

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY MANIPUR



LEAVE RULES

VER. 1.0

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 extraordinary conditions.

Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave 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. Certain rules are common to both faculty and non-faculty of the Institute. Certain rules and norms have been stipulated specially with reference to faculty 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 the permanent employees of this Institute with retrospective effect from 01.03.2015, 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.

Guidelines for carrying over the Earned Leave Accounts

- a. There is no provision for unearned leave on medical certificate usually called medical leave in Government of India. Only HPL/Commuted leave is available which can be availed of on medical ground. Since the HPL is calculated at the rate of 20 days of each completed year of service and credited in advance at a rate of 10 days on 1st January and 10 days on 1st July. HPL is credit of an employee is calculated as follows:

If the number of years of service put in by the employee is 'n' as on 31.12.2011 and the number of days of Medical leave availed up to 31.12.2011 is 'm', then, the number of days of half pay leave at the credit on 31.12.2011 is '20n-2m'. If this number becomes negative, it is made to zero. From 1.1.2012, onwards, the half pay leave is credited at the rate of 10 days on 1st January and 1st July every year. Other details regarding HPL are available in section 9.

Illustration: 1

If an employee has put in a service of 8 years and 7 months on 31.12.2011, and he/she has availed Medical leave for 34 days up to 31.12.2011, then the number of days of HPL at credit as on 31.12.2011 is $160 + 12 - 68 = 104$. On 1.1.2012 HPL at credit is 114 for 8 years: 160 days of HPL plus for 7 months: 12 days of HPL $[(7/12) \times 20 = 12]$ (rounded off to the nearest integer) minus for Medical Leave of 34 days: 68 days of HPL = 104 days of HPL

Illustration: 2

If an employee has put in a service of 34 years and 1 month on 31.12.2011, and he/she has availed Medical Leave for 427 days up to 31.12.2011, then the number of days of HPL at credit as on 31.12.2011 is zero (since 682 – 854 is negative)

- b. The EL accumulation at the Institute, including the leave accumulated prior to 1.1.2012 (under state government service), shall be eligible for encashment at the time of retirement subject to limited prescribed in this rules. The leave encashment availed prior to 1.1.2012 shall not be taken into account for the proposed of the ceiling of number of days for which encashment is admissible at the time of retirement from this Institute. For example, if a staff has in case 40 days of EL before 1.1.2012, and if he/she has accumulated 300 days EL as on the date of his/her retirement on or after 1.1.2012, he/she will be entitled to encashment of 300 days of EL at the time of his/her retirement from the Institute, provided no encashment of EL has been done for the proposed of LTC on or after 1.1.2012.
- c. As on date, the maximum limit for accumulation of EL is 300 days and there is no limit for accumulation of HPL. The administrative section under the control of Registrar shall maintain leave account for each staff. Staff of Indian Institute of Information Technology Manipur (IIIT Manipur) can refer his/her leave account in the month of January every year with prior intimation. Administrative section should send the leave account of the staff to individual member once in a year.

3. General Principle Regarding Grant of Leave

a. Applicability

The provisions contain in this rules shall apply to all employees of the Indian Institute of Information Technology Manipur (IIIT Manipur).

b. Right to Leave

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

c. Authority in power to sanction leave

- i. Applications for leave shall be addressed to the Board by the Director and to the Director/Registrar by another member of staff (refer Appendix: 1)
- ii. Leave may be sanctioned by the Director or by a member of staff to whom the power has been delegated by the Director.
- iii. Normally, the Registrar will regulate the leave accounts of the staff member (faculty & non-faculty).
- iv. The Board may sanction leave other than casual leave to the Director. The Director can avail himself of Casual Leave on his own authority.

d. Commencement and Termination of Leave

- i. 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.
 - ii. Saturdays, Sundays, restricted Holidays and other Holidays or Vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.
- e. **Combination of Leave**
Except as otherwise provided any kinds of leave under this provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limit prescribed in such case.
- f. **Grant of Leave beyond the date of retirement and in the event of resignation**
No leave shall be granted beyond the date in which a member of the staff must compulsorily retire. If any employee of the institute resigned, he/she shall not be granted either prior or subsequent to his resignation, any leave due his/her credit. Provided that the Director may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Director, the circumstances of the case justifies such grant of leave.
- g. **Conversion of one kind leave into another kind**
Leave of any kind taken earlier can be converted into leave of any other kinds at a later date on an application within 30 days of joining duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.
- h. **Special provision for conversion**
The staff who have applied for medical leave on or after 1.1.2012 but were sanctioned only EL can apply for conversion of EL to HPL/Commutated leave within 30 days after the notification by the Registrar for which effect.
- i. **Re-joining duty on return from leave on medical grounds**
 - i. An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.
 - ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.
- j. **Re-joining duty before the expiry of leave**
 - i. Except with the permission of the authority, who granted leave, no member of the staff on leave may return on duty before the expiry of the period of leave granted to him.
- k. **Maximum period of absence from duty**
 - i. No member of the service shall be granted leave of any kind for a continued period exceeding five years.
 - ii. A member of the service who remains absent from duty for a continuous period exceeding five years other than on Foreign Service.
 - iii. Whether with or without leave, shall be deemed to have resigned from the service.

I. General

- i. Leave should always be applied for and sanctioned before it is taken, except in case of emergency and for satisfactory reasons.
- ii. Absence from duty after expiry of leave entails disciplinary actions.
- iii. Absence without leave will constitute an interruption in service.
- iv. A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.

4. Kinds of leave

The following kinds of leave shall be admissible to the member of the staff of this institute.

- i. Casual Leave (CL)
- ii. Special Casual Leave (SCL)
- iii. Special Leave
- iv. Earned Leave (EL)
- v. Vacation (only for academic staff)
- vi. Half Pay Leave (HPL)
- vii. Commuted leave
- viii. Leave Not Due (LND)
- ix. Extra-Ordinary Leave (EOL)
- x. Maternity Leave
- xi. Adoption Leave
- xii. Paternity Leave
- xiii. Hospital Leave
- xiv. Sabbatical Leave
- xv. Study Leave

5. Casual Leave (CL)

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 8 days in a calendar year. In addition each employee will also be allowed to avail himself/herself of any two holidays from the list of restricted holidays declared by the Government of India.
- ii. CL can be combined with special Casual Leave/Vacation/Restricted holiday but not with any kinds of leave.
- iii. Saturdays, Sundays, Restricted holiday and Holidays, whether intervening, prefixed or suffixed, shall not be counted as casual leave.
- iv. CL should not be granted for more than 5 (five) days at any time, except under special circumstances.
- v. CL can be taken for half a day also.
- vi. LTC can also be availed during CL.
- vii. CL cannot be combined with joining time.
- viii. Official joining during the middle of the year may be avail of CL proportionately or to the full extend at the discretion of the competent authority.
- ix. Half-days CL should be debited to the CL account for each late attendance. However, late attendance up to 1 hour for not more than 2 occasions in a month can be condoned by the competent authority, if convinced that it is due to unavoidable reasons.

- x. Employee who have got only half days leave at credit when applying for half days 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.

6. Special Casual Leave (SCL)

- i. Special Casual Leave, not counting towards ordinary casual leave, may be granted to a member of the staff when he/she is:
 - a. Summoned to serve as a 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 interest are not at issue.
 - b. Deputed to attend a reference library of another Institute or conference and scientific gatherings of learned and professional societies in the interest of the Institute.
 - c. Require to be absent for any other purpose approved by the Board of Governors.
- ii. SCL may also be granted for another purpose, as approved by the Board from time to time. 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).
- iii. The director is empowered to examine the purpose for which absence can be treated as "ON DUTY" and purpose for which SCL can be granted. The Director is also empowered to examine the possibility of advising the staff members to fix up programmes like conduct of Viva-Voice for Ph.D. on Saturdays or on holidays.
- iv. The additional purpose for which the SCL can be granted, are specified below:
 - a. To attend committee meetings, invited lectures without remuneration which are not treated as on duty.
 - b. To conduct Ph.D. Viva or an Examination.
 - c. To present a paper in a conference or just to attend a conference.
- v. Faculty members deputed by the Institute in connection with the Institute work will be treated as on duty and the period will not count towards SCL.
- vi. The absence of the faculty members in their efforts towards funds raising and building of corpus funds stc. Will be regulated under SCL.
- vii. SCL shall be granted for other academic purposes from time to time subject to the approval of the Board.
- viii. 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.

- ix. To give special lectures with honorarium, the faculty member must take leave at credit. No SCL is admissible.
- x. SCL may also be granted to re - employed disabled Military Pensioners when called upon to attend Resurvey Medical Board to assess their disability element.
- xi. SCL is admissible up to a maximum of 10 days in any one year for participating in inter-Ministerial and inter-Departmental tournaments and sporting events.
- xii. SCL may also be granted to sportsperson getting seriously injured or being hospitalized during Sporting events subject to the overall ceiling of 30 days un a calendar year.
- xiii. 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 on the central secretariat sport control board or on its behalf. SCL will not be admissible for practice or for participation in cultural activities organized locally.
- xiv. SCL is admissible to employees participating in dancing and singing competition at regional, national or international level, organized by Government of India/ Government sponsored bodies subject to maximum of 15 days in a calendar year.
- xv. SCL up to a maximum of 15 days in a year is admissible for visit in connection with the consultancy and sponsored research activities.
- xvi. SCL up to a maximum of 12 days in a year is admissible to the office bearer of organized unions/association to attend meetings.
- xvii. SCL shall be granted to the staff of the Institute when they are unable to attend office due to natural calamities/bandh subject to the approval of the authorities. SCL granted to be reported to the Ministry.
- xviii. Combination of casual leave or regular leave (eg. EL, HPL, etc.) with SCL is permissible but combination of both CL and regular leave with SCL is not permissible.
- xix. LTC can also be availed on during Special Casual leave.
- xx. For Family Planning
 - a. Male Employee:
 - i. Maximum of six working days admissible for vasectomy operation. If he undergoes the said operation for second time due to failure of the first, another six days will be admissible on the production of the medical certificate.
 - ii. Maximum of 21 days for undergoing recanalization operation.

- iii. Maximum of 7 days if his wife undergoes tubectomy, laparoscopy or salpingectomy operation. The leave should follow the date of operation.

b. Female Employee:

- i. Minimum of 14 days admissible for tubectomy/laparoscopy. If she undergoes the said operation for a second time due to failure of the first, minimum of 14 days will be admissible for the second time.
- ii. Minimum of 14 days admissible for salpingectomy operation after medical termination of pregnancy (MTP).
- iii. Admissible for 1 day on the day of IUCD/IUD insertion/ re-insertion.
- iv. Minimum of 21 days admissible for undergoing re-canalization operation.
- v. Admissible for 1 day on the day of operation when her husband undergoes vasectomy operation.

7. Special Leave

Special leave may be granted when a staff member wishes to attend conference/seminar/symposia/practical training etc. in or out of India up to 15 days in a calendar year.

8. Earned Leave (EL)

- i. 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 first January and 1st July every year.
- ii. The credit will be reduced by 1/10th of EOL and or period of dies non during the previous half year, subject to a minimum of 15 days.
- iii. The advance credit for the half year in which a staff is appointed will be at the rate of 2^{1/2} days for each completed calendar month of service.
- iv. EL credit for the half year in which the staff retire/resign/remove/dismiss or die in service will be afforded at the rate of 2^{1/2} days per completed month up to the end and of the calendar month preceding the last calendar month of service. While affording credits, fractions shall be rounded off to the nearest day.
- v. EL can be accumulated up to 300 days (including the no. of days for which encashment has been allowed along with LTC)
- vi. When the credit of EL at the start of any half year, result in the total accumulation of EL being more than 300 days, the 15 days EL for the half year shall be kept separately and set off against the leave availed during the half year. Any portion of this separately.
- vii. 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 is 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.

- viii. The maximum account of earned leave that can be granted to a member of the staff at a time shall be 180 days.
- ix. EL may be taken at a time up to 300 days as leave preparatory to retirement.
- x. 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.
- xi. 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 of EL should be availed of along with encashment. The encashment so availed will be taken into account while computing the maximum admissible for encashment at the time of quitting service.
- xii. For leave encashment HRA, CCA, and special increment for small family norm are not taken into account.

9. Vacation Leave

- i. Faculty including librarians and physical director can avail 60 days' vacation in an academic year partly in winter and partly in summer periods or entire 60 days in summer period. Other employees are not eligible for vacation.
- ii. A new faculty joining in the summer vacation period is not eligible for vacation during that summer.
- iii. A faculty joining in the middle of the academic year is eligible for a proportionate vacation for that academic year.
- iv. The duration of winter vacation period and summer vacation period will be notified by the Registrar.
- v. Vacation can be suffixed or prefixed with any leave but the duration of vacation and other leave combine should not exceed 180 days at a time.
- vi. If a staff member avails of any vacation half of that period will be debited from his/her EL account for eg. If a staff member avail 40 days' vacation in an academic year, 20 days will be deducted totally from his/her EL account in the respective half year EL account.
- vii. It is equivalent to say that if a staff member avail of 40 days of vacation in a year, only $[30 - (40/2)] = 10$ days EL benefit will accrue for that year in his/her account, instead of 30 days.

10. Half pay Leave (HPL)

- i. The half pay leave admissible to a member of the staff in respect to its completed year of service shall be 20 days. Service include period of duty and leave including extraordinary leave with or without medical certificate, but does not include period of suspension treated as *dies non*, over - stayal of leave/joining time unless otherwise regularized.
- ii. HPL is credited in advance at the rate of 10 days on the 1st January and 1st July every year.
- iii. 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.

- iv. 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.
- v. HPL credit for the half year in which the staff retire/resign/remove/dismiss or dies in service will be afforded at the rate of 5/3 days per completed calendar month up to the end and of the calendar month preceding the last calendar month of service. While affording credit, fraction shall be round off to the nearest day.
- vi. HPL may be availed of either on medical certificate or on private affairs.
- vii. Encashment of HPL is explained under retirement benefit.

11. Commuted Leave

- i. Commuted leave not exceeding half the amount of half pay leave due can be taken on medical certificate.
- ii. Commuted leave can be taken without medical certificate.
 - a. Up to a maximum of 180 days in the entire service if utilized for an approved course study certified to be in public interest by the Director.
 - b. Up to a maximum of 60 days by a female staff if it is in continuation of maternity leave.
 - c. 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.
- iii. Commuted leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable of staff returning to duty on its expiry. So it cannot be granted as leave preparatory to retirement.
- iv. If commuted leave is taken, twice the number of days availed should be debited in the HPL account.
- v. Where the staff granted commuted leave quit 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 in incapacitating him for further service or in the event of death, no such recovery should be made.
- vi. Commuted leave may be granted at the request of the staff even when EL is available.

12. Leave Not Due (LND)

- i. Leave Not Due may be granted only on medical ground to a permanent staff with no HPL at his/her credit.
- ii. Temporary staff with minimum of one year service suffering from TB, leprosy, cancer or mental illness may also be granted LND if the post from which the staff proceed on leave is likely to last till his/her return.
- iii. LND is granted only if the leave sanctioning authority, i.e. Director, is satisfied that there is a reasonable prospect of the staff returning to duty on expiry of the leave.
- iv. LND may be granted without medical certificate to a female staff in continuation of maternity leave, or for adoption of a child.
- v. The amount of leave should be limited to the half pay leave that the staff is likely to earn subsequently.

- vi. LND during the entire service is limited to a maximum 360 day.
- vii. LND will be debited against the half pay leave that the staff earn subsequently and in fact LND is HPL taken in advanced.
- viii. LND cannot be granted in the case of Leave preparatory to retirement.
- ix. When a staff granted LND resigns from the service or is permitted to retire voluntarily without returning to duty, the LND should be cancelled.
- x. The resignation/retirement will take effect from the date on which such leave had commenced and the leave salary should be recovered.

13. Extra-Ordinary Leave(EOL)

- i. Extra- ordinary 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 concern has specifically applied in writing for the grant of EOL.
- ii. The period of EOL shall not count for increment except when such leave is granted due to sickness on medical certificate or for prosecuting higher studies, providing that in case of any doubt as to whether the EOL taken was for prosecuting higher studies or not, the decision of the Board shall be final.
- iii. Except in the case of permanent staff, the duration of EOL on any one occasion shall not exceed the following limits
 - a. Three months
 - b. Six months, where the staff has completed three years continuous service on the date of expiry of the leave admissible to him/her under the rule and his/her request for such leave is supported by medical certificate.
 - c. Eighteen months, where the staff is suffering from TB, leprosy, cancer, or mental illness and undergoing treatment in a recognized clinic or under a specialist.
- iv. EOL may also be granted to regularized periods of absence without leave retrospectively.
- v. Depending upon the nature and purpose for which the period of leave is to be avail of, EOL without pay and allowance will be granted only after the completion of a qualifying minimum service of 5 years at this Institute. It may be availed for any one of the following purpose.
 - a. EOL for regular appointment.
 - b. EOL along with or without leave at credit for carrying out research at higher level in R&D organization, universities, etc.
 - c. EOL with or without leave at credit for the purpose of availing of research fellowship and other similar activities.
 - d. EOL along with or without leave at credit for pursuing higher studies leading to the award of a degree.
 - e. At any given time EOL (including leave at credit) availed of will be for a minimum period of six months. However, for availing of academic fellowship, the institute may permit EOL for a period of up to 90 days.
- vi. EOL granted to staff member for short term/ long term assignment in India or abroad may be regulated on foreign service terms (FST) for the limited purpose of annual increment and terminal benefit. Pensions and leave salary contribution shall be paid by the employer or by the staff member concern to Indian Institute of Information Technology Manipur (IIIT Manipur) during the period of foreign service. This contribution will entitle

- the staff member to count his period of foreign service towards pension, annual increment and Earned leave/HPL. However, such period of EOL will not count towards continuity of service for sabbatical leave eligibility.
- vii. For the staff member who do not wish to utilize foreign service terms, extra-ordinary leave may be granted under the existing rules and they will not be eligible for counting of service and will not earn leave for that period and will also not be eligible for notional increment.
 - viii. The period of EOL availed for the purpose of prosecuting higher studies leading to award of degrees or for the purpose of research fellowship (not salary jobs) will count for annual increment and qualifying service for terminal benefit as well. EOL availed for all other purpose will not be counted for terminal benefit unless they are regulated on foreign service terms.
 - ix. A staff member will be eligible to avail himself of a maximum of 5 years of EOL without pay and allowance during the entire period of his service at this Institute (including period of service elsewhere if these are taken into account for retirement benefit).
 - x. For all purpose other than for prosecuting higher study leading to the award of a degree, a staff member will be eligible for EOL at the rate of one year for every five years of qualified service put in at this Institute. If a staff member has joined Indian Institute of Information Technology Manipur (IIIT Manipur) after previous service at other IIITs/Centrally funded institutions, a maximum of two years can be added towards the qualifying service for the purpose of working out the eligibility for long leave other than sabbatical leave, provided such service at other IIITs/centrally funded institutions were transferred to this Institute.
 - xi. On any single occasion a staff member can avail himself of EOL (including leave at credit that may be attached) for a maximum of two years or the eligible period as per 1:5 norms, whichever is less.
 - xii. There must be a minimum interval of three years between two consecutive periods of long leave (i.e.) whose duration exceed six months including sabbatical leave.
 - xiii. The eligible period of EOL (including leave at credit) shall be calculated as follows:
 - a. Total period of service from the date of joining the institute = n years.
 - b. Total period of special leave and sabbatical leave already availed of (including leave at credit = a years)
 - c. Total period of EOL availed of other than for higher study and on medical grounds and excluding leave at credit = b years.
 - d. EOL availed of for higher study = c years.
 - e. Eligible period of EOL (including leave at credit) is $[n-(7a-6b-c)] / 5$ or 5 years whichever is less.
- The above period may be rounded off to a month.
- xiv. Whenever senior faculty/professor of the Institute go on deputation to a higher position in an institute of national importance, he/she can be allowed for a maximum of 5 years and in all other case they should not be allowed for more than 2 years at a stretch. After completing the first term in service ranging from 3 to 5 years depending upon the nature of the initial contract, they should join back the institute. In case they get a second term of their contract they should be willing to resign or retire from the service of the institute before taking up second term of the office.

- xv. The faculty request on EOL for taking up assignments within India/abroad will be considered based on the following

As internal committee will be formed by the Director to look into the EOL request of the faculty member. The committee will take into account that any time, only one faculty member per department could be spared on long leave (EOL), so that the teaching activity will not be effected. Faculty appointed as Director/Vice Chancellor to government institutions, will not be counted for the said upper limit of one faculty per department. Long leave shall be sanctioned only for appointment to institutions of comparable (to IIIT Manipur) for superior standing. It is essential to ensure that the faculty members add value to institute, upon their return from such appointments. The Director shall be empowered to take the final decision in this matter.

14. Maternity Leave

- i. Maternity may be granted to a female staff with less than two surviving children, for a period of up to 180 days from the date of its commencement.
- ii. Maternity leave may also be granted on full pay in case 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.
- iii. Maternity leave shall not be debited to the leave account.
- iv. Maternity leave may be combined with leave of any other kind except casual leave.
- v. Any leave (including commuted leave up to 60 days leave not due) may be taken without medical certificate up to one year in continuation for maternity leave.
- vi. During maternity leave, leave salary equal to last pay drawn is admissible.

15. Adoption Leave

A female member of the service on her adoption of a child below the age of one year, for a period of 180 days immediately after the date of the valid adoption. In continuation of child adoption leave, leave of the kind due and admissible (including commuted leave without production of medical certificate for a period not exceeding 60 days and leave-not-due) up to one year reduced by the age of the adopted child on the date of legal adoption without taking into account of the period of child adoption leave.

16. Paternity Leave

- i. Male staff with less than 2 children may be granted 15 days paternity leave during the confinement of his wife for child birth or on valid adoption of a child below the age of one year.
- ii. Paternity leave can be availed up to fifteen days before or up to six months from the date of delivery of the child or from the date valid adoption. If the leave is not availed within this period, it should be treated as lapsed.
- iii. Paternity shall not be debited to the leave account.
- iv. During paternity leave salary equal last pay drawn is admissible.

17. Hospital Leave

- i. Hospital leave is admissible to group C staff whose duties involve handling of dangerous machinery, explosive materials, poisonous drug and the like or performance of hazardous task and all group D staff.

- ii. Hospital leave may be granted to staff under medical treatment for illness or injury, if such illness or injury is directly risks incurred in the course of his official duty. This concession will be available to such staff, the nature of whose duties expose them to such illness or injury and whose appointing authority is Director.
- iii. Hospital leave may be granted on leave salary, either average or half average, as the authority granting it may consider necessary.
- iv. The staff eligible for hospital leave will be entitled to such leave without any restriction on quantum of leave and the leave can be granted for such period as is considered necessary by the authority competent to grant it.
- v. Hospital leave is not debited against the leave account and may be combined with any other leave, which may be admissible, provided that the total period of leave after such combination shall not exceed 28 months.
- vi. Leave salary for the first 120 days will be pay last drawn and for the remaining periods, it will be equal to leave salary during half pay leave.

18. Sabbatical Leave

- i. The sabbatical leave is a special facility to the academic staff member in order to enable them to update their knowledge and experience so that they will be of greater use to the institute on their rejoining. It should be applied 4 months in advanced to the BOG through proper channel.
- ii. Sabbatical leave shall be admissible to a permanent member of the academic staff:-
 - a. After the completion of 6 years of continuous service, or more in the institute,
 - b. Where he/she availed of special leave, after the completion of six years' service or more in the institute after his/her return from such special leave,
 - c. The continuous service will commence from the date of joining the institute or from the date of rejoining on return from sabbatical leave/special leave/EOL without leave salary except EOL granted on medical grounds.
 - d. In any case, sabbatical leave shall not exceed 3 times (inclusive of special leave in case such leave has been granted) during the entire service of such a member.
- iii. Sabbatical leave may be granted for one or more of the following purpose, namely
 - a. To conduct research or advanced studies in India/abroad;
 - b. To write text books, standard works and other literature;
 - c. To visit or work in industrial concern and technical department of government to gain practical experience in their respective fields;
 - d. To visit or work in a university, industry or government research laboratory in India and abroad; and
 - e. Any other purpose for the academic development of the staff as approved by the Board.
- iv. The grant of sabbatical leave shall be subject to the following conditions, namely:-
 - a. The period of sabbatical leave shall not exceed one year at a time inclusive of vacations, if any but the Board may grant in addition any other leave up to a maximum of 120 days which the staff might have earned during the service at the institute;
 - b. Academic staff shall, during the period of sabbatical leave, be paid full salary and allowance as admissible under the normal rules but he/she shall not be entitled to any travelling allowance or any extra allowance in India or abroad;

- c. No substitute shall be appointed in the vacancy and his/her works shall be shared by the other members of the faculty.
- d. Academic staff shall not undertake during the period of sabbatical leave, any regular appointment under any other organization in India or abroad. He/she shall, however, be free to receive a scholarship or fellowship or bursary or any other adhoc honorarium other than regular employment;
- e. Academic staff availing himself/herself of sabbatical leave shall furnish a bond in the prescribed form to serve the institute for a minimum period of three years on return to duty and it is reduced to 2 years in case where the staff member is unable to serve the institute for a period of 3 years on the expiry of sabbatical leave due to superannuation.
- v. Sabbatical leave shall not be granted for less than 6 months at a time and splitting of sabbatical leave is not permissible and cannot be utilized in parts.
- vi. If the leave availed of is less than the maximum permissible period, it would still be presumed that the opportunity has been fully utilized and the eligibility criteria would apply afresh from the date of reporting back from such leave.
- vii. The faculty member shall specify the place he propose to visit, the nature of work he propose to do and how this would contribute to his academic development.
- viii. While recommending the leave, the head of the department/centre has to certify that alternative arrangement have been made for sharing of the academic, research and project activities and other departmental duties and commitments of the staff member concern during his absence.
- ix. A staff member having a long term project may request for permission to avail himself of sabbatical leave only after completion of one year from the commencement of the project and only if a co-investigator approved by the funding agency is available to take care of the project.
- x. At any point of time, in a department a maximum of 15 person of the sanctioned strength of the academic staff member of the department (subject to any fraction in the figure does arrive at being rounded off to the next higher integer) may be permitted to avail of long leave either within India or abroad. No substitute will be appointed in the vacancy and other member of the faculty will share the work. This 15 person rule will not apply in the case of staff members who are 55 or more years old.
- xi. No other type of leave except leave at credit EL/HPL up to a maximum of 120 days will be permitted as an extension of Sabbatical Leave.
- xii. A staff member who does not have the required period of service in the Institute on his return, may, however, be eligible for leave at credit such as EL and HPL for visit abroad to accept academic responsibilities.
- xiii. The Board may constitute a sub-committee as standing committee to look into the proposals received from the faculty/scientific staff for sabbatical leave and EOL (long leave) to recommend to the board for further consideration and approval:
The constitution of the Board standing committee may be;
 - a. Director: Chairman (Ex - Officio)
 - b. A nominee from BOG: Member
 - c. Professor representing Engineering stream: Member
 - d. Professor representing Science stream: Member

- e. Dean (Academic) : Member (Ex - Officio)
- f. Dean (Administration) : Member (Ex - Officio)
- g. Registrar : Member (Ex – Officio)
- h. Deputy Registrar (Admin): Secretary (Ex – Officio)

The terms of membership will be 2 years for serial No. b, c, d. The terms and reference of the Board standing committee:

- a. To scrutinize request of faculty members and to make recommendations to the Board regarding the applications for long leave (EOL)/ sabbatical leave / other long leave for going abroad or within India to take up any assignment or academic work.
- b. To examine the request of faculty members seeking financial assistance for attending international conference abroad including scrutiny of research papers published by them.
- c. To go into the rules/norms for financial assistance as well as revision of the format of the proforma for applying assistance.

19. Study Leave

- i. Study leave is granted to staff with not less than 5 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 closed connection with the sphere of his/her duties or capable of widening his/her mind in a manner likely to improve his ability.
- ii. Course should be certified to be of definite advantage to the institute from the point of view of public interest.
- iii. The competent authority to grant leave should approve the particular study or study tour.
- iv. The official on his/her return should submit a full report on the work done during study leave.
- v. Study leave is not admissible
 - a. For studies out of India if facilities for such studies exists in India;
 - b. To an official due to retire within 3 years on return from the study leave;
 - c. 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.
- vi. Maximum period of study leave is 24 months in the entire service and may be granted at a stretched or in different spells.
- vii. Study leave shall not be debited to the leave account. Study leave may be combined with any other leave due, but maximum period of continued absence including vacations, if any but including extra ordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree. Requisite bonds in the prescribed forms are required to be executed by the official before proceeding on study leave. The bond amount will be decided by the BOG.
- viii. Before grant of study leave for study outside India, Finance Ministry agreement for release of foreign exchange is necessary.
- ix. If the course falls short of the study leave, the official should resume duty of the conclusion of the course; for the excess period may be treated as ordinary leave with the leave sanctioning authority prior approval.
- x. Leave Salary:

- a. Outside India: Pay last drawn plus dearness allowance, HRA, CCA and in addition, study allowance admissible;
- b. In India: Leave salary will be equal to pay last drawn plus DA, HRA and CCA. No study allowance admissible.
- c. Stipend: scholarship or remuneration for any part time employment during the period of study leave should be adjusted against the leave salary subject to be conditions that the leave salary will not be less than that admissible during half pay leave.

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.

APPENDIX – 1

PROCEDURE FOR PROCESSING APPLICATION FOR VARIOUS TYPE OF LEAVE

Sl. No	Type of Leave	Sanctioning Authority	Through	Request for Leave must be received at least
1.	Sabbatical Leave/Study Leave/ EOL (Long Leave)	BoG	Head of Department/Centre/Dean	4 months in advance
2.	For any type of leave for going abroad/ for attending Conference/ Seminar/ Workshop / Symposium	Board/Director/Board Standing Committee	Head of Department/Centre	2 months in advance
3.	On Duty/Special Leave (Short Leave) / Leave Not Due (LND)	Director/Authority nominated by Director	Head of Department/Centre	15 days in advance
4.	Vacation/EL/HPL/Commuted Leave/Maternity Leave/Adoption Leave/Paternity Leave/EOL(Short)/Hospital Leave	Registrar	Head of Department/Centre	15 days in advance (except on Medical grounds)
5.	CL/SCL	Head of Department/Centre		

APPENDIX – 2
LEAVE RULES AT A GLANCE

Sl. No	Type of Leave	Duration	Purpose	Remark
1.	Casual Leave (It cannot be combined with any other leave)	8 days per year.	Personal Work etc.	Maximum 5 days at a stretch excluding intervening prefix/suffix holidays.
2.	Special Casual Leave for Consultancy/ Sponsored/ Project	15 days per year.	Visit in connection with consultancy and sponsored research activities.	
3.	Special Casual Leave (without Institute financial assistance)	15 days per year.	To attend: a. National/International Conference within India/abroad to present paper/chairing a session (No paper credits) b. Committee meetings (Not treated as on duty). c. Ph.D., Viva.	
4.	On Duty (Holidays can be Prefixed/ Suffixed)	Duration of Conference plus up to a maximum of 2 days.	To attend: a. National/ International Conference within India /abroad to present paper (3 paper credits) with Institute financial assistance. b. Serve on Committees / Evaluation on specific academic research activities at the instance of MHRD/ AICTE with / without Institute finance. c. Meetings of AICTE without Institute finance.	
5.	Half-Pay Leave (HPL) (20 days for each year of completed service)	10 days credit for every six months	Medical grounds/ private affairs.	
6.	Commutated Leave		Medical grounds (based on medical certificate) / Study purpose.	Twice the amount of Commuted Leave granted will be debited against HPL. Commuted up to 180 days during the entire service. (EL and

				commuted leave together should not exceed 240 days).
7.	Earned Leave (can be combined with any leave and also can be prefixed and suffixed with holidays but intervening holidays will be treated as EL).	EL can be availed up to a maximum of 180 days at a stretch.		Accumulated up to 300 days only. Formula for calculating EL: Non-Vacation Staff: 30 days per year (15 days for every six months) Vacation Staff: No. of days on duty during vacation period /2.
8.	Vacation (it can be suffixed and prefixed with holidays EL/HPL)	As notified by the Registrar		Teachers can avail 60 days in an academic year partly in winter and summer period or entire 60 days in summer period. A new faculty joining during a summer vacation is not eligible for availing the summer vacation.
9.	Extra-Ordinary Leave (EOL) (eligible after 5 years continuous service) 1:5	5 years during the entire service and limited to 2 years on one occasion.	a. Short / Long term assignments in India / abroad b. Higher Studies. c. Research activities. d. Fellowship. e. Sickness / Medical Certificate.	EOL of 1 year for 5 years of qualifying service.
<p>Formula for calculating eligible period of EOL:</p> <p>Total period of service from date of joining : n years. Total period of Sabbatical leave (excluding leave at credit) : a years. Total period of EOL availed (other than leave on medical, higher studies & leave at credit) : b years. EOL availed for study leave : c years.</p> <p>Eligible period of EOL (including leave at credit): $(n - a \times 7 - b \times 6 - c) / 5$ years or 5 years whichever is less. (may be rounded off)</p>				
10.	Maternity Leave	Maternity: 180 days applicable in case of less than 2 surviving children. Miscarriage:	Maternity/ Miscarriage	Not to be debited to leave account. Can be combined with any other leave except CL.

		45 days during the entire service.		
11.	Adoption Leave	180 days	Adopt Child	Only to female employees. Not to be debited to leave account. Can be combined with any other leave except CL.
12.	Paternity Leave	15 days	Take care of the child and spouse	Not to be debited to leave account. Can be combined with any other leave except CL.
13.	Hospital Leave		Injury/illness directly due to risk incurred in the course of official duty.	Not to be debited to leave account. Can be combined with any other leave up to a maximum of 28 months.
14.	Leave Not Due	360 days	Medical ground/private reasons	Entitled to only half pay. Will be debited to the HPL accrued later.
15.	Sabbatical Leave (every 6 years of continuous service as faculty member)	Maximum 6 months and maximum of 1 year at a time inclusive of vacation. (in addition, eligible for 120 days leave at credit).	Research work, writing text books and visiting industrial concerns of government, university, industry or government research laboratories in India / abroad)	To furnish a bond to serve the Institute for 3 years on return to duty.
16.	Study Leave	Maximum 24 months, 28 months including vacation, 36 months for Ph.D.	To acquire higher qualification.	Minimum 5 years' service.

For any short and long leave of the following duration, undertaking has to be given to serve for the following period noted against each.

Duration of Leave	Period of service to be put in the Institute
More than one month and up to 8 months	One Year
Above 8 months and up to 15 months	Two Years
Above 15 months	Three Years

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