



NHF/2/Leave Rules/2003/3534

Dated: 19-09-2019

OFFICE ORDER

The Board of Directors at the 102nd meeting held on 30th July, 2019 approved the amendment by way of deletion of Rule-12 (Study Leave) in Leave Rules, 2000 of the Corporation.

The updated "Leave Rules, 2000" incorporating all amendments since inception to till date is enclosed at **Annexure-A**.

This issues with the approval of Competent Authority.

(Anil Kumar)

Deputy General Manager (P&A)

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NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION
(DEPwD, Ministry of Social Justice & Empowerment, Govt. of India)
DPT-11 &12, GF, F-79 & 80, Okhla Phase-1, New Delhi-110020

LEAVE RULES - 2000

1. OBJECTIVE:

To regulate grant of various kinds of leave to the employees of the Corporation.

2. APPLICABILITY:

These Rules apply to all regular/whole - time employees of the Corporation other than these:

- a) engaged on daily rates of wages, casual, temporary, part-time basis, appointed on probation;
- b) engaged on contract/adhoc basis where the terms of contract/appointment provide otherwise or exclude the benefit of leave;
- c) engaged as Apprentices/Management Trainees /Executive Trainees; and
- d) deputationists from the Government/ Public Sector Undertakings who have joined the Corporation, to lien holders who have been allowed to retain their lien in their parent organisation and remain subject to the Leave Rules of their parent organisation.

Such employees will, however, be governed by the provisions regarding Casual Leave contained in these rules.

3. DISCRETION TO GRANT/REFUSE LEAVE :

- a) Leave cannot be claimed as a matter of right. Discretion is reserved by the authority empowered to sanction leave, to refuse or revoke leave, at any time according to the exigencies of Corporation's work.
- b) Alterations in the leave due and applied for cannot be effected by the Competent Authority except at the written request of the employee concerned. Such conversion/commutation of one kind of leave into any other kind of leave cannot be done after the employee ceases to be in the service of the Corporation.

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4. DEFINITIONS:

Under these rules:

- a) 'CORPORATION' means National Handicapped Finance and Development Corporation, its Headquarters, Zonal Offices/Regional Offices/Branch Offices etc.
- b) 'DUTY' includes (i) Joining time; (ii) Period of work at the Headquarters; (iii) on tour and (iv) in another organisation where the employee has proceeded on deputation provided Leave salary contribution is paid on account of this period by the borrowing organisation.
- c) 'LEAVE' means permission obtained by an employee from his/her employer relieving him/her from attending work and includes Earned Leave, Casual Leave, Medical/Half Pay Leave, Maternity Leave, Extraordinary Leave, Without Pay Leave, Leave not due and Half Pay Leave.
- d) 'COMPETENT AUTHORITY' means the officer delegated with the power to sanction, refuse, revoke leave of the employees as per the delegation of powers.
- e) 'AUTHORISED MEDICAL ATTENDANT' means the doctor appointed by the Corporation as its own employee or a doctor employed as a General Duty Medical Officer in any hospital as defined under NHFDC Medical Attendance Rules, 1999 or any Registered Medical Practitioner of the allopathic system of medicine with minimum qualification of MBBS/BDS or equivalent.
- f) 'YEAR' means calendar year-January to December.

5. EARNED LEAVE:

- a)* An Employee's leave account will be credited with 30 days Earned Leave in a year in two half-yearly installments of 15 days i.e. on the 1st of January and 1st of July respectively-2 ½ days per completed calendar month, broken month's service being ignored, fractions of the day being rounded off to the nearest day. Earned Leave exceeding 300 days or to the extent of ceiling as may be fixed by DPE shall lapse and not be credited. Earned Leave up to a maximum of 120 days shall be granted at one time.

* Amendment incorporated in clause 5(a) amended pursuant to decision in 57th BOD meeting held on 4-8-2009.

- b) Employees to whom these rules apply shall be entitled to avail Earned Leave only on completion of one year service. Employees shall be entitled to avail Earned Leave not more than four times in a calendar year.
- c) An Employee who is appointed in the middle of a half-year, will be eligible for Earned Leave for the completed calendar months of service, he/she is likely to render in that half year. Entitlement of leave will be worked out pro-rata on the basis of the applicable rate and credited to the leave account of the employee from the date of his/her appointment.
- d) An Employee who resigns, retires on attaining the age of superannuation or whose service is terminated in the middle of a half year, will be eligible for Earned Leave for the completed months of service he/she has rendered in that half year (any broken month's service being ignored). Entitlement of leave will be worked out pro-rata on the basis of the applicable rate and necessary adjustments carried out in the leave account on the date of resignation/retirement/termination.
- e) Credit of Earned Leave will not be admissible for the period of leave without pay. Necessary reduction in credit will be made in the leave account at the end of the half-year or on termination of the employment, whichever is earlier. For this purpose, the total period of leave without pay availed of during the half-year will be divided by 30 to arrive at completed months, any fraction of a month being ignored and in respect of such completed months, deduction will be made pro-rata on the basis of the applicable rate.
- f) In a case involving termination of employment, if sufficient credit of Earned Leave is not available for carrying out adjustment on account of deduction of credit, the over payment of leave salary will be recovered.
- g) Earned Leave at the credit of an Employee at the close of previous half year will be carried forward to the next half year subject to the condition that the total of the leave carried forward, the credit for the next half-year and any addition to the credit does not exceed 300* days.
- h) In the case of an Employee who has proceeded to another Organisation on deputation, the rate of entitlement of Earned Leave during the period of deputation will continue to be the same as on the date of his relief from the Corporation.

* Amendment incorporated in clause 5(g) amended pursuant to decision in 57th BOD meeting held on 4-8-2009.

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- i) Transfer of Earned Leave in respect of persons joining the Corporation from Public Sector Undertakings will be regulated as under:
- i) Persons who join the Corporation on deputation, foreign service terms after retaining their lien in their parent office or on absorption in the Corporation or subsequent resignation from Corporation may be allowed the benefit of carry forward of their Earned Leave; provided that the employee joined the corporation with the consent of his/her previous/parent organisation.
 - ii) The Organisation from which he/she comes, agrees for transfer of such carry forward leave and makes payment of leave salary to the Corporation in respect of such employees.
 - iii)* In no case, the total of Earned Leave credited under these rules and the transfer from the previous Organisation shall exceed the ceiling laid down under the Leave Rules i.e. 300* days.
 - iv) The carried forward leave in respect of an employee from his previous organisation will be credited to the Earned Leave account being maintained by the Corporation under these rules.
- j) To the extent that an Employee is obliged to take leave without pay on medical grounds there being no leave with pay due to him/her, Earned Leave may be allowed to be used against subsequent credit (on 1st January/1st July)

6. MEDICAL/HALF-PAY LEAVE:

- a) Application for Medical/Half-Pay Leave for more than three days in one spell must be accompanied by a Medical certificate from an Authorised Medical Attendant; Any fee payable for the Medical certificate being borne by the employee concerned. The certificate must define clearly the nature and probable duration of illness but not recommend the grant of leave in any case.
- b) An Employee's leave account will be credited with 10/20 days Medical/Half-Pay Leave in a year in two half-yearly installments of 5 days (commuted leave) i.e. on the 1st of January and 1st of July respectively.
- c) Employees to whom these Rules apply shall be entitled to avail Medical/Half-Pay Leave only on completion of one year service.

*Amendment incorporated in clause 5(i) (iii) pursuant to decision in 57th BOD meeting held on 4-8-2009.



- d) An Employee who is appointed in the middle of a half-year, will be eligible for Medical/Half-Pay Leave for the completed calendar months of service, he/she is likely to render in that half year. Entitlement of leave will be worked out pro-rata on the basis of the applicable rate and credited to the leave account of the employee from the date of his/her appointment.
- e) An Employee who resigns/retires on attaining the age of superannuation or whose service is terminated in the middle of a half year, will be eligible for Medical/Half-Pay Leave for the completed months of service he has rendered in that half year (any broken month's service being ignored). Entitlement of leave will be worked out prorata on the basis of the applicable rate and necessary adjustments carried out in the leave account on the date of resignation/retirement/termination.
- f) Credit of Medical/Half-Pay leave will not be admissible for the period of leave without pay; necessary reduction in credit will be made in the leave account at the end of the half-year or on termination of the employment, whichever is earlier. For this purpose, the total period of leave without pay availed of during the half-year will be divided by 30 to arrive at completed months, any fraction of a month being ignored and in respect of such completed months, deduction will be made pro-rata on the basis of the applicable rate.
- g) In a case involving termination of employment, if sufficient credit of Medical/Half Pay Leave is not available for carrying out adjustment on account of deduction of credit, the over payment of leave salary will be recovered.
- h) To the extent that an Employee is obliged to take leave without pay on medical grounds there being no leave with pay due to him/her Medical/Half-Pay Leave may be allowed to be used half yearly against subsequent credit (on 1st January/1st July) or on the date of termination of employment as the case may be at his applying for the same.
- i) An Employee who is granted leave on the basis of a Medical Certificate (of unfitness) will be required to produce a Medical Certificate of fitness from an Authorised Medical Attendant before he/she resumes duty.
- j) The Corporation may at its discretion require an Employee who applied for leave on medical grounds or who reports for duty after such leave for more than 3 days with a medical certificate in support of sickness or fitness, as the case may be, to appear before an Authorised Medical Attendant nominated by it for the following purposes

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- i) to have the employee medically examined and obtain medical opinion:
 - both as regards the facts of illness and as regards the amount of leave applied for;
 - as regards the employee's fitness for resuming duty;
 - ii) To have the Medical Certificate reviewed and commented upon.
 - k) Transfer of Medical/Half-Pay Leave in respect of persons joining the Corporation from Public Sector Undertakings will be regulated as under:
 - i) Persons who join the Corporation on deputation, foreign service term after retaining their lien in their parent office or on absorption or subsequent resignation may be allowed the benefit of carry forward of their Medical/Half-Pay Leave provided that the employee joined the Corporation with the consent of his/her previous/parent organisation.
 - ii) The organisation from which he/she comes, agrees for transfer of such carry forward leave and makes payment of leave salary to the Corporation in respect of such employees.
 - iii) The carried forward leave in respect of an employee from his previous organisation will be credited to the Medical/Half-Pay Leave account being maintained by the Corporation under these rules.
7. CASUAL LEAVE : is leave intended for urgent business of unforeseen nature.
- a) Employees to whom these rules apply will be eligible for 12 days Casual Leave in a calendar year. Any Casual Leave not availed of during the year before December 31 will lapse.
 - b) Casual Leave will not be granted in combination with any other kind of leave with pay.
 - c) Casual Leave may be granted for the working days involved, any Saturday/Sunday, weekly off Gazetted/Restricted holiday, which intervenes, not being counted towards leave.

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- d) Casual Leave may be taken in terms of half-day, for the first or second half of a day the first half ending with conclusion of the lunch interval and the second half beginning with the commencement of lunch interval.
- e) The entitlement of Casual Leave to a new employee who joins the service of the Corporation, during the first year of his employment, will be determined pro-rata to the period of service from the date of his joining.
- f) Casual Leave may be taken while on tour for which no Daily Allowance will be admissible.
- g) Since casual leave is essentially intended for short periods, it should not normally be granted for more than five days at any one time.

8. MATERNITY LEAVE:

- a) A female employee (with less than 2 surviving children) who has satisfactorily completed the period of probation and to whom these rules apply shall be granted Maternity Leave for a period of 180 days* from the date of its commencement. During the period of maternity leave, she shall be paid leave salary equal to the pay drawn by her immediately before proceeding on such leave.
- b) Maternity leave shall also be granted in case of miscarriage including abortion and induced abortion subject to the condition that (i) the leave does not exceed 45 days from the date of miscarriage/abortion/induced abortion as certified by the Authorised Medical Attendant; (ii) the application for leave is supported by a Medical Certificate from an Authorised Medical Attendant.
- c) Maternity Leave may be combined with leave of any other kind except casual Leave but any leave applied for in continuation/comboination with the former would be granted only if it is supported by a Medical Certificate from an Authorised Medical Attendant.
- d) Regular leave in continuation of maternity leave may also be granted in case of illness of the new born baby subject to the female employee producing a medical certificate to the effect that the condition of the ailing baby warrants the mother's personal attention and presence by the baby.

* Amendment incorporated in clause 8(a) in pursuance to decision in 81st BOD meeting held on 18-12-2014.



- e) A female employee shall either before proceeding on maternity leave or within three days of proceeding on such leave, apply for grant of Maternity Leave and furnish a medical certificate from an Authorised Medical Attendant to this effect. The employee shall be required to follow this procedure for availing regular leave in continuation of the said Maternity Leave.
- f) The Maternity Leave combined with EL, Medical/HPL and EOL shall, however, not exceed twelve months.
- g) The total number of occasions on which maternity leave is admissible to a female employee during her entire service will be as follows:
 - i) In case of delivery of a living child not more than two occasions:
 - ii) In case of miscarriage/abortion/induced abortion not more than one occasion;

9. EXTRA ORDINARY LEAVE WITHOUT PAY:

- a) Under special circumstances, when no other kind of leave is due or when it is specifically applied for by the employee, extra ordinary leave without pay may be granted to those employees who have been in continuous service of the corporation for a period exceeding one year. Such leave shall, however, be restricted to the following extents;
 - i) Up to 3 months on any one occasion other than grounds of illness;
 - ii) Up to 6 months on any occasion on medical grounds duly supported by a medical certificate from an authorised medical attendant; and
 - iii) Up to 18 months on any occasion in case of diseases like TB. Leprosy, mental illness, Cancer, etc.
- b) Leave without pay will not count towards service qualifying for increment, promotion and earning leave of any kind. Besides above, the authority competent to grant leave may commute retrospectively for the period of absence without leave into Extra ordinary leave without pay.

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10. COMPENSATORY LEAVE:

- a) Compensatory leave is the leave granted to an employee in non-executive grade in compensation of the overtime work of a special or urgent nature performed by them under specific orders of the Competent Authority.
- b) Employees who are required to perform duty for the full prescribed hours of work on Saturdays/Sundays/Public Holidays may be granted compensatory leave in lieu of such work. In case, where an employee is required to work for a half day, 2 such half days should be treated as one day for this purpose where necessary, half day compensatory leave may also be given.
- c) Compensatory leave will not be admissible when an employee attends office of his own accord. While applying for compensatory leave in the prescribed proforma, the employee must specifically mention the day/date on which he/she worked overtime duly certified by the reporting Officer/Competent Authority, to avail compensatory leave.
- d) Compensatory leave will be treated like casual leave and shall not be combined with any other type of leave. The compensatory leave is to be availed within one month from the day it is due.

11. QUARANTINE LEAVE:

Where in consequence of the presence of an infectious disease i.e. cholera, Small Pox, Plague, Diphtheria, Typhus Fever, Chicken Pox and Ceoreorospinal Meningitis in the family or household of an employee at his place of duty, residence or sojourn, his attendance at the office is considered hazardous to the health of other employees, such employee may be granted Quarantine leave by the Competent Authority on the certificate of an authorised medical attendant for a period not exceeding 21 days or in exceptional circumstances 30 days. Any period in excess of this period being regularised by the grant of any other kind of leave (other than Casual Leave) admissible and due.

12*. STUDY LEAVE: Deleted

13. SPECIAL DISABILITY LEAVE:

- a) Special disability leave shall be granted to a employee who is disabled by an injury intentionally inflicted or caused in, or in consequence of the due performance of his/her official duties or in consequence of his official position or is accidentally inflicted.

* Study Leave (provided in Clause 12) deleted in pursuance of decision of Board in its 102nd Board meeting held on 30-7-2019.

- b) Such leave shall not be granted unless the disability manifests itself within three months of the occurrence to which it is attributed and the person disabled accede with due promptitude in bringing it to the notice of the Competent Authority.
- c) The period of leave granted shall in no case exceed 24 months and shall be granted on the basis of a certificate issued by an authorised medical attendant which shall consist of complete details of the nature and duration of the disability.
- d) Special disability leave may be combined with leave of any other kind and shall not be debited against the leave account.
- a) Leave salary during the period of special disability leave shall for the first 120days of such leave be equal to leave salary while on Earned leave and for the remaining period of any such leave be equal to leave salary during Medical/Half-Pay Leave.

*13A. PATERNITY LEAVE

- i) Eligibility: A male employee with less than two surviving children.
- ii) Leave period :15 days during the confinement of his wife.
- iii) Leave Salary : salary during the leave period shall be based on last pay drawn.
- iv) Paternity leave will not be debited to leave account and can be combined with any other kind of leave.
- v) It may not normally be refused under any circumstances".

13 B.** CHILD CARE LEAVE:

Child Care Leave (CCL) would be granted to female employees of the Corporation, as under:-

- a) Child Care Leave (CCL) shall be admissible for two eldest surviving children only.
- b) CCL cannot be demanded as a matter of right. Under no circumstances, can any employee proceed to CCL without prior approval of the leave sanctioning authority.
- c) The leave is to be treated like earned leave and sanctioned as such.
- d) Consequently, Saturdays, Sundays, Gazetted holiday, etc. falling during the period of leave would also count for CCL, as in the case of Earned Leave.

*Clause 13 (A): PATERNITY LEAVE inserted in pursuance of approval of Board in 26th BoD meeting held on 26-6-2013.

**Clause 13 (B): CHILD CARE LEAVE was inserted in pursuance of approval of Board in 81st BoD meeting held on 18-12-2014.

- e) CCL can be availed even if the employee concerned has earned leave at her credit.
- f) The leave account for CCL shall be maintained in the prescribed proforma enclosed and it shall be kept along with the Service Book of the concerned employee.
- g) LTC cannot be availed during CCL.
- h) CCL should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.
- i) CCL may not be granted in more than 3 spells in a calendar year.

The leave can be availed for a maximum period of two years (i.e. upto 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. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It could be availed in more than one spell. Child care leave shall not be debited against the leave account. Child care leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of any kind due and admissible.

14. LEAVE SALARY:

For the period of any leave other than leave without pay granted to an employee, the leave salary payable will be the salary which he/she would have drawn from time to time while on duty. Conveyance Allowance/Transport Subsidy and reimbursement of Refreshment Expenses for the said period shall be paid proportionately.

15. ADVANCE OF LEAVE SALARY:

An employee proceeding on leave for a period of 30 days or more may be allowed an advance equal to leave salary due for the first month of the leave and such allowances as may be admissible on that leave salary subject to normal deductions.

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16. COMBINATION OF HOLIDAYS WITH LEAVE:

- a) When the day immediately preceeding the day on which an employee's leave (other than leave on medical grounds) begins or immediately following the day on which his/her leave expires is a holiday or one of series of holidays, the employee shall be deemed to have been permitted (except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave specifically withheld) to leave his /her station at the close of the day before, or return to it on the day following such holiday or series of holidays subject to the normal provisions.
- b) In case of leave on medical grounds when an employee is certified medically unwell to attend office, holiday(s) if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday (s) if any, immediately succeeding the day he is so certified (including that day) shall be treated as part of the leave and when an employee is certified medically fit for joining duty, holiday(s) if any succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave and holiday(s) if any preceding the day he is so certified shall be treated as part of the leave .

17. PROCEDURE FOR GRANT OF LEAVE AND MAINTENANCE OF LEAVE RECORDS:

- a) The Earned Leave/Medical Leave account in respect of all employee of the Corporation, shall be maintained by the Personnel and Administration Department, Headquarters.
- b) The Casual Leave record in respect of employees posted in the Headquarters will be maintained by the Personnel and Administration Department, Headquarters.
- b) Any application for leave, Earned / Medical / Casual / Quarantine/Maternity, etc. shall be made in the prescribed proforma through the concerned reporting officer who shall in turn forward such application without any delay, to the authority competent to grant leave. Prior to submission of the leave application for Earned/Medical/Maternity, the employees posted at the Headquarters will be required to have its admissibility ascertained/confirmed in writing from the Personnel and Administration Department.

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- d) In case of all employees including those who have resigned, retired or whose services have been terminated by the Corporation, the Personnel and Administration Department will maintain their leave record i.e. Earned/Medical Leave for a maximum period of three years.
- e) For availing Casual Leave up to a period of three days, an employee shall be required to either seek prior permission or send prior intimation to the competent Authority. In case of casual Leave exceeding three days, an employee shall be required to seek prior permission for availing such leave. However, in case of compelling circumstances beyond the control of the employee the competent Authority may sanction Casual Leave exceeding three days after the employee returns from leave and applies for sanction of the same.
- f) For availing Earned Leave, an employee shall be required to apply for such leave at least seven days prior to the date of commencement of the Earned Leave and shall be permitted to proceed on Earned Leave only after issue of the leave sanction order. If the leave is sanctioned or refused or postponed, the fact of such sanction/refusal/postponement will be intimated to the employee concerned within 3 days of receipt of leave application of P&A department from the Competent Authority.

If an employee after proceeding on leave desires an extension thereof he/she shall send an application in writing to the sanctioning authority through his/her reporting officer, sufficiently in advance before the expiry of the leave already sanctioned giving reasons for seeking such an extension. A written reply either for grant or refusal of extension of leave will be sent to the employee at the address given by him and if no such address is given then at the address available with the corporation. Such communication shall be deemed to have been conveyed to him. No extension of leave could be deemed to have been granted unless an order to that effect has been issued to the employee concerned.

- g) In case, Earned leave is availed by an employee in broken spells, ranging between 1-3 days, in circumstances when no other kind of leave is due, prior permission would also be necessary unless for circumstances beyond the control of the employee the same cannot be done, the Competent Authority may, under such exceptional circumstances, sanction Earned Leave after the employee resumes duty and applies for the same (restriction of four times in a calendar year will apply).

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- h) An employee who proceeds on leave on ground of illness shall within three days of such leave, send an application for the required/requisite period of leave accompanied by a certificate from an Authorised Medical Attendant. On expiry of the said leave, he/she will be permitted to resume duty only if he/she produces a fitness certificate from an Authorised Medical Attendant. In case he/she submits an application for grant of extension of leave on medical grounds the same must be accompanied by a Medical Certificate and such extension of leave shall be duly communicated to him/her before the expiry of the original leave period.
 - i) An employee except in case of casual Leave or Restricted Holiday, shall submit a joining report on resuming his/her duty to the reporting officer who in turn shall forward it to the authority competent to sanction leave. A copy of the said report must be sent to the Personnel and Administration Department for the purpose of their records.
 - j) An employee who absents from duty without proper leave or who does not resume his/her duty immediately after the expiry of sanctioned leave to him/her will be treated as absent without leave and shall not be entitled to any pay or leave salary besides rendering himself/herself liable for disciplinary action.
 - k) Any leave matter which does not fall within the ambit of normal grant of Earned Leave/Medical Leave under these rules will be referred to the Chairman-cum- Managing Director/Managing Director whose decision in the matter will be final and binding.
18. UNAUTHORISED ABSENCE FROM DUTY:
- a) When an employee attends office late or leaves office early without permission and the late attendance/early leaving, as the case may be, is not condoned/permitted by the Competent Authority, each such occasion of late attendance/early going shall be treated as unauthorised absence from duty and deduction from pay proportionate to the period of absence on account of late attendance/early going shall be made in accordance with provision 9 of the Payment of Wages Act, 1936 and orders issued by the Corporation on the subject from time to time.

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- b) An employee who absents from duty unauthorisedly without proper leave or who does not resume his/her duty immediately after the expiry of leave originally granted or subsequently extended, he/she will be treated as absent without leave and shall not be entitled to any pay, allowances or leave salary for such period besides rendering himself/herself liable for disciplinary action under the Conduct, Discipline and Appeal Rules of the Corporation. The period of such absence from duty, not covered by grant of regular leave shall be treated as 'dies non' for all purposes including increment, promotion, leave and gratuity.

GENERAL

- a) CMD or MD may, for reasons to be recorded in writing, at his discretion relax these Rules in respect of an employee.
- b) An employee while on leave shall not take up any service or employment elsewhere including setting up of a private professional practice.
- c) In case an employee is recalled for duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory in all cases and the employee shall be entitled to be treated as on duty from the date on which he starts for the station of recall and to draw:
- i) travelling allowance under the Rules made in this behalf for the journey;
 - ii) leave salary until he joins duty (at the same rate) at which he would have drawn it but for the recall to duty.

