



JSS MAHAVIDYAPEETHA

Jagadguru Dr. Sri Shivarathri Rajendra Circle, MYSORE-570 004

Sub: JSS MVP Service (Leave) Rules, 2012

Ref: JSS MVP Orders No. GAD/EST(1)/50/2008-09
Dated (i) 1.9.2009, (ii) 8.9.2010 & (iii) 6.6.2011

PREAMBLE

JSS MVP management employees are now governed by Leave Rules issued from time to time which are referred to above. It has become necessary to review the same and revise comprehensively by incorporating procedural aspects, such as, sanctioning of various kinds of leave, conditions for sanctioning leave, consequences of overstaying and non-reporting to duty after the expiry of leave, maintaining leave account, etc.

Hence this order,

ORDER No.GAD/EST(I)/30/2012-13 DATED 17.8.2012

Under the circumstances, the revised set of Leave Rules, called "The JSS MVP Service (Leave) Rules 2012", appended to this order are hereby prescribed with immediate effect. All the JSS MVP employees and the institutions concerned shall meticulously follow these rules.

2. The Leave Rules dated 1.9.2009, 8.9.2010 and 6.6.2011 referred to above are hereby repealed.

(Draft Approved by E.S)


EXECUTIVE SECRETARY

To:

1. All the Directors, DS-1 & DS-2 of JSS MVP, Mysore
2. All the Heads of Institutions of JSS MVP for information, guidance and compliance
3. Spare copies
4. Office copy

Copy Submitted to H.H the President, JSS MVP, Mysore for kind perusal



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THE JSS MVP SERVICE (LEAVE) RULES - 2012

CHAPTER I

Title, Commencement and Definitions

- 1.01 Title:** These Rules may be called the "Jagadguru Sri Shivarathreeshwara Mahavidyapeetha Service (Leave) Rules 2012".
- 1.02 Effective date:** These Rules shall come into force with immediate effect.
- 1.03 Applicability**
- (1) These Rules shall be applicable to all **Management employees** of the Jagadguru Sri Shivarathreeshwara Mahavidyapeetha, Mysore (JSS MVP) and offices of Sri Suttur Math.
 - (2) Other JSS MVP Trusts / Societies including the JSS Mahavidyapeetha Ghaziabad, JSS Medical Service Trust, JSS University, Mysore may adopt these Rules by passing a suitable resolution.
 - (3) However, in respect of grant-in-aid employees the corresponding Rules of the GOK or GOI, as the case may be, shall continue to apply.
 - (4) These Rules shall not be applicable to -
 - (i) Retired employees appointed in JSS MVP, except to the extent specified in Rules 2.36 to 2.40 *infra*.
 - (ii) part-time/contract employees.
 - (iii) workers engaged on daily wages.
 - (iv) any other category of employees who are governed by Specific/ Statutory Rules.
 - (v) any category of employees for whom the Management may declare these Rules as not applicable.
 - (5) The Management may, subject to such terms and conditions as it may deem fit, extend or suspend the operation of these Rules in respect of any JSS Institution.
- 1.04 Repeal and savings:** The JSS MVP Leave Rules issued under Orders No. GAC EST(1)/50/2008-09, dated (i) 01.09.2009, (ii) 08.09.2010 and (iii) 06.06.20 are hereby repealed, provided, however, any orders issued or action taken under the said Rules / Orders shall be deemed to have been issued or taken under the corresponding provisions of these Rules.
- 1.05 Definitions:** In these Rules, the following "words" or "expressions" shall have meaning assigned to them below:

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1.05 Definitions: In these Rules, the following "words" or "expressions" shall have the meaning assigned to them below:

- (1) **Appointing Authority** - Appointing Authority in relation to a JSS employee means the Management, or such other Authority, as the Management may by order authorize in this behalf, which is competent to appoint the employee.
- (2) **Competent Authority** - means the Management or any other Authority empowered by it to exercise administrative and financial powers, such as, power to make appointments, transfers, sanction of leave, order disciplinary proceedings, etc., in relation to the JSS employees.
- (3) **Delegation of Powers** - means and includes administrative, financial and such other powers as are delegated under the JSS MVP Standing Regulations - I of 2009 (vide: Office Order No. GAD/EST(1) /39/20 08-09, dated 01-04-2009) as may be modified from time to time.
- (4) **Director** - is the Head of a Division designated as such under the JSS MVP Order No. GAD/30/2006-07, dated 08.01.2008, as may be modified from time to time, and shall include any other Officer who otherwise heads any Division at the Head Office of the JSS MVP.
- (5) **Division** - is a Division of the Head Office of the JSS MVP as notified under its order cited at (4) above.
- (6) **Executive Secretary (ES)** - is the Chief Executive Officer of the JSS MVP appointed under Rule IX (d) of the Rules & Regulations referred to at (16) below.
- (7) **Financial Year** - is the year starting on the first April of a calendar year and ending on 31st March of the following calendar year.
- (8) **Grant-in-aid** - means financial assistance or grants of a recurring or non-recurring nature provided from time to time by the Government of Karnataka or Government of India or their organizations to any JSS Institution.

Note: *Aided Institution or aided employee means an Institution or Employee of JSS MVP whose salaries are fully or partly met by grant-in-aid.*

- (9) **Head of the Institution** - is the Head of a JSS Institution, educational or other, established by the JSS MVP or any Trust/Association sponsored by it.
- (10) **JSS Mahavidyapeetha, Mysore (JSS MVP)** - means the Jagadguru Sri Shivarathreeshwara Mahavidyapeetha, Mysore, registered under the Mysore (now Karnataka) Societies' Registration Act, 1960, **vide: Reg. No. 12/1962-63 dated 17.07.1962**, located at Jagadguru Dr. Sri Shivarathri Rajendra circle, Mysore - 570004.
- (11) **JSS Employee (or employee)** - means a person serving in the JSS MVP and its Institutions on salary or on an honorary basis.
- (12) **Management** - means the Managing Committee or the President of the JSS MVP.

- (13) **Managing Committee (MC)** - is the Managing Committee of the JSS MVP Mysore, as constituted under Rule VII (a) of the Rules & Regulations of the JSS MVP, Mysore, as may be amended from time to time.
- (14) **Personal File** - is the file relating to an employee containing references, such as, his application for appointment, appointment order, duty report, office orders on transfer, leave, increment, promotion, etc.
- (15) **President** - is the President of the JSS MVP designated as such under sub rule VII(c)(i) of Rules referred to at (16) below.
- (16) **Rule** - is a "Rule" in the "Rules & Regulations of the Association of the Jagadguru Sri Shivarathreeshwara Mahavidyapeetha, Mysore" registered as No. 12/1962-63 on 17.07.1962 under the Mysore (now Karnataka) Societies' Registration Act, 1960.
- (17) **Sanctioning Authority** - is the Authority competent to sanction leave of any kind and leave salary, if any, there of under these Rules.
- (18) **Service Register (SR)** - is a legal document where in the service particulars of an employee, starting from the date of his appointment till his discharge / retirement from service or death are recorded along with relevant orders of the JSS MVP.
- (19) **Trust** - means and includes any of the Trusts/Associations/Societies sponsored or promoted by the JSS MVP, Mysore.
- (20) **Other terms** - not specifically defined here shall have their meanings as generally or normally understood unless otherwise expressly stated in the relevant context.


EXECUTIVE SECRETARY

CHAPTER II

LEAVE - ENTITLEMENT, SANCTION AND AVAILMENT

A. General

2.01 In these Rules, leave means and includes (i) Casual Leave (CL), (ii) Restricted Holiday (RH), (iii) Earned Leave (EL), (iv) Maternity Leave (ML) (v) Special Disability Leave, (vi) Special Casual (Medical) Leave and (vii) Leave without Allowance (LWA).

2.02 Leave cannot be claimed as a matter of right. It is left to the discretion of the sanctioning authority to grant leave or to refuse or to revoke sanctioned leave at any time depending upon the exigencies of work of the Institution in which the employee is working.

2.03 No employee shall be entitled to any leave in respect of absence from duty in pursuance of a strike.

Note: For the purpose of this Rule, strike means a cessation of work, including unauthorized absence from duty by a group or body of employees acting in combination or a concerted refusal, under a common understanding of a number of employees, to work.

2.04 Unless the Management, in view of the special circumstances of the case, determines otherwise, an employee who remains absent from duty without leave for a period of three months or more will be liable to be dismissed from service, after giving an opportunity to the employee to show cause as to why he should not be dismissed.

2.05 (i) An employee under suspension will not earn any leave for the period of such suspension.

(ii) If the period of such suspension is subsequently declared as duty following his exoneration, he shall be entitled to all kinds of leave proportionate to such period of suspension.

(iii) If the period of suspension is treated as non-duty, it shall not be reckoned as service/duty.

2.06 Absence from duty by an employee after the expiry of leave granted by a competent authority shall render the employee liable to disciplinary action for misconduct unless the employee establishes to the satisfaction of such authority that he was unable to attend duty for reasons beyond his control.

2.07 Before proceeding on leave of any kind an employee shall submit application for such leave and get it sanctioned in advance, save in exceptional cases of unforeseen urgency, from the authority competent to sanction leave, including casual leave.

2.08 (i) subject to Rule 2.02 above, an employee may be granted earned leave at his credit in part or in full at the discretion of the competent authority.

(ii) no employee shall be granted earned leave on more than two occasions in a calendar year.

(iii) earned leave for less than six days at a time shall not be ordinarily sanctioned.

Note: In exceptional cases, for valid reasons, earned leave may be sanctioned in relaxation of the provisions of this Rule.

2.09 (i) Any kind of leave may be combined with earned leave except casual leave and restricted holidays.

(ii) General/Restricted holidays and Sundays may be prefixed and suffixed to earned leave.

2.10 No leave of any kind shall be sanctioned beyond the date of retirement of an employee even though he might have enough leave of that kind at his credit.

2.11 Employees applying for earned leave on medical grounds shall produce a medical certificate along with the application for leave and, for resumption of duty at the expiry of leave, shall produce Medical Certificate of Fitness from an authorized Medical Practitioner.

2.12 (i) An employee attending office late after the expiry of the grace period of 10 minutes from the scheduled commencement of office time, but before 2.00 p.m, shall forfeit $\frac{1}{2}$ day CL on each day of such late attendance, not exceeding 3 days in a calendar month.

(ii) the employee shall forfeit one day of earned leave for each day of such late attendance exceeding 3 days of such late attendance in a calendar month.

(iii) the act of repeatedly attending office late for two consecutive months, in terms of sub-rule (i) and (ii) of this Rule amounts to misconduct entailing disciplinary action against the concerned employee.

B. Casual leave

2.13 Casual Leave

(i) means leave of a casual nature availing of which is normally necessitated by unforeseen and urgent circumstances or personal reasons.

(ii) an employee who has completed one year of continuous service, excluding periods of LWA, shall be eligible for 15 days of CL in a calendar year.

(iii) an employee, on joining service in JSS MVP, shall be eligible for one day CL for each completed calendar month of service excluding periods of LWA.

Note: If an employee, who has not completed one year service, avails LWA for 15 days or more in a calendar month, he shall not be eligible for CL for that month.

2.14 Casual leave may be availed by prior sanction of the competent authority except in very urgent and unforeseen circumstances, due to which he may not be able to obtain prior sanction.

2.15 As far as possible, sanction of casual leave shall be regulated evenly over the year. In exceptional circumstance, casual leave combined with general holidays, by prefixing and suffixing may be sanctioned not exceeding 10 days at a time.

Note: On grounds of emergency, an employee may be sanctioned half day casual leave for the Forenoon or Afternoon session at his request.

C. Restricted Holiday

2.16 (i) Restricted Holiday is a day declared as such by the State Govt. and so treated by the JSS MVP, on which the Office is open but an employee may absent himself by availing the RH. Normally, it is day on which a religious festival / Holy day falls. An employee may avail any two RH in calendar year, at his option.

(ii) Availment of restricted holiday shall be with the prior permission of the competent authority.

D. Earned Leave

2.17 (i) Earned Leave means leave earned in respect of completed period of service excluding periods of LWA, that is, continuous service of the specified duration which includes periods spent on duty and leave of any kind excluding periods of LWA.

(ii) An employee, other than the one serving in a Vacation Department/Institution is eligible for earned leave of thirty days in a calendar year or at the rate of 2½ days for every completed month of service.

(iii) An employee on joining service in JSS MVP shall not be eligible for earned leave until he completes one year of service excluding LWA.

(iv) An employee serving in a Vacation Department / Institution is eligible for 10 days of earned leave for every year of completed service excluding LWA.

Note: (a) *Vacation Department/Institution is a Department or part of a Department / Institution to which regular vacations are allowed.*

(b) JSS Polytechnics are, however, treated as non-vacational Institutions.

(c) However, if an employee is required to work during vacation in a year, he shall be eligible for 30 days of earned leave in respect of that year.

Explanation: *the term 'year' in this Sub-Rule shall be construed as a period of twelve months of actual duty in the vacation department / Institution.*

- (vi) If an employee avails himself of a portion of the vacation in any year, he shall be eligible for earned leave in such proportion of 30 days as the number of days of vacation not taken bears to the full vacation. However, no such leave shall be admissible to an employee who has not completed three years of service, excluding the periods of LWA.

Explanation: an employee entitled to vacation shall be deemed to have availed himself of the vacation or a portion of it unless he has been required by an order of the competent authority to forgo such vacation or a portion of it in the exigencies of work.

- 2.18 The employee shall submit the leave application, as per Form No.1, in advance through proper channel to the competent authority and he shall proceed on leave only with the prior sanction of leave applied for.
- 2.19 If the period of absence on earned leave exceeds 15 days including holidays, the employee shall hand over charge of his office, along with a list of important and urgent items of work to attend, in accordance with Rule 9.31 of the JSS MVP Accounts Rules, 2012, to the specified employee as per orders of the sanctioning authority.
- 2.20 Subject to Rule 2.17 an employee is entitled to accumulate earned leave to his credit to a maximum of 180 days, beyond which leave earned by him shall lapse.
- 2.21 (i) Subject to Rule 2.07, and Rule 2.20 above, an employee may, at any time, be granted earned leave at his credit in full or in part. ✓
- (ii) An employee may be granted earned leave at his credit preparatory to retirement, not exceeding 60 days or two months, by the competent authority. ✓
- (iii) If an employee dies while in service, cash equivalent of leave salary for earned leave at his credit not exceeding 3 months may be granted by the authority competent to sanction leave to the spouse of the employee or, if no spouse, to his /her legal heirs. ✓

Note: Cash equivalent of leave salary for the purpose of this sub-rule means basic pay plus Special Allowance / Dearness Allowance admissible on the day of his death.

E. Maternity Leave

- 2.22 (i) A female employee may be granted maternity leave, by the authority competent to grant earned leave, for a period of one hundred and thirty five (135) days from the date of commencement of such leave.
- (ii) the application for maternity leave shall be supported by a medical certificate from a Registered Medical Practitioner.
- (iii) maternity leave under sub-rule (i) shall not be admissible to a female employee who has two or more living children.
- (iv) maternity leave is not debitable against leave of any other kind. It shall count as duty / service for purpose of all benefits; viz, leave, increment and seniority.

2.23 Maternity leave may be granted by the competent authority in accordance with Rule 2.22 above. The female employee shall submit the leave application as per Form No. 1 in advance through proper channel.

2.24 The sanctioning authority shall make suitable alternative arrangements to look after the work during the absence of the employee proceeding on maternity leave.

F. Special Disability Leave

2.25 (I) The Management may grant special disability leave to an employee who is disabled by injury caused or suffered in the course of due performance of official duty or as a consequence of his employment in the JSS MVP.

(II) Such leave shall not be granted unless the disability manifests itself within three months of the occurrence to which it is attributed and the affected employee acted with due promptitude in bringing it to the notice of the Management.

(III) It may be granted with full salary for such period as certified by the Medical Superintendent of the JSS Hospital, Mysore, or of any reputed Hospital / ESI Hospital depending on the place of occurrence of such disability, but not exceeding 90 days.

(iv) it may be combined with any other leave and it shall count as duty / service for seniority leave, increment and other benefits.

2.26 The affected employee may submit the leave application as per Form No.1, through proper channel to the Management furnishing the details of disability along with the prescribed Medical Certificate.

G. Special Medical Leave

2.27 (I) The Management may at its discretion sanction Special Medical Leave for the first three months with full salary to an employee under treatment for cancer or kidney grafting or heart operation on production of Medical Certificate from the Head of the JSS Medical College / JSS Hospital Mysore or, ESI Hospital, and without salary for a maximum period of twelve months thereafter.

(ii) Such leave shall count for seniority but not for leave, increment and other benefits.

(iii) It may be granted to an employee who has completed three years of service and once in his entire service.

2.28 The affected employee may submit leave application as per Form No.1, through proper channel to the Management along with the prescribed Medical Certificate.

H. Extraordinary leave or Leave with out Allowance (LWA)

2.29 (i) Extraordinary leave is leave with out any salary / allowances. It may be sanctioned to an employee in special circumstances subject to the satisfaction of the competent authority, when no other kind of leave is admissible to him. Such leave shall not ordinarily be granted for more than three months.

- 2.35
- (ii) such leave may be granted for a period not exceeding twelve months to an employee with a continuous service of not less than one year, who is undergoing treatment for cancer / pleurisy / pulmonary / mental illness in a government ESI hospital or reputed private hospital / nursing home, including domiciliary treatment through such an institution supported by a Medical Certificate issued by the Civil Surgeon or the Chief Medical Officer / Chief Superintendent of the Institution concerned.
 - (iii) When an employee, on the expiry of the maximum period of Extraordinary leave admissible and granted to him under this Rule, remains absent from duty he shall be liable, unless the Management otherwise determines, to be dismissed from service, after giving an opportunity to him to show cause as to why he should not be dismissed.
 - (iv) Extraordinary leave (LWA) sanctioned in accordance with this Rule shall count as duty / service for seniority but not for increment, leave, and other benefits.

2.30 Extra-ordinary leave may be granted by the Competent Authority in accordance with Rule 2.29 above. The employee shall submit the application in Form No.1, to the authority through proper channel and avail of the same only after sanction.

I. Competent Authority to Sanction Leave

2.31 Officers listed in cols. (3), (4) and (5) against serial No. (1) to (3) of "**A-powers: Administrative / service matters**" in ANNEXURE-B to the Office Order No. GAD/EST(1)/39/ 2008-09, dated 01-04-2009 are the Competent Authorities prescribed for grant of various kind of leave in this chapter.

Note: *Before leave is sanctioned, the authority competent to sanction leave shall ascertain whether leave applied for is at credit of the employee.*

2.32 Applications for leave under Rules 2.25 and 2.27, shall, however, be submitted to the Management for consideration / sanction.

J. Disbursal of Leave Salary, etc

2.33 An employee granted leave of any kind shall be paid to the extent provided in these Rules, leave salary equivalent to the salary he was drawing immediately before proceeding on leave.

2.34 (i) An employee drawing FTA (Fixed Travelling Allowance) or any special allowance connected with the nature of the work of his post shall not be eligible for the same during the period of such leave if it covers one or more calendar months in full.

(ii) An employee drawing Non-practicing allowance (NPA), or House rent allowance (HRA) or Hill Station allowance or City Compensatory allowance (CCA) shall not be eligible for the same for the period beyond three months of earned leave.

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(ii) Such leave may be granted for a period not exceeding twelve months to an employee with a continuous service of not less than one year, who is undergoing treatment for cancer / pleurisy / pulmonary / mental illness in a government EST hospital or reputed private hospital / nursing home, including domiciliary treatment through such an institution supported by a Medical Certificate issued by the Civil Surgeon or the Chief Medical Officer / Chief Superintendent of the institution concerned.

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2.35 Leave salary shall be drawn and disbursed to the employee by the institution where he was working immediately before he proceeded on leave.

Note: In case when a period of leave is followed by transfer such portion of the leave salary as could not be drawn at the above institution, the same may be drawn and disbursed to the employee by the institution to which he is transferred from where his salary is drawn.

K. Re-employed (retired) employees / Employees on Contract

2.36 These employees are eligible for C.L and RH as per Rule 2.12 above.

2.37 After completion of one year of continuous service / duty, an employee of the above category is eligible for special leave of 30 days, and, in the case of an employee in a vacation department, 10 days, for each year of completed service.

2.38 On medical grounds such employee may be granted special leave not exceeding 90 days with full salary and without salary there after.

2.39 An employee proceeding abroad on private affairs may also be granted by the Management special leave not exceeding 90 days subject leave at credit with full salary and without salary there after.

2.40 The Management may also grant, at its discretion, any other benefits/ concessions to an employee of this category.


EXECUTIVE SECRETARY

CHAPTER III

LEAVE ACCOUNT

A. Casual Leave / Restricted Holiday

3.01 The Head of the Institution or the Administrative Officer or the officer authorized by the Head of the Institution shall maintain a Register on a calendar year basis, to account the casual leave availed by the employees, including themselves. In the Divisions of JSS MVP, the official authorized by the Director or the Officer in charge of the Division shall do so.

3.02 (i) The names of the employees with their designations shall be entered in the Register and the dates of CL sanctioned / availed shall be recorded against the name of each employee. RH availed may be similarly recorded in separate columns in the same Register.

(ii) Casual leave sanctioned and RH availed shall also be immediately marked or noted against the employee concerned in the Attendance Register.

Note: *If separate Attendance Registers are maintained department wise or unit wise in bigger Institutions, like, Engineering and Medical Colleges, separate CL Registers may be maintained department wise / unit wise by the Officer in charge of the Department / Unit, or an official authorized by such Officer.*

B. Earned Leave

3.03 The Earned Leave Account of an employee shall be maintained in part V (cols 1 to 11) of his Service Register in each Institution from which the salary of the employee is drawn and disbursed.

3.04 An employee is entitled for earned leave on completion of one year of continuous service / duty excluding LWA. If an employee completes one year of service excluding LWA in the middle of a calendar year, earned leave shall be credited to his leave account at the rate of two and half days for each completed calendar month of service for the remaining period of the calendar year. For fraction of a calendar month exceeding 14 days his leave account shall be credited with one day of earned leave.

3.05 (i) The leave account of each employee, who has completed one year of service or more excluding LWA, shall be credited with earned leave in advance in two instalments of fifteen days each on the 1st January and the 1st July every year.

(ii) In respect of an employee in a vacation department / Institution, his leave account shall be credited in advance in two instalments of Five days each on the 1st January and 1st July every year.

Note: *If the employee is not permitted to avail of the vacation in full in a year, his leave account may be credited with 15 days of earned leave each on 1st January and 1st July of that year.*

3.06 The leave at credit of an employee at the close of the previous half year shall be

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3.03 The Earned Leave Account of an employee shall be maintained in part V (cols 1 to 11) of his Service Register in each Institution from which the salary of the employee is drawn and disbursed.

3.04 An employee is entitled for earned leave on completion of one year of continuous service / duty excluding LWA. If an employee completes one year of service excluding LWA in the middle of a calendar year, earned leave shall be credited to his leave account at the rate of two and half days for each completed calendar month of service for the remaining period of the calendar year. For fraction of a calendar month exceeding 14 days his leave account shall be credited with one day of earned leave.

3.05 (i) The leave account of each employee, who has completed one year of service or more excluding LWA, shall be credited with earned leave in advance in two instalments of fifteen days each on the 1st January and the 1st July every year.

(ii) In respect of an employee in a vacation department / Institution, his leave account shall be credited in advance in two instalments of Five days each on the 1st January and 1st July every year.

Note: *If the employee is not permitted to avail of the vacation in full in a year, his leave account may be credited with 15 days of earned leave each on 1st January and 1st July of that year.*

3.06 The leave at credit of an employee at the close of the previous half year shall be

carried forward to the next half year, subject to the condition that the leave so carried forward plus the advance credit for the half year does not exceed one hundred and eighty (180) days.

Note: while affording credit of earned leave, fractions of a day shall be rounded off to the nearest day, for instance $7\frac{1}{2}$ days to 8 days.

3.07 If an employee has taken any extra-ordinary leave and / or some period of absence, like, his suspension which is treated as non-duty in a half year, the credit to be afforded to his earned leave account at the commencement of the next half year shall be reduced by $1/10$ th of the period of such extra-ordinary leave and / or non-duty period, subject to a maximum of 15 days.

Explanation: In the case of an employee who is placed under suspension, the credit to be afforded to his earned leave account at the commencement of the next half year shall be reduced by $1/10$ th of the period of suspension. If the period of suspension is subsequently treated as duty or leave other than LWA, the earned leave account shall be recast by affording due credit to his earned leave account for the period of suspension.

3.08 Earned Leave account shall be written in such a way as to clearly show (a) the leave at credit at the beginning of the period (of each half year), (b) credit afforded at the beginning of the half year, (c) earned leave availed / utilized during that half year and (d) earned leave at credit after such availment and the entries shall be consistent, i.e., (d) must be equal to [(a) + (b) - (c)].

3.09 Details of Office Order number, date of sanctioning leave of any kind, its nature, extent and duration, etc, shall also be recorded in part II of the Service Register of the employee concerned.

3.10 Maternity Leave granted and availed shall be recorded in the form of a note in part II of the Service Book of the employee, namely: "The employee is sanctioned maternity leave of ____ days w.e.f ____ (date) to ____ (date), both days inclusive under order No. ____ dated ____ issued by the ____ (name & designation of officer / office) and is the first / second availment of maternity leave".

3.11 Details of Extra-ordinary leave / Disability Leave / Special Medical Leave shall be similarly recorded in the manner laid down in Rule 3.10.

3.12 (a) The Leave account of each employee shall be updated regularly and promptly as and when due / leave availed.

(b) Entries shall be made neatly and legibly in the leave account; all entries shall be duly attested by the case worker and the officer / head of the Institution concerned.


EXECUTIVE SECRETARY