



LEAVE RULES

1.1.1.	Introduction
	<p><i>Leave</i> 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.</p> <p>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. Certain rules are common to both faculty and non-faculty of the Institute. Certain rules and norms have been stipulated specifically 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. The rules are subjected to all orders and notifications issued by the Government of India from time to time in this regard</p>
	<i>Applicability</i>
	<p>These leave rules shall be applicable to all the permanent employees of this Institute with retrospective effect from 04.03.2014 , 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. Wherever the term "staff" appears in the following sections, it will mean permanent employees of all categories</p>
	<i>Guidelines for carrying over the Earlier Leave Accounts</i>
i.	<p>The EL account of an employee as on 03.03.2014 shall he carried forward and credited to his/her EL account in the Institute subject to the prescribed limit of accumulation of leave. An advance credit of 15 days on 1st January and 15 days on 1st July will be made from 01.07.2014. If an employee has not availed of any EL from 1st January, 2014 to 30th June, 2014, 30 days' EL will be credited to his EL account on 1st July, 2014. On 04.03.2014, 10 days of EL will be credited in advance up to 30.06.2014.</p>
ii.	<p>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 grounds.</p> <p>Since the HPL is calculated at the rate of 20 days for each completed year of service and credited in advance at the rate of 10 days on 1st January and 10 days on 1st July, HPL in credit of an employee is calculated as follows:</p> <p>If the number of years of service put in by the employee is 'n' as on 03.03.2014 and the number of days of Medical leave availed up to 03.03.2014 is 'm' then, the number of days of half pay leave at the credit on 31.12.2013 is '20n -2m'.</p> <p>If this number becomes negative, it is made as zero. If 20n turns out to be a fraction, it will be approximated to the nearest whole number. For calculation of accumulated HPL in 2014, the formula will be (7 - 2m) from 04.03.2014 to 30.06.2014.</p> <p>From 1st July, 2014 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 7.1.9.</p>
iii.	<p>The EL accumulation at the Institute, including the leave accumulated prior to 04.03.2014 (under-State Government service), shall be eligible for encashment at the time of retirement subject to limits prescribed in these rules</p>

iv.	<p>As on date, the maximum limit for accumulation of EL is 300 days and there is no Limit for accumulation of HPL.</p> <p>The Administrative Section under the control of Dean, Faculty Affairs shall maintain leave account for each Faculty member and the administrative section under the control of the Dean, Administrative Affairs shall maintain leave account of each Officer and non teaching employee of the Institute. These administrative sections should send the leave accounts to each individual incumbent falling under their purview once in a year</p>
1.1.2	General Principles Regarding Grant Of Leave
	<i>Applicability</i>
	The provisions contained in these rules shall apply to all employees of the IEST, Shibpur.
	<i>Right to leave</i>
	<p>i) Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.</p> <p>ii) Leave sanctioning authority cannot alter the kind of leave due and applied for.</p> <p>iii) Leave will not be granted to employee under suspension.</p>
	<i>Authority empowered to sanction Leave</i>
	<p>i). Applications for leave shall be addressed to the Board by the Director and to the Dean, Faculty Affairs by the Faculty members and to the Dean, Administrative Affairs by the Officers and other non teaching employees. (Refer Appendix :1.1.1)</p> <p>ii). Leave may be sanctioned by the Director or by a member of employee to whom the power has been delegated by the Director.</p> <p>iii). The Board may sanction leave other than Casual Leave to the Director. The Director can avail himself of Casual Leave on his own authority</p>
	<i>Commencement and termination of leave</i>
	<p>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.</p> <p>ii) Saturdays, Sundays, Restricted Holidays and other holidays or the 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.</p> <p>NOTE. A compensatory leave granted in lieu of duty performed by a Government servant on Saturday, Sunday or a holiday for a full day may be treated as a holiday for the above purpose</p>
	<i>Combination of leave</i>
	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.
	<i>Grant of leave beyond the date of retirement and in the event of resignation</i>
	<p>i) No leave shall be granted beyond the date on which an employee must compulsorily retire.</p> <p>ii) If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to, his resignation, any leave due to 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 justify such grant of leave.</p>
	The EL accumulation at the Institute, including the leave accumulated prior to 04.03.2014 (under-State Government service), shall be eligible for encashment at the time of retirement subject to limits prescribed in these rules.
	<i>Conversion of one kind of leave into another kind</i>
	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 employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary

	<i>Rejoining duty on return from Leave on medical grounds</i>
	<p>i) An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.</p> <p>ii) Leave sanctioning authority may secure second medical opinion, if considered necessary.</p>
	<i>Rejoining 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 to duty before the expiry of the period of leave granted to him.
	<i>Maximum period of absence from duty</i>
	<p>i) No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.</p> <p>ii) A member of the service 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</p>
	<i>General</i>
	<p>i) Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.</p> <p>ii) Absence from duty after expiry of leave entails disciplinary action.</p> <p>iii) Absence without leave will constitute an interruption in service</p> <p>iv) An employee on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.</p>
1.1.3.	<i>Kinds of Leave</i>
	<p>The following kinds of leave shall be admissible to the employees of this Institute.</p> <p>i) Casual Leave (CL)</p> <p>ii) Special Casual Leave (SCL)</p> <p>iii) Special Leave</p> <p>iv) Earned Leave (EL)</p> <p>v) Vacation (Only for academic staff)</p> <p>vi) Half Pay Leave (HPL)</p> <p>vii) Commuted Leave</p> <p>viii) Leave Not Due (LND)</p> <p>ix) Extra-ordinary Leave (EOL)</p> <p>x) Maternity Leave</p> <p>xi) Adoption Leave</p> <p>xii) Paternity Leave</p> <p>xiii) Hospital Leave</p> <p>xiv) Sabbatical Leave</p> <p>xv) Study Leave</p>
1.1.4.	<i>Casual Leave (CL)</i>
	<p>i) Casual Leave is not earned by duty. An employee 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</p> <p>ii) CL can be combined with Special Casual Leave/Vacation/Restricted Holidays but not with any other kind of leave.</p> <p>iii) Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual Leave</p> <p>iv) CL should not be granted for more than 5 days at any time, except under special circumstances.</p> <p>v) CL can be taken for half a day also.</p> <p>vi) LTC can also be availed during CL.</p>

	<p>vii) CL cannot be combined with joining time.</p> <p>viii) Officials joining during the middle of a year may avail of CL proportionately or to the full extent at the discretion of the competent authority.</p> <p>ix) Half-day's CL should be debited to the CL account 1 hr. 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.</p> <p>x) 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.</p> <p>xi) Number of casual leaves for employees of all categories with disabilities shall be 12 days as against 8 days for other employees. The additional benefit of 4 days leave in a calendar year shall be granted in the form of Special Casual Leave for specific requirements relating to the disability of the official.</p>
1.1.5.	<i>Special Casual Leave (SCL)</i>
	<p>i) Special Casual Leave, not counting towards ordinary Casual Leave, may be granted to a member of the employee when he/she is:</p> <p>a) 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.</p> <p>b) Deputed to attend a reference library of another Institute or conferences and scientific gatherings of learned and professional societies in the interest of the Institute.</p> <p>c) Required to be absent for any other purpose approved by the Board of Governors.</p> <p>ii) SCL may also be granted for other purposes, 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 employees 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).</p> <p>iii) The Director or his nominee is empowered to examine the purposes for which absence can be treated as "ON DUTY" and purposes for which SCL can be granted. The Director is also empowered to examine the possibility of advising the employees to fix up programmes like conduct of Viva-Voce for Ph.D on Saturdays or on holidays.</p> <p>iv) The additional purposes for which the SCL can be granted are specified below:</p> <p>a) To attend committee meetings, invited lectures without remuneration which are not treated as on duty.</p> <p>b) To conduct Ph.D. Viva or an Examination</p> <p>c) To present a paper in a conference or just to attend a conference.</p> <p>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.</p> <p>vi) The absence of the faculty members in their efforts towards funds raising and building of corpus funds etc. will be regulated under SCL.</p> <p>vii) SCL shall be granted for other academic purposes from time to time subject to the approval of the Board.</p> <p>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.</p> <p>ix) To give special lectures with honorarium, the faculty member must take leave at credit. No SCL is admissible.</p> <p>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.</p> <p>xi) SCL is admissible upto a maximum of 10days in any one year for participating in inter-Ministerial and inter-Departmental tournaments and sporting events.</p> <p>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 in a calendar year.</p> <p>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 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.</p>

	<p>xiv) 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.</p> <p>xv) SCL upto a maximum of 15 days in a year is admissible for visit in connection with the consultancy and sponsored research activities.</p> <p>xvi) SCL upto a maximum of 12 days in a year is admissible to the office bearers of recognized Unions/ Association to attend meetings.</p> <p>xvii) SCL shall be granted to the employee of the Institute when they are unable to attend office due to natural calamities/bandh etc. subject to the approval of the authorities. SCL granted to be reported to the Ministry.</p> <p>xviii) 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> <p>xix) LTC can also be availed of during special casual leave.</p> <p>xx) For Family Planning:</p> <p>a) <i>Male Employee:</i></p> <p>i) Maximum of 6 working days admissible for vasectomy operation. If he undergoes the said operation for second time due to failure of the first, another 06 days will be admissible on the production of medical certificate.</p> <p>ii) Maximum of 21 days for undergoing recanalization operation.</p> <p>iii) Maximum of 7 days if his wife undergoes tubectomy, laparoscopy or salpingectomy operation. The leave should follow the date of operation.</p> <p>b) <i>Female Employee:</i></p> <p>i) Maximum of 14 days admissible for tubectomy/laparoscopy. If she undergoes the said operation for a second time due to failure of the first, maximum of 14 days will be admissible for the second time.</p> <p>ii) Maximum of 14 days admissible for salpingectomy operation after Medical Termination of Pregnancy (MTP).</p> <p>iii) Admissible for one day on the day of IUCD/IUD insertion/re-insertion.</p> <p>iv) Maximum of 21 days admissible for undergoing recanalization operation.</p> <p>v) Admissible for one day on the day of operation when her husband undergoes vasectomy operation</p>
1.1.6.	<i>Special Leave</i>
	Special leave may be granted when an employee wishes to attend conferences /seminars /symposia /practical training etc. in or out of India up to 15 days in a calendar year
1.1.7.	<i>Earned Leave (EL)</i>
	<p>i) The EL admissible to a member of the employee shall be 30 days in a calendar year. 15 days of EL is credited in advance on the first January and first July every year.</p> <p>ii) The credit will be reduced by 1/10th of EOL and or period of <i>dies non</i> during the previous half-year, subject to a maximum of 15 days.</p> <p>iii) The advance credit for the half-year in which an employee is appointed will be at the rate of 2½ days for each completed calendar month of service.</p> <p>iv) EL credit for the half-year in which the employee 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.</p> <p>v) EL can be accumulated up to 300 days (excluding the number of days for which encashment has, been allowed along with LTC)</p> <p>vi) 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.</p> <p>vii) The maximum amount of Earned Leave that can be granted to a member of the employee at a time shall be 180 days.</p>

	<p>viii) EL may be taken at a time up to 300 days as leave preparatory to retirement.</p> <p>ix) EL upto 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.</p> <p>x) Encashment of EL while availing LTC upto 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 not be taken into account while computing the maximum admissible for encashment at the time of quitting service.</p> <p>xi) For leave encashment HRA, TA and special increment for small family norms are not taken into account.</p>
1.1.8.	<i>Vacation</i>
	<p>Teachers including Librarians and Physical Instructors can avail of the vacation declared by the Institute up to a maximum of 60 days in a calendar year. Other employees are not eligible for vacation.</p> <p>ii) A new faculty joining in the summer vacation period is not eligible for vacation during that summer.</p> <p>iii) A faculty joining in the middle of the academic year is eligible for a proportionate vacation for that academic year.</p> <p>iv) .The duration of vacation period will be notified by the Dean, Faculty Affairs following the vacation declared by the Dean, Academic Affairs in the Academic calendar.</p> <p>v) Vacation can be suffixed or prefixed with any leave but the duration of vacation and other leave combined should not exceed 180 days at a time.</p> <p>vi) If an employee avails of any vacation half of that period will be debited from his/her EL account.</p> <p>For example, if an employee avails 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. It is equivalent to say that if an employee avails of 40 days 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</p>
1.1.9.	<i>Half Pay Leave (HPL)</i>
	<p>i) The Half Pay Leave admissible to a member of the employee 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.</p> <p>ii). HPL is credited in advance at the rate of 10 days on the 1st January and 1st July every year.</p> <p>iii) The advance credit for the half-year in which an employee is appointed will be at the rate of 5/3 days for each completed calendar month of service.</p> <p>iv) The advance credit will be reduced by 1/18th of the period of diesnon/suspension treated as diesnon during the preceding half-year, subject to a maximum of 10 days.</p> <p>v) HPL credit for the half-year in which the employee 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.</p> <p>vi) HPL may be availed of either on medical certificate or on private affairs.</p> <p>vii) Encashment of HPL is explained under Retirement Benefits</p>
1.1.10.	<i>Commutated Leave</i>
	<p>i) Commuted Leave not exceeding half the amount of half pay leave due can be taken on medical certificate.</p> <p>ii) Commuted Leave can be taken without medical certificate:</p> <p>a) upto a maximum of 180 days in the entire service if utilized for an approved course of study certified to be in public interest by the Director.</p> <p>b) upto a maximum of 60 days by a female employee if it is in continuation of maternity leave.</p> <p>c) upto a maximum of 60 days by a female employee with less than two living children if she adopts a child less than one year old.</p> <p>iii. Commuted Leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of employee returning to duty on its expiry. So it cannot be granted as leave preparatory to retirement</p>

	<p>iv) If commuted leave is taken, twice the number of days availed should be debited in the HPL account.</p> <p>v) Where the employee 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.</p> <p>vi) Commuted leave may be granted at the request of the employee even when EL is available.</p>
1.1.11.	<i>Leave Not Due (LND)</i>
	<p>i) Leave Not Due may be granted only on medical grounds to a permanent employee with no HPL at his/her credit.</p> <p>ii) Temporary employee with minimum of one year service and suffering from TB, Leprosy, Cancer or Mental illness may also be granted LND if the post from which the employee proceeds on leave is likely to last till his/her return.</p> <p>iii) LND is granted only if the leave sanctioning authority, i.e. Director, is satisfied that there is a reasonable prospect of the employee returning to duty on expiry of the leave.</p> <p>iv) LND may be granted without medical certificate to a female employee in continuation of maternity leave, or for adoption of a child.</p> <p>v) The amount of leave should be limited to the half pay leave that the employee is likely to earn subsequently.</p> <p>vi) LND during the entire service is limited to a maximum of 360 days.</p> <p>vii) LND will be debited against the half pay leave that the employee earns subsequently and in fact LND is HPL taken in advance.</p> <p>viii). LND cannot be granted in the case of Leave preparatory to retirement.</p> <p>ix) When an employee 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.</p>
1.1.12.	<i>Extra-Ordinary Leave (EOL)</i>
	<p>i) 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 employee concerned has specifically applied in writing for the grant of EOL.</p> <p>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, provided 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.</p> <p>iii) Except in the case of permanent employee, the duration of EOL on any one occasion shall not exceed the following limits: (a) Three Months (b). Six months, where the employee has completed 3 years continuous service on the date of expiry of the leave admissible to him/her under the rules and his/her request for such leave is supported by Medical Certificate. (c). Eighteen months, where the employee is suffering from TB, Leprosy, Cancer or Mental illness and undergoing treatment in a recognized clinic or under a specialist.</p> <p>iv) EOL may also be granted to regularized periods of absence without leave retrospectively.</p> <p>v) Depending upon the nature and purpose for which the period of leave is to be availed of, EOL without pay and allowances will be granted only after the completion of a qualifying minimum service of 5 years at this Institute. It may be availed of for any one of the following purposes: (a) EOL for regular appointment. (b) EOL along with or without leave at credit for carrying out research at higher levels in R & D organizations, universities, etc. (c) EOL with or without leave at credit for the purpose of availing of research fellowships and other t 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 upto 90 days.</p>

vi) EOL granted to employee members for short-term / long-term assignments in India or abroad may be regulated on Foreign Service Terms (FST) for the limited purpose of annual increments and terminal benefits. Pension and leave salary contribution as per rules shall be paid either by the employer or by the employee members concerned to IEST, Shibpur during the period of Foreign Service. These contributions will entitle the employee 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 employees 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 fellowships (not salaried jobs) will count for annual increments and qualifying service for terminal benefits as well. EOL availed of for all other purposes will not be counted for terminal benefits unless they are regulated on Foreign Service terms.

ix) An employee will be eligible to avail himself of a maximum of 5 years of EOL without pay band and allowance during the entire period of his service at this Institute(including periods of service elsewhere if these are taken into account for retirement benefits).

x) For all purposes other than for prosecuting higher studies leading to the award of a degree, a staff member will be eligible for EOL at the rate of one year for every 5 years of qualified service put in at this Institute. If an employee has joined IEST after previous service at other NITs / Central Universities, a maximum of 2 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 services at other NITs /Central Universities were transferred to this Institute.

xi) On any single occasion an employee member can avail himself of EOL (including leave at credit that may be attached) for a maximum of 2 years or the eligible period as per 1:5 norms, whichever is less.

xii) There must be a minimum interval of 3 years between two consecutive periods of long leave (i.e.) whose duration exceeds 6 months including sabbatical leave.

xiii) The eligible period of EOL (excluding 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 (excluding leave at credit) = a years

(c) Total period of EOL availed of other than for higher studies 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 (excluding 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.

xiii) Whenever senior faculty/professors 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 cases they should not be allowed for more than two 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 services of the Institute before taking up second term of the office.

xiv) The faculty requests on EOL for taking up assignments within India/Abroad will be considered based on the following:

An internal committee will be formed by the Director to look into the EOL requests of the faculty member. The committee will take in to account that at any time, only one faculty members per department could be spared on long leave (EOL), so that the teaching activity would not be affected. Faculty appointed as Director / Vice-Chancellor to Government Institutions, would not be counted for the said upper limit of one faculty per department. Long leave shall be sanctioned only for appointments to Institutions of comparable (to IEST) or superior standing. It is essential to ensure that the faculty members add value to. IEST, upon their return from such appointments. The Director shall be empowered to take a final decision in this matter.

1.1.13.	<i>Maternity Leave</i>
	<p>i) Maternity Leave may be granted to a female employee with less than two surviving children, for a period of upto 180 days from the date of its commencement.</p> <p>ii) 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.</p> <p>iii) Maternity Leave shall not be debited to the leave account.</p> <p>iv) Maternity Leave may be combined with leave of any other kind except Casual Leave.</p> <p>v) Any leave (including commuted leave upto 60 days and leave not due) may be taken without medical certificate up to one year in continuation of Maternity leave.</p> <p>vi. During maternity leave, leave salary equal to last pay drawn is admissible</p>
1.1.14.	<i>Adoption Leave</i>
	<p>A female member of the service on her adoption of a child may be granted 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) upto one year subject to the following conditions:</p> <p>i) The facility will not be available to an adoptive mother already having two living children at the time of adoption</p> <p>ii) The maximum admissible period of leave of the kind due and admissible will be regulated as under.</p> <p>(a) If the age of the adopted child is less than one month, leave upto one year may be allowed;</p> <p>(b) If the age of the child is six months or more leave upto six months may be allowed.</p> <p>(c) If the age of the child is nine months or more leave upto three months may be allowed.</p>
1.1.15.	<i>Paternity Leave</i>
	<p>i) Male employee with less than two children may be granted 15 days Paternity Leave during the confinement of his wife for childbirth.</p> <p>ii) The Paternity Leave can be availed upto 15 days before or upto six months from the date of delivery of the child.</p> <p>iii) Paternity Leave shall not be debited to the leave account.</p> <p>iv. During paternity leave, leave salary equal to last pay drawn is admissible</p>
1.1.16.	<i>Hospital Leave</i>
	<p>i) Hospital Leave is admissible to Group C employee whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs and the like or performance of hazardous tasks and all Group D employees.</p> <p>ii) Hospital Leave may be granted to employee under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of his official duty. This concession will be available to such employee, the nature of whose duties exposes them to such illness or injury and whose appointing authority is director.</p> <p>iii) Hospital Leave may be granted on leave salary, either average or half average, as the authority granting it may consider necessary.</p> <p>iv) The employee eligible for Hospital Leave will be entitled to such leave without any restriction on the quantum of leave and the leave can be granted for such period as is considered necessary by the authority competent to grant it.</p> <p>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.</p> <p>vi) Leave salary for the first 120 days will be pay last drawn and for the remaining period, it will be equal to leave salary during half-pay leave</p>
1.1.17.	<i>Sabbatical Leave</i>
	<p>i) The Sabbatical Leave is it special facility to the academic staff members 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 advance to the BOG through proper channel.</p> <p>ii) Sabbatical Leave shall be admissible to a permanent member of the academic staff.-</p> <p>(a) After the completion of 6 years of continuous service, or more in the Institute,</p> <p>(b) Where he/she avails of Special Leave, after the completion of 6 years service or more in the Institute after his/her return from such Special Leave,</p> <p>(c) The continuous service will commence from the date of joining the Institute or from the date of</p>

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 three 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 purposes, 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 concerns and technical departments 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 any other purposes for the academic development of the employee 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 upto a maximum of 120 days which the employee might have earned during the service at the Institute

(b) Academic staff shall, during the period of Sabbatical Leave, be paid full salary and allowances as admissible under the normal rules but he/she shall not be entitled to any traveling allowance or any extra allowance in India or Abroad

(c) No substitute shall be appointed in the vacancy and his/her work 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 3 years on return to duty and it is reduced to 2 years in cases 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 places he proposes to visit the nature of work he proposes to do and how this would contribute to his academic development.

viii) While recommending the leave, the Head of the Department/School/Center has to certify that alternative arrangements have been made for sharing of the academic, research and project activities and other departmental duties and commitments of the staff member concerned 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 a project and only if a co-investigator as approved by the funding agency is available to take care of the project.

x) At any point of time, in a Department/School/Center a maximum of 15% of the sanctioned strength of the academic staff members of the Department/School/Center (subject to any fraction in the figure thus arrived 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 the other members of the Faculty will share the work. This 15% 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 upto 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.

	<p>The constitution of the Board Standing Committee may be:</p> <ol style="list-style-type: none"> 1. Director : Chairman (Ex-officio) 2. A Nominee from BOG : Member 3. Professor representing Engineering Stream : Member 4. Professor representing Science Stream : Member 5. Dean, Academic Affairs : Member 6. Dean, Faculty Affairs : Member 7. Registrar : Member (Ex-officio) 8. Deputy Registrar : Administration <p>The term of membership will be two years for Sl. No. 2,3,4.</p> <p>The terms and reference of the Board Standing Committee:</p> <p>(a) To scrutinize requests of faculty members and to make recommendation 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.</p> <p>(b) To examine the request of faculty members seeking financial assistance for attending international conferences abroad including scrutiny of research papers published by them.</p> <p>(c) To go into the rules/norms for financial assistance as well as revision of the format of the proforma for applying assistance.</p>
1.1.18.	<p><i>Study Leave for permanent employees of all categories</i></p>
	<ol style="list-style-type: none"> i) 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. 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 <ol style="list-style-type: none"> (a) for studies out of India if facilities for such studies exist in India; (b) to an official due to retire within three 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 stretch 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 continuous absence, including vacation, if any but excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to PhD Degree. viii) Requisite Bonds in the prescribed forms are required to be executed by the official before proceeding on study leave.. ix) If the course falls short of the study leave, the official 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. x) Leave Salary: <ol style="list-style-type: none"> (a) Outside India: Pay last drawn plus Dearness Allowance, HRA, TA and in addition, Study Allowance admissible; (b) In India: Leave salary will be equal to pay last drawn plus DA, HRA and TA. 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 the conditions that the leave salary will not be less than that admissible during half pay leave.

1.1.19.	<i>Child Care Leave</i>
	<p>Introduction of child care leave in respect of Central Government employees as per recommended in the sixth Central Pay Commission, 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. Hence Earned Leave availed specifically for this purpose only should be converted. Child Care Leave shall not be admissible if the child is eighteen years of age or older. On recommendations of sixth pay commission, the CCL was announced to help women employees to take better care of their children and family</p> <p>Details regarding Child Care Leave: "child" means</p> <p>(a) a child below the age of eighteen years: or</p> <p>(b) a child below the age of twenty-two years with a minimum disability of forty per cent as specified in the Government of India in Ministry of Social Justice and Empowerment's Notification No.16-18/97-NI.I. dated the 1st June. 2001.</p> <ul style="list-style-type: none"> ▪ Child Care Leave can be granted to women employees having minor children below the age of 18 years, for a maximum period of 2 years (i.e. 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. Child Care Leave shall not be admissible if the child is eighteen years of age or older. ▪ The Conditions regarding spell of CCL, imposed upon by the Government are that it may not be granted in more than 3 spells in a calendar year. ▪ As in the case of Earned Leave, we can prefix or suffix Saturdays, Sundays, and Gazette holidays with the Child Care Leave. Under no circumstances can any employee proceed on CCL without prior approval of the Leave sanctioning authority. ▪ During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. ▪ Child Care Leave shall not be debited against the leave account. There is also no condition that CCL can be availed only if the employee concerned has no Earned Leave at her credit, Child Care Leave may also be allowed for the third year as leave not due (without production of medical certificate). ▪ The intention of the Pay Commission in recommending Child Care Leave for women employees was to facilitate women employees to take care of their children at the time of need. However, this does not mean that CCL should disrupt the functioning of Central Government offices. The nature of this leave was envisaged to be the same as that of earned leave. ▪ LTC cannot be availed during Child Care Leave as Child Care Leave is granted for the specific purpose of taking care of a minor child for rearing or for looking after any other needs of the child during examination, sickness etc.

<i>Interpretation of Rules</i>				
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: 1.1.1				
<i>PROCEDURE FOR PROCESSING APPLICATIONS FOR VARIOUS TYPES OF LEAVE</i>				
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 Dept / School / Center/ Dean concerned	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 Dept / School / Center	2 months in advance
3.	On Duty / Special Leave (Short Leave) / Leave not due (LND) / Special Casual Leave	Director / Dean / nominated by Director	Head of Dept / School / Center	15 days in advance
4	Vacation / EL / HPL / Commuted Leave / Maternity Leave / Adoption Leave / Paternity Leave / (EOL (Short) / Hospital Leave / Child Care Leave	Dean, Faculty Affairs for Faculty members Dean, Administrative Affairs for Staff members	Head of Dept / School / Center	15 days in advance (except on medical grounds)
5	Casual Leave (CL)	Head of Dept / Center		

APPENDIX: 1.1.2				
<i>LEAVE RULES AT A GLANCE</i>				
Sl. No.	Type of Leave	Duration	purpose	Remarks
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 & sponsored research <u>activities</u>
3	Special Casual Leave for (<u>without Institute financial assistance</u>)	15 days per year	To attend: * National / Int. national conferences within India/ Abroad to present paper/ chairing a session (No paper credits * Committee meetings(not treated as on duty) * PhD Viva	
4	On Duty (Holiday can be prefixed/suffixed)	Duration of Conference plus upto a maximum of two days	To attend : *National/International conference within India/Abroad to present paper (3 paper credits) with Institute financial assistance. * Serve on committees / evaluation of specific is academic research activities at the instance of MHRD /AICTE with/without Institute finance. * Meetings o AICTE without Institute finance	
5	Commuted Leave (based on medical certificate)		Medical grounds	Twice the amount of commuted leave granted will be debited against HPL
			Study Purpose	Commuted upto 180 days during the entire service (EL and Commuted Leave together should not exceed 240 <u>days</u>).

6	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 upto a maximum of 180 days at a stretch		Accumulated upto 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		
7	Half-Pay Leave (HPL) (20 days for each year of completed service)	10 days credit for every six months	Medical grounds / private affairs	
8	Vacation(it can be suffixed and prefixed with holidays EL HPL)	As notified by Dean, Faculty Affairs		Teachers can 60 days in an academic year partly in winter and summer period or entire 60 clays in summer period <u>New faculty join in the summer, vacation is not eligible for summer vacation.</u>
9	Extraordinary Leave (EOL) (eligible after 5 years continuous service) 1:5	5years during the entire service and limited to 2 years on one occasion	*Short / long term assignments in India/abroad *higher studies. *Research activities* *Fellowship * Sickness / medical certificate	EOL of 1 year for 5 years of qualifying service.
	<u>Formula for calculating eligible period of EOL:</u> Total period of service from Date of joining: n years Total period of Sab. Leave : a years (excluding leave at credit) Total period of EOL availed : b years (other than leave on medical, higher studies & leave at credit) EOL availed for study leave : c years		Eligible period of EOL (excluding leave at credit) = [n-(7a - 6b - c)]/5 or 5 years whichever is less (may be rounded off)	
10	Maternity Leave	Maternity 180 days Miscarriage 45 days	Maternity / Miscarriage	Not to be debited to Leave account. Can be combined with any other leave except CL
11	Adoption Leave	2 months to 1 year depending upon the age of the child	Adopt the child	Only to female employees Not to be of child debited to Leave account. Can be combined with any other leave except CL
12	Paternity Leave	15 days	Take care of the wife & child	Only to male member. 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. May be combined with another leave upto a max. of 28 months
14	Leave Not Due (LND)	360 days	Medical grounds / private affairs	Entitled to only Half Pay. Will be debited in the HPL accrued later
15	Sabbatical Leave (Every 6 years of continuous service as a faculty member)	6 months & maximum of 1yr.at a time incl. Vacation (In addition, eligible for 120 -days leave at credit.)	Research work, writing text books & visiting industrial concerns of Govt. University, Industry or Govt. 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 incl. vacation, 36 months for Ph.D	To acquire higher qualification	Minimum 5 years of service
17	Child Care Leave	For a maximum period of 2 years (i.e. 730 days)	For rearing or to look after any of children needs like examination sickness etc	Minor children (up to two children) below the age of 18 years

For any short and long, leave of the following duration, undertaken 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 1 month and upto 8 months	One year
Above 8 months and upto 15 months	Two years
Above 15 months	Three years

LEAVE TRAVEL CONCESSION (LTC)

I	<i>Eligibility</i>
	<ol style="list-style-type: none"> 1 All permanent employees of the IEST with one year of continuous service are eligible to avail LTC 2. IEST staffs whose spouses are working in Indian Railways/National Airlines are not eligible for LTC 3. Period of unauthorized absence will be treated as break in service for calculating the continuous period of service, unless the break is condoned by the Competent Authority. (Board on the recommendation of the Director) 4. If a staff is under suspension, the concession is admissible only to his/her family members 5. When both the husband and wife are Central Government servants: <ol style="list-style-type: none"> a) they can declare separate Home towns independently; b) they can claim LTC for their respective families, viz., while the husband can claim for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters; c) either of the parents can claim the concession for the children in a particular block; d) the husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for self.
II	<i>Salient Points</i>
	<ol style="list-style-type: none"> 1. Concession can be availed of for self and family separately on different occasions, even in different calendar years of the same block. 2. Family can travel in one or more groups; but each group should complete its return journey within six months from the date of its outward journey. 3. Circular tour tickets can be availed of in conjunction with the concession. 4. Can be availed of during any leave including study leave, casual leave and special casual leave. While on study leave, the entitlement will be as under: <ul style="list-style-type: none"> ▪Family staying with staff From place of study to Home town limited to admissibility from head quarters to Home town. ▪Family staying away from staff Normal home town entitlement 5. Can be combined with transfer/tour 6. Cannot be availed of during closed holidays only, without taking any leave. 7. Carry forward - Concession for one block can be carried forward to the first year of the next block i.e. the outward journey for 2006-07 block call be performed up to 31-12-2008. Employees entitled to LTC to Home town for self alone every year cannot carry forward the concession. 8. Home town concession by some members of the family and "anywhere in India" by others in the same two year block permissible. Some member of family may avail the concession to Home town while others may avail the same for "anywhere in India" in the same two-year block
III	<i>LTC to Home Town</i>
	<ol style="list-style-type: none"> 1. Admissible to all staff of the Institute irrespective of the distance involved. 2. Home town once declared is treated as final, In exceptional circumstances, the Head of, the Department may authorize a change, only once during entire service. 3. Admissible once in a block of two calendar years. The blocks are 2008-09 and so on 4. An staff (including unmarried) having his family at his Home Town can avail of this concession for himself alone every year instead of having it for both self and family once in two years
IV	<i>LTC to any place in India</i>
	<ol style="list-style-type: none"> 1 This concession is admissible in lieu of one of the two journeys to Home town in a block of four years. The current block is 2014-2017. The last date for commencement of the outward journey is 31.12.2018 (including the grace period of one year) 2. Available for travel to any place in India (mainland or overseas) including employees' Hometown. 3. Officials availing LTC to Home town for self alone once every year, are not entitled to LTC to anywhere in India

V	<i>Misuse of LTC</i>
	<p>1. For misuse of the provisions of LTC, Disciplinary action will be taken and during the pendency of such disciplinary action,</p> <p>a) the disputed claim will be withheld; and</p> <p>b) Further LTC facility will not be allowed.</p> <p>2. When disciplinary proceedings are over -</p> <p>(a) If found not guilty</p> <p>i.) the withheld claim will be admitted; and future blocks of years irrespective of the provisions relating to lapsing of unavailed LTC. Such additional set(s) also should be availed before the date of superannuation.</p> <p>(b) If found guilty:-</p> <p>i) the withheld claim will be disallowed</p> <p>ii) next two sets - one to Home town and one to any place in India - will be forfeited; and</p> <p>iii). in case of grave misuse, the Competent Authority may disallow even more than two sets of LTC</p> <p>3. In addition to the above, any penalty under disciplinary rules is also to be imposed</p>
VI	<i>Encashment of EL during LTC</i>
	<p>Encashment of earned leave while availing LTC is admissible subject to the following conditions:</p> <p>1. A maximum of 10 days of earned leave can be encashed on one occasion and a maximum of 60 days in the entire career, while availing LTC.</p> <p>2. The encashment availed at the time of availing LTC will not be taken into account while computing the maximum no. of days admissible for encashment at the time of quitting service.</p> <p>3. EL equal to number of days for which encashment is claimed should be availed for proceedings on LTC.</p> <p>4. The balance of EL at credit should be not less than 30 days after deducting the total of leave availed plus leave for which encashment was availed.</p>
VII	<i>Entitlements and rates: As per CCS rules GOI</i>
VIII	<i>Reimbursement</i>
	<p>Fares for journeys between duty station and Home town, both ways, will be reimbursed by Government in full. If the employee and family reside away from the duty station to Home town and back will be reimbursed in full. Reservation charges are reimbursable; but telegram charges for reservation of onward/return journeys, etc., are not reimbursable.</p>
IX	<i>Advance</i>
	<p>1. Upto 90% of the fare can be taken. Advance admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.</p> <p>2. The official should furnish Railway ticket numbers, PNR No., etc., to the Competent Authorities within ten days of drawal of the advance.</p> <p>3. Advance can be drawn separately for self and family.</p>
X	<i>Claim</i>
	<p>1 When advance is taken</p> <p>(a) the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lump sum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawal to the date of recovery will be charged.</p> <p>(b) When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawal to the date of recovery.</p> <p>(c) When a part of the advance becomes excess drawl due to genuine reasons beyond the control of the Government servant, the Administrative Authority may, if satisfied, exempt charging of interest.</p> <p>2. When no advance is taken claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited</p>

XI	<i>Miscellaneous</i>
	<p>1. Family means.-</p> <p>i) the staff's wife or husband and two surviving unmarried children or stepchildren wholly dependent on the staff, irrespective of whether they are residing with the staff or not;</p> <p>ii) Married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Staff and wholly dependent on the staff;</p> <p>iii) Parents and/or stepmother residing with and wholly dependent on the staff;</p> <p>iv) Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Staff provided their parents are either not alive or are themselves wholly dependent on the staff.</p> <p>v) The restriction of the concession to only two surviving children or stepchildren shall not be applicable where the number of children exceeds two as a result of second child birth resulting in multiple births.</p> <p>vi) Only one wife is included in the term "Family" for LTC Rules. However, if a staff has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of "Family"</p> <p>vii) It is not necessary for the spouse and children to reside with the staff so as to be eligible for the concession. The concession in their cases shall, however, be restricted to the actual distance traveled or the distance between the headquarters of the Government servant and the Home Town/place of visit, whichever is less.</p> <p>viii) Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the terms "Family"</p> <p>ix) A member of the family whose income from all sources, including stipend or pension, temporary increase in pension but excluding; Dearness Relief done not exceed Rs. 1,500 per month is deemed to be wholly dependent on the staff.</p> <p>x) Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.</p> <p>2. Spouse/dependent children residing away from the Government servant's Headquarters - Claim will be limited to the amount admissible from the Government servant's headquarters to the declared place of visit.</p> <p>3. Different Places - Members of family can visit either the same place as that visited by the Staff or different places.</p> <p>4. Different batches - Members of family can travel in one or more batches, as the case may be. Each batch should complete the return journey within six months of its outward journey.</p> <p>5. Different Calendar years - Members of family can travel either in the same calendar year or in different years in respect of the same block.</p> <p>6. Intended place of visit to be declared - The intended place of visit should be declared by the official to the controlling Authority in advance.</p> <p>7. Change in the declared place of visit - Any change in the declared place of visit should be intimated to the Controlling Authority before commencement of the outward journey. If, however, it is established that the request could not be made before commencement of the outward journey for reasons beyond the control of official, the Head of Departments/Administrative Ministry can admit change of destination.</p> <p>8. Carry Forward - Concession not availed in a block of four years can be carried forward the first year of the next four year block. In respect of officials entitled to Home town LTC, the concession can be carried forward to the first year of the next block only if the official is entitled to a carried forward LTC' to Home town for that year.</p> <p>Example: - Suppose an official is entitled to two concessions during the two blocks of 2006-07 and 2008-09.</p> <p>i) In respect of 2006-07, he can avail the concession to Home town before the grace period, i.e. by 31.12.2008 he is entitled to carry forward his LTC to anywhere in India to be availed before the grace period, i.e., by 31-12-2010.</p>

ii) In the above case, suppose the official avails of LTC to Home town after 31.12.2008.

This will be debited against the block 2006-07 and hence he will not be entitled to "anywhere in India LTC". In this case, he will lose his entitlement for 2006-07 by not availing it before the grace period.

9. Restrictions in respect of Road Journeys

i) Admissible for journeys performed in vehicles operated by Tourist Development Corporations in the Public Sector, State Transport Corporation and Transport services run by the other Government or local bodies, i.e., the receipt for the journey should be from the Government Body concerned for eligibility of LTC

ii) Admissible for travel by private buses operating as regular service from point to point at regular intervals on fixed fare rates with the approval of Regional Transport Authority/State Government concerned.

iii) Tours conducted by ITDC/State Tourism Development Corporations either in their own buses or buses hired or chartered by them from outside will be admissible, provided the ITDC/State Tourism Development Corporation certifies that the journey has actually been performed by the Staff and his family members.

iv) No reimbursement permissible for journeys undertaken :

(a) in a private car (owned, hired or borrowed), chartered Railway coach, or chartered bus, van or other vehicle owned/chartered by private operators;

(b) in vehicles even if owned by Government Bodies but chartered/run by private operators.

v) Journeys by taxi, Auto rickshaw, etc. are permissible only between places not connected by rail. Journey by these modes on LTC between places connected by rail is not permissible.

vi) Between places not connected by rail, if more than one State Roadways Corporation operates on the route, the lowest fare applicable on the route is reimbursable.

Note: Application for LTC encashment is to be made to the Dean, Faculty Affairs by the Faculty Members and to the Dean, Administrative Affairs for all other categories of employees.

After necessary verification of leave account and family declaration, the concerned Dean will issue order for availing the LTC by the concerned employee. The office of the Finance Officer will process the advance or claim for reimbursement as per eligibility.