in or out of India upto a maximum of 15 days in a year.
 - (iv) Required to be absent for any other purpose approved by the Board of Governors.
- (b) The Special CL can be granted up to a maximum of 15 days in a calendar year. In case it exceeds the 15 days' limitation, the cases of those staff have to be placed before the Board for further consideration. SCL may be granted for donating blood to recognized Blood Banks on working day (for that day only).
- (c) The Director is empowered to examine the purposes for which absence can be treated as "ON DUTY" and purposes for which SCL can be granted.
- (d) The additional purposes for which the SCL can be granted, are specified below:
 - (i) To attend committee meetings, invited lectures without remuneration which are not treated as on duty.
 - (ii) To conduct Ph.D. Viva or an Examination.

- (iii) Invited to act as an Examiner or an Expert in Selection Committees / Assessment Committees or any other academic / administrative committees at any other organization / institution.
- (e) The absence of the staff in their efforts towards funds raising and building of corpus funds etc. will be regulated under SCL.
- (f) SCL shall be granted for other administrative purposes from time to time subject to the approval of the Board.
- (g) For participation in Sports Events, SCL is admissible up to a maximum of 30 days in a calendar year like Coaching or Training Camps of all India coaching or training schemes.
- (h) SCL may also be granted to re-employed disabled Military Pensioners when called upon to attend Resurvey Medical Board to assess their disability element upto 15 days in a year.
- (i) SCL is admissible upto a maximum of 10 days in any one year for participating in inter-Ministerial and inter-Departmental tournaments and sporting events.
- (j) SCL may also be granted to sportsperson getting seriously injured or being hospitalized during Sporting events subject to the overall ceiling of 30 days in a calendar year.
- (k) SCL is admissible to 30 days in one calendar year for participation in cultural activities like dance, drama, music, poetic symposium etc., of an All India, or Inter-state character organized by or on behalf of the Central Secretariat Sports Control Board or on its behalf. SCL will not be admissible for practice or for participation in cultural activities organized locally.
- (l) SCL is admissible to employees participating in dancing and singing competitions at Regional, National or International level, organized by Govt. of India / Govt. Sponsored Bodies subject to maximum of 15 days in a calendar year.
- (m) SCL up to a maximum of 20 days in a year is admissible to the office bearers of recognized Unions / Association to attend meetings.
- (n) SCL shall be granted to the staff of the Institute when they are residing at places 3 miles away and unable to attend office due to natural calamities/ bandh etc. subject to the approval of the authorities. If the absence is due to picketing or disturbances or curfew, SCL is eligible irrespective of distance.
- (o) Combination of Casual Leave or regular leave (ex. EL, HPL, etc.) with SCL is permissible but combination of both CL and regular leave with SCL is not permissible.
- (p) LTC can also be availed of during Special Casual Leave.
- (q) For Family Planning

(i) Male Employee:

- (aa) Maximum of 5 working days admissible for vasectomy operation. If he undergoes the said operation for second time due to failure of the first, another 5 days will be admissible on the production of medical certificate.
- (ab) Maximum of 21 days for undergoing re-canalization operation.
- (ac) Maximum of 3 days if his wife undergoes tubectomy, laproscopy or salpingectomy operation. The leave should follow the date of operation.

(ii) Female Employee:

- (aa) Maximum of 10 days admissible for tubectomy / laproscopy. If she undergoes the said operation for a second time due to failure of the first, maximum of 10 days will be admissible for the second time.
- (ab) Maximum of 10 days admissible for salpingectomy operation after Medical Termination of Pregnancy (MTP). Not admissible if Maternity leave is availed.
- (ac) Admissible for one day on the day of IUCD / IUD insertion / re-insertion.
- (ad) Maximum of 21 days admissible for undergoing re-canalization operation.
- (ae) Admissible for one day on the day of operation when her husband undergoes vasectomy operation.

12.3 Earned Leave (EL)

- (a) The EL admissible to a member of the staff shall be 30 days in a calendar year. 15 days of EL is credited in advance on the 1st January and 1st July every year.
- (b) The credit will be reduced by 1/10th of EOL and or period of dies-non during the previous half-year, subject to a maximum of 15 days and to the extent of such credit only.
- (c) The advance credit for the half-year in which a staff is appointed will be at the rate of 2½ days for each completed calendar month of service.
- (d) EL credit for the half-year in which the staff retires / resigns / removed / dismissed or dies in service will be afforded at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the last calendar month of service. While affording credit, fraction shall be rounded off to the nearest day.
- (e) EL can be accumulated up to 300 days (excluding the number of days for which encashment has been allowed along with LTC). The unutilised Earned Leave can be encashed only at the time of superannuation from service.
- (f) When the credit of EL at the start of any half year, results in the total accumulation of EL being more than 300 days, the 15 days EL for that half year shall be kept separately and set off against the leave availed during that half year. Any portion of this separately credited leave not availed within the half year, shall be accumulated with the previous EL to the credit of EL account, provided the total accumulated EL does not exceed 300 days. Such procedure may be restored to in cases where the earned leave at the credit

of the Institute employee on the last day of December or June is 300 days or less but more than 285 days.

- (g) The maximum amount of Earned Leave that can be granted to a member of the staff at a time shall be 180 days.
- (h) EL may be taken at a time up to 300 days as leave preparatory to retirement.
- (i) EL up to 300 days at a time may be granted to Group A and B Officers, if at least the quantum of leave in excess of 180 days is spent outside India, Bangladesh, Nepal, Bhutan, Burma, Sri Lanka and Pakistan.
- (j) Encashment of EL while availing LTC up to 10 days on each occasion and a maximum of 60 days in the entire service are permissible. At least equal number of days EL should be availed of along with encashment. The encashment so availed will not be taken into account while computing the maximum admissible for encashment at the time of quitting service. And while availing LTC encashment, at least 30 days EL must be in the credit of the employee.
- (k) For leave encashment HRA and special increment for small family norms are not taken into account.

12.4 Half Pay Leave (HPL):

- (a) The Half Pay Leave admissible to a member of the staff in respect of each completed year of service shall be 20 days. Service includes periods of duty and leave including extraordinary leave with or without Medical certificate, but does not include periods of suspension treated as dies-non, overstayal of leave / joining time unless otherwise regularized.
- (b) HPL is credited in advance at the rate of 10 days on the 1st January and 1st July every year.
- (c) The advance credit for the half-year in which a staff is appointed will be at the rate of 5/3 days for each completed calendar month of service.
- (d) The advance credit will be reduced by 1/18th of the period of dies-non / suspension treated as dies-non during the preceding half-year, subject to a maximum of 10 days.
- (e) HPL credit for the half-year in which the staff retires / resigns / removed / dismissed or dies in service will be afforded at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the last calendar month of service. While affording credit, fraction shall be rounded off to the nearest day.
- (f) HPL may be availed of on a medical certificate or private affairs.

12.5 Commuted Leave:

- (a) Commuted Leave not exceeding half the amount of Half Pay leave due can be taken on medical certificate.

- (b) Commuted Leave can be taken without medical certificate as following:
 - (i) Up to a maximum of 90 days in the entire service if utilized for an approved course of study / training certified to be in the interest of the Institute by the authority competent to sanction leave.
 - (ii) Up to a maximum of 60 days by a female staff if it is in continuation of maternity leave.
 - (iii) Up to a maximum of 60 days by a female staff with less than two living children if she adopts a child less than one year old.
- (c) Commuted Leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of staff returning to duty on its expiry. So, it cannot be granted as leave preparatory to retirement.
- (d) If commuted leave is taken, twice the number of days availed should be debited in the HPL account.
- (e) Where the staff granted commuted leave quits service voluntarily without returning to duty, the commuted leave shall be treated as HPL and excess leave salary shall be recovered. If the retirement is by reason of ill-health incapacitating him for further service or in the event of death, no such recovery should be made.
- (f) Commuted leave may be granted at the request of the staff even when EL is available.

12.6 Leave Not Due (LND):

- (a) Leave Not Due may be granted only on medical grounds to a permanent staff with no HPL at his / her credit.
- (b) LND is granted only if the leave sanctioning authority is satisfied that there is a reasonable prospect of the staff returning to duty on expiry of the leave.
- (c) LND may be granted without medical certificate to a female staff in continuation of maternity leave, or for adoption of a child.
- (d) The amount of leave should be limited to the half pay leave that the staff is likely to earn subsequently.
- (e) LND during the entire service is limited to a maximum of 360 days.
- (f) LND will be debited against the half pay leave that the staff earns subsequently and in fact LND is HPL taken in advance.
- (g) LND cannot be granted in the case of Leave preparatory to retirement.
- (h) When a staff granted LND resigns from the service or is permitted to retire voluntarily without returning to duty, the LND should be cancelled. The resignation / retirement will take effect from the date on which such leave had commenced and the leave salary should be recovered.

12.7 Extra-Ordinary Leave (EOL):

- (a) Extraordinary Leave shall always be without leave salary and may be granted when no other kind of leave is admissible, or when other leave being admissible, the staff concerned has specifically applied in writing for the grant of EOL.
- (b) The period of EOL shall not count for increment.
- (c) EOL may also be granted to regularized periods of absence without leave retrospectively.
- (d) No leave of any kind can be granted for a period exceeding five years. Subject to this limitation, any amount of EOL may be sanctioned.

12.8 Maternity Leave:

- (a) Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 180 days.
- (b) Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.
- (c) Maternity Leave shall not be debited to the leave account.
- (d) Maternity Leave may be combined with leave of any other kind except Casual Leave.
- (e) Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to one year in continuation of Maternity leave.
- (f) During maternity leave, leave salary equal to last pay drawn is admissible.
- (g) Admissible for induced abortion but not admissible for threatened abortion.

12.9 Child Adoption Leave:

- (a) May be granted to a female staff member, with fewer than two surviving children on valid adoption of a child below the age of one year, for a period of 180 days immediately after the date of valid adoption.
- (b) Leave salary will be equal to the pay drawn immediately before proceeding on leave.
- (c) This may be combined with leave of any other kind.
- (d) In continuation of Child Adoption Leave, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period up to one year reduced by the age of adopted child on the date of legal adoption without taking into account the period of Child Adoption Leave.

12.10 Paternity Leave:

- (a) Male staff with less than or equal to two children may be granted 15 days Paternity Leave during the confinement of his wife for childbirth. Paternity Leave is also admissible on valid adoption of a child below the age of one year.

- (b) The Paternity Leave can be availed up to 15 days before or up to six months from the date of delivery of the child.
- (c) If the leave is not availed of within this period, it should be treated as lapsed.
- (d) Paternity Leave shall not be debited to the leave account.
- (e) During paternity leave, leave salary equal to last pay drawn is admissible.

12.11 Work Related Illness and Injury Leave (WRIIL):

The authority competent to grant leave may grant Work Related Illness and Injury leave (WRIIL) to a staff member, who suffers illness or injury that is attributable to or aggravated in the performance of her/ his official duties or in consequence of her/ his official position subject to the following provisions: -

- (a) Full pay and allowances will be granted to a staff member during the entire period of hospitalisation on account of WRIIL.
- (b) Beyond Hospitalisation, WRIIL shall be governed as follows:
 - (i) Full pay and allowances for the 6 months immediately following hospitalisation and Half pay only for 12 months beyond the said period of six months. The Half Pay period may be commuted to full pay with corresponding number of days of Half Pay Leave debited from the member's leave account.
- (c) No Earned Leave or Half Pay Leave will be credited during the period that the staff member is on WRIIL.
- (d) In case of persons to whom the Workmen's Compensation Act, 1923 applies, the amount of leave salary payable under WRIIL shall be reduced by the amount of compensation payable under the act.

12.12 Study Leave.

- (a) Study Leave is granted to staff with not less than five years of service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his / her duties or being capable of widening his / her mind in a manner likely to improve his ability.
- (b) Course should be certified to be of definite advantage to the Institute from the point of view of Institute's interests.
- (c) The competent authority to grant leave should approve the particular study or study tour.
- (d) The official on his/her return should submit a full report on the work done during study leave.
- (e) Study leave is not admissible:
 - (i) For studies out of India if facilities for such studies exist in India;
 - (ii) To an official due to retire within three years on return from the study leave;

- (iii) To same official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his absence on leave.
- (f) Maximum period of study leave is 24 months in the entire service and may be granted at a stretch or in different spells.
- (g) Study leave shall not be debited to the leave account. Study leave may be combined with any other leave due, but maximum period of continuous absence, excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.
- (h) Requisite Bonds in the prescribed forms are required to be executed by the staff before proceeding on study leave.
- (i) Before grant of study leave for study outside India, Finance Ministry's agreement for release of foreign exchange is necessary.
- (j) If the course falls short of the study leave, the staff should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.
- (k) **Leave Salary:**
 - (i) **Outside India:** Pay last drawn plus Dearness Allowance, HRA, CCA and in addition, Study Allowance admissible;
 - (ii) **In India:** Leave salary will be equal to pay last drawn plus DA, HRA and CCA. No study allowance admissible.
 - (iii) Stipend, scholarship or remuneration for any part-time employment during the period of study leave should be adjusted against the leave salary subject to the conditions that the leave salary will not be less than that admissible during half pay leave.

12.13 Child Care Leave(CCL):

- (a) Women employees having minor children may be granted CCL by an authority competent to grant leave for a maximum period of 730 days during their entire service for taking care of up to two children, whether for rearing or to look after any of their needs like examination, sickness, etc.
- (b) CCL is extended to single male parent also, who may include unmarried or widower or divorcee employees.
- (c) CCL shall not be admissible if the child is 18 years of age or older.
- (d) During the period of CCL, the woman employees leave salary will be equal to the pay drawn immediately before proceeding on leave.
- (e) It may be availed of in more than one spell.
- (f) CCL shall not be debited against the leave account.

- (g) CCL should be granted at 100% salary for first 365 days and 80% salary for next 365 days.

Conditions:

- (a) Requires prior sanction.
- (b) Intervening holidays will count as CCL as in the case of Earned Leave.
- (c) In respect of disabled / mentally challenged children, it is permitted for an offspring of any age subject to conditions and submission of certificates.
- (d) CCL may be granted to single mothers for six spells in a calendar year. However, for other eligible members, it will be granted for a maximum of 3 spells in a calendar year.
- (e) CCL may not be granted for a period of less than 5 days at a time.
- (f) CCL should not be sanctioned during probation period except in cases of certain extreme situations and a minimal leave should be sanctioned.
- (g) An employee on CCL may be permitted to leave Headquarters with prior approval of Competent Authority.
- (h) LTC may be availed during CCL.
- (i) An employee on CCL may proceed on foreign travel, provided clearance from appropriate competent authorities are taken in advance.

12.14 Special Leave connected with inquiry on Sexual Harassment:

- (a) Leave up to a maximum of 90 days shall be granted to an aggrieved female staff member on the recommendation of the Internal Committee or Local Committee, as the case may be, during the pendency of inquiry under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- (b) The leave so granted, shall not be debited against the leave account.

12.15 Quarantine Leave:

- (a) Quarantine leave is granted when a member of the staff is precluded under orders of the competent medical authority from attending office as a consequence of and infectious disease in his/ her family or household. Such leave can be granted only on the certificate of a medical or public health officer. Maximum duration of Quarantine leave is ordinarily twenty-one days and may be extended up to thirty days in exceptional circumstances. Any absence beyond these limits has to be treated as regular leave. A member of staff on Quarantine leave is not treated as absent from duty and his/her pay is not interrupted.
- (b) Quarantine leave is not admissible if the member of staff himself/ herself is suffering from an infectious disease.
- (c) Cholera, Small-pox, Plague, Diphtheria, Typhus fever and Cerebrospinal Meningitis can be treated as infectious diseases for the grant of Quarantine leave. In the case of Chicken-pox, however, no Quarantine leave can be granted unless the Chief Medical Officer

considers that in view of some doubt about the nature of the disease, there is reason for grant of such leave.

13. Lien

14.1 For availing the lien, the staff member must have completed FIVE YEARS of uninterrupted qualified service at IIFE and must not have taken any long leave (more than or equal to 180 days) during the service period at IIFE.

14.2 Lien conditions as per rules shall have to be borne by the employee concerned or the prospective employer, as the case may be. An undertaking to this effect shall have to be furnished prior to the grant of lien.

14.3 The maximum period of the lien admissible shall normally be two years. Provided, further that the Director shall be the final authority in making any exception to the above.

14.4 In the case of appointment of a permanent employee of this Institute to any other Institute of National Importance or outside post, their lien shall be retained subject to the approval by the Competent Authority.

14.5 The employee could retain lien for two years at the Institute Post if he/she had put in at least five years of service as mentioned at para 13.1. For retention of lien for another two years, he/she will have to put in such an uninterrupted service for another five years at this Institute. The lien may be retained for a period not exceeding two years at a stretch. Generally, there is no restriction on number of occasions for retention of lien.

14. Conditions for Accepting Remunerative Appointment in India:

Employees intending to accept other remunerative appointments in India should have to apply through the Institute's proper channels. Provided further that the Director shall be the final authority in making exception to the above. Applications of the employees for the purpose may be considered, for forwarding, subject to the condition that no application shall be forwarded for the FIRST TWO YEARS from the date of initial appointment of an employee or during the probation period.

15. Limit of Total Absence:

A member of staff ceases to be in the service of the Institute if he is continuously absent from duty for five years, whether with or without leave, unless the Visitor, in view of the exceptional circumstances of the case otherwise determines.

16. Leave Salary:

During Earned Leave & Commuted Leave: Equal to pay drawn immediately before proceeding on leave.

During Half Pay Leave or Leave Not Due: Equal to half the amount of leave salary on Earned Leave.

Extraordinary Leave: Not entitled to any leave salary.

17. Cash equivalent of Leave Salary in Certain Cases:

In case an employee dies while he/she is in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave on the date of death shall be given to his family subject to a maximum of leave salary for 300 days or any other period as the Board may fix from time to time.

18. Cash Payment in lieu of Unutilised Earned Leave on the date of Retirement:

An employee may be paid cash equivalent of leave salary admissible in respect of the period of earned leave at his credit at the time of retirement on superannuation in one lump sum as a one-time settlement subject to a maximum of such number of days, and further subject to the other conditions as laid down by the Board / Council / Central Government from time to time.

19. Leave preparatory to retirement:

An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 300 days together with half pay leave due, subject to the condition that such leave extends up to and included the date of retirement.

20. Power to Relax:

Where the Board is satisfied that the operation of any of these rules causes undue hardship on any particular case, the Board may, for reasons to be recoded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

21. Any other special leaves can be availed as with the prior approval of the competent authority within the frame work of the rules.

22. Interpretation of Rules:

Any doubt or dispute arising about the interpretation of these rules shall be referred to the BOG, whose decision shall be final and binding on all.

Note: The other eligibility criteria and applicability of leave rules is as laid down by the Government of India. The changes to be made by the Government of India from time to time shall also be applicable to the staff members subject to the approval from the Competent Authority.

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