PRAGATI POWER CORPORATION LIMITED
(HR DEPARTMENT)

NO: AM (HR) Policy/2011-12/1374

DATE: 28/7/11

OFFICE ORDER

In its meeting held on 11.06.2011, the Board of Directors of PPCL vide item no. 52.2.5 have accorded its approval for the adoption of revised Leave Rules w.e.f. 1st July 2011 for the employees of the company who have been recruited either by the PPCL or IPGCL, post unbundling of DVB, i.e. 01.07.2002, subject to keeping the numbers of leaves in the rules at par with the Government set-up. The details of the leave rules are enclosed as Annexure ‘A’. These Rules shall not be applicable to employees of DVB origin, who have been absorbed / transferred in PPCL on as is where basis / secondment basis is. The office order has also been uploaded in the website of PPCL i.e. www.ipgcl-ppcl.nic.in for dissemination of the information to all concerned. The revised leave rules shall be applicable w.e.f. 01.07.2011.

This issues with approval of the competent authority.

(Vishal D Yagyik)
Dy. Manager (HR) Policy

CC:-
1. Sr. Ps to MD
2. Sr. PS/PS/Sr. PA to all Directors
3. PS to All GMs / DGM (I/C)
4. Notice Board

Manager (IT) – with a request to upload the same in the website

Sr. Prod.
LEAVE RULES

1.0 SHORT TITLE:
These Rules may be called 'PPCL Leave Rules'.

2.0 COMMENCEMENT:
These Rules will be effective from 1st July, 2011.

3.0 SCOPE OF APPLICATION:
These Rules shall apply to:

i) All regular employees of the Company;

ii) Probationers;

iii) Temporary employees;

iv) Trainees / Apprentices, other than Apprentices under the Apprentices Act, 1961;

v) Employees engaged on contract but shall not apply to employees on deputation Foreign Service to the Corporation.

4.0 DEFINITIONS:

In the Rules, unless there is anything repugnant in the subject or context:

(a) "The Corporation" - Means Pragati Power Corporation Limited.

(b) "Board" - means the Board of Directors of the Corporation.

(c) "Management" - means the Board of Directors of the Corporation, the Managing Director or any other Officer of the Corporation authorized to act on their behalf.

(d) "Competent Authority" - with reference to the exercise of any powers under these Rules means the Officer or authority to whom such powers are delegated either in general or in particular.
(e) "Employee" - means a person appointed to any position in the Corporation and will include a probationer.

(f) "Regular employee" - means an employee who has been engaged against a vacancy on the regular establishment of the Corporation and has been declared in writing to have satisfactorily completed probation period in one or the other post.

Note:

Wherever probation has not been closed pending receipt of police verification report from district Authorities/ Intelligence Bureau or previous employers, the employee will be allowed the benefit of leave encashment, sick leave, commuted leave, special disability leave and maternity leave (in case of female married employees) on completion of one year's service, subject to the condition that the employee is otherwise eligible for closing of probation and a written undertaking to the effect that in case verification reports received subsequently are found to be adverse, the employee shall refund the entire amount of leave encashment and apply for another kind of leave as admissible if commuted leave/maternity leave etc. has been sanctioned earlier on completion of one year's satisfactory service.

(g) "Probationer" - means an employee who is provisionally employed with a view to being considered for appointment on the regular establishment of the Corporation.

(h) "Temporary employee" - means an employee who has been engaged on a temporary basis for a specified period or for work which is of an essentially temporary nature likely to be completed with a stipulated period.

(i) "Apprentice/Trainees" - is a learner who is paid a stipend during the period of his apprenticeship training.

Note:

The terms and conditions of employment and the period of training of all
apprentices / trainees will be governed by the apprenticeship contract and / or any special rules or orders framed by the Corporation from time to time.

(j) "Foreign Service" - when an employee of some other organization is deputed for service in the Corporation at its request he is said to be on "foreign service."

(k) "Notice" - means a notice in writing required to be given or affixed on the Notice Board for the purpose of these Rules

(l) "Notice Board" - means the Notice Board specially maintained in a conspicuous place at or near the main entrance or entrances of the establishment for the purpose of displaying notices.

(m) "Registered Medical Practitioner" and "Attending Medical officer" means any person registered as such under any Law for the time being in force and includes any practitioner in the fields of Allopathy, Homeopathy, Ayurveda and Unani System of Medicines. However, the certificates given by registered medical Practitioner shall not hold good at places where Company has its own hospitals and employee falls sick there.

(n) "Authorised Medical Officer" - means a doctor authorized by Company to treat its employees, and would include all doctors empanelled by Company.

(o) "Government Hospital" - means any hospital established by any authority under the control of Central or State Government, municipal authorities, autonomous body, public sector undertakings or a hospital recognised by Company as such.

(p) "Executive" - means an employee who is employed mainly in a managerial and administrative capacity.

(q) "Supervisor" - means an employee who is employed in a supervisory capacity.
(r) "Workmen" - means an employee other than a Supervisor or an Executive, Management will publish a list of posts categories as Executives / Supervisors.

(s) "Uniform Dates" - in these Rules would mean 1st January and 1st July of every year.

5.0 EXHIBITION OF LEAVE RULES:
A copy of these Leave Rules shall be displayed on the Notice Board.

6.0 AMENDMENTS TO AND INTERPRETATION OF THE LEAVE RULES:

6.1 These Leave Rules may be amended or modified from time to time by the Corporation and the same shall take effect in accordance with the orders issued by the Corporation.

6.2 All amendments or modifications made to these Leave Rules and any notices, orders or instructions issued there under shall be circulated from time to time and displayed on the Notice Board.

6.3 If any doubts arise relating to the correct interpretation of these Leave Rules, the decision of the Management thereon shall be final and binding.

7.0 ENTITLEMENT:

7.1 Entitlements to leave in respect of Casual Leave, Earned Leave, Half-pay Leave, Sick Leave for various categories of employees will be as shown in Annexure-1

7.2 Entitlement in respect of other kinds of leave, such as extraordinary leave, maternity leave and special disability leave etc. for various categories of employees shall, however, be as given in these Rules.

8.0 CASUAL LEAVE:

8.1 Casual Leave is intended to cover casual absence of the employees for personal reasons.
recognized tournament;

c) To employees selected to participate in training/coaching camps by State
Association;

d) To employees required to act as Umpires or commentators in tournaments of
National/International importance;

e) To employees who wish to attend in their individual capacity meetings/ training
courses organized by professional institutes of which they are members.

f) To employees of PPCL selected to participate in local tournament on behalf of
PPCL."

g) To employees of PPCL participating in Mountaineering and Trekking arranged by
recognized clubs / associations."

While sanctioning SCL under (f) & (g) above, within the limits specified, the
periods of absence for attending pre-selection trials / camps connected with
sporting events of National / International importance will be included."

If the period exceeds 30 days in any calendar year, the employees can be
permitted by competent authority to combine special casual leave with earned
leave as a special case, but not with casual leave.

9.3 Employees participating in inter-unit or inter-departmental tournament can also be
granted special casual leave not exceeding 10 days at a time which can also be
permitted by competent authority to be combined with earned leave.

9.4 Employees who donate blood on working days may be granted special casual
leave for that day.

9.5 Employees who undergo sterilization operation under the family welfare scheme
may be granted special casual leave not exceeding six working days in case of
male employees and 14 days in respect of female employees.

9.6 Special casual leave can be granted to an employee if he is called as witness 'by
8.2 Casual Leave can be granted for half day also. If half day's leave is taken, the lunch interval will be taken as the dividing line.

8.3 The employees joining the service of the Corporation during the first quarter of the calendar year shall be entitled for full quantum of casual leave. In all other cases casual leave entitlement would be calculated on pro-rata basis.

8.4 Un-availed casual leave would lapse at the end of each calendar year.

8.5 Sundays and holidays will not be debited to the casual leave account. For officials working in five days a week working department Saturday, Sunday and holiday will not be debited to the casual leave account. While Sundays and holidays can be prefixed/suffixed to casual leave, the total absence including intervening Sundays and holidays should not exceed 10 days on any one occasion.

8.6 Trainees and Apprentices shall get an additional pro-rata credit of casual leave on their absorption as Executives / Supervisors.

8.7 In case of retirement / superannuation and resignation, casual leave entitlement shall be proportionate to the period of service in the calendar year.

9.0 SPECIAL CASUAL LEAVE:

Special Casual Leave falls outside the normal leave and can be granted to meet special situations but not for domestic or personal reasons as in the case of casual leave. Cases in which Special Casual Leave can be granted are mentioned below:

9.1 Periods spent in camp by employees permitted to join the Territorial Army, not exceeding 14 days which can be combined with other leave, wherever necessary.

9.2 Special Casual Leave not exceeding 30 days in a calendar year may be granted with the approval of Competent Authority:

a) To employees selected to represent the Company in tournaments recognized by the State/National Association for the game concerned;

b) To employees selected to represent the District or the State or All India in a
the courts, towards the days of absence, i.e. attendance day and minimum traveling time by shortest route. This leave will only be allowed to the employees when they are called as witnesses in cases where the Government is a party or Government calls the incumbent for evidence even when the Corporation has nothing to do in these cases, provided however, that the employee himself is not a party being prosecuted or defended. Where the Corporation is a party and the employee is called for evidence by the Corporation, the said period will be treated as on duty and employee would be paid the usual TA/DA.

9.7 For an employee who is not permitted to avail of full joining time in Company's interest when transferred from one station to another, specific executive orders will be issued in this respect by Management.

9.8 To regularize the absence on account of natural calamities and civil / political disturbances and infectious diseases. Each case will be considered on merits by competent authority.

10.0 EARNED LEAVE:

10.1 Earned leave means leave earned in respect of periods of services with the Corporation and granted on full pay or stipend in case of trainees / Apprentices other than Act Apprentices.

10.2 Every employee's earned leave account will be credited in advance each year. This will be done in two installments namely 50% of the entitlement on 1st January and 1st July every year. The leave at credit of the employee at the close of the previous half year will be carried forward subject to the condition that the total credit at the beginning of each half year does not exceed the limit of accumulation as allowed under these rules.

10.2.1 In case where the Earned Leave at credit as on 1st January / 1st July is 300 days or less but more than 285 days credit of Earned Leave for 15 days may be kept separately and first exhausted against any Earned Leave which the employee may take during the ensuing half year and the balance, if any, credited to the Earned Leave Account, at the close of the half year subject to the ceiling of 300 days. If
the earned leave taken during the half year is more than 15 days, the amount in excess of 15 days will, however, have to be debited to the leave account.

10.2 In respect of an employee who joins the service of the Company at any time between the uniform dates i.e. 1st January and 1st July, earned leave account will be credited on pro-rate basis for every completed month of service till the close of the half year in which he is appointed. The period of earned leave so calculated will be rounded off to the next higher figure. From the next half year onwards, the employee will be governed by the Rules as above.

10.3 Intervening Sundays and holidays falling within the spell of earned leave will be counted as earned leave.

11.0 HALF-PAY LEAVE:

11.1 Half-pay leave, means leave on half-pay earned in respect of service with the Company and can be granted to an employee for any reasons including on medical grounds. The half-pay for this purpose shall be treated as half of the basic pay. All other allowances would be paid in full. Half pay leaves is not admissible to Trainees / Apprentices and employees on contract.

11.2 Every employee's half-pay leave account will be credited in advance as in the case of earned leave.

11.3 In respect of those who join service at any time between the two uniform dates i.e. 1st January and 1st July, half pay leave account will be credited in the same manner as in the case of earned leave.

11.4 Encashment of HPL/SL:-

Encashment of HPL/SL up to a maximum of 240 days (HPL/120 days sick leave) standing at the credit of the employees is allowed in the following events:
i) Separation from the Company on attaining the age of superannuation.

ii) Death while in service.

iii) Cessation of service, other than on ground of disciplinary action, after attaining the age of 50 years provided that the concerned employee has completed a minimum of 10 years continuous service in Central/ State
Government/PSU out of which a minimum of 5 years is in PPCL and

iv) On completion of the tenure of Board level appointees.

Other conditions governing encashment of Half Pay Leave/Sick Leave, as above shall be the same as applicable for encashment of EL subject, however, to the conditions that for the purpose of computing encashment of HPL, only half of the basic pay shall be taken into account.

12.0 COMMUTED LEAVE:

12.1 Half-pay leave can be commuted into full pay leave on medical grounds subject to production of Medical Certificate from a Registered Medical practitioner. The total commuted leave admissible in the entire service of the employee shall not exceed 240 days.

12.2 Total amount of earned leave and commuted leave taken in conjunction shall not exceed 180 days at a time.

12.3 Commuted leave will be allowed to regular employees only. It will not be admissible to Trainees / Apprentices, Probationers, temporary employees and employees engaged on contract.

12.4 Wherever probation has not been closed pending receipt of police verification report from district Authorities / Intelligence Bureau or previous employers, the employee will be allowed the benefit of leave encashment, sick leave, commuted leave, special disability leave and maternity leave (in case of female married employees) on completion of one year’s service, subject to the condition that the employee is otherwise eligible for closing of probation and a written undertaking to the effect that in case verification reports received subsequently are found to be adverse, the employee shall refund the entire amount of leave encashment and apply for another kind of leave as admissible if commuted leave/maternity leave etc. has been sanctioned earlier on completion of one year’s satisfactory service.

When commuted leave is granted, the half-pay leave account of the employee will be debited with twice the period of such commuted leave.
13.0 **SICK LEAVE:**

Sick leave will be admissible to Trainees / Apprentices at the rate of 10 days per year on full pay. It will not be admissible to Executives, Supervisors and workmen.

13.2 Sick leave account will be credited in advance with five days on 1st January and the balance five days on 1st July every year. The leave at credit of the employee at the close of the previous half year will be carried forward subject to the accumulation limit of 30 days.

13.3 In respect of those who join the service of the Corporation at any time between the two uniform dates sick leave account will be credited at the rate of 5 / 6 days for each complete month of service till the close of the half year in which he is appointed. The period of leave so calculated will be rounded off to the next higher figure, if the fraction is not less than half. From the next half year onwards, five days of sick leave will be credited in advance.

13.4 The sick leave at the credit of a Trainee / Apprentice who is absorbed as an Executive / Supervisor / Workman on the date of absorption will be doubled and credited as half-pay leave to his account.

14.0 **SPECIAL DISABILITY LEAVE:**

Employees who are disabled and become temporarily unfit to work on account of injuries due to accidents arising out of and in the course of employment will be allowed Special Disability Leave with full wages / salary, subject to the existing conditions. However, where the benefits under the Group Personal Accident Insurance Scheme are availed, the benefit of Special Disability Leave will not be admissible & vice-versa.

15.0 **EXTRA-ORDINARY LEAVE:**

15.1 Extra-ordinary leave means leave sanctioned under special circumstances without any pay and allowances to the following extent when no other kind of leave is due, or when the employees specifically applies for extra-ordinary leave:
apply for another kind of leave as admissible if commuted leave / maternity leave etc. has been sanctioned earlier on completion of one year's satisfactory service.

16.1

The Leave may be granted on full pay for a period which may extend up to 135 days from the date of its commencement on production of medical certificate from the Attending Medical Officer provided that Maternity leave shall not commence from a date earlier than 45 days from the expected date of delivery. The grant of leave is further subject to the condition that prior permission is obtained by the employee and all other prescribed conditions are fulfilled.

In view of the provisions of Section 5(2) of the Maternity Benefit Act, 1961, Maternity Leave may be granted to a female employee who has actually worked in the Company for a period of not less than 80 (Eighty) days in the twelve months, immediately preceding the date of her expected delivery. In other words, a female employee with less than one year's service may be granted Maternity Leave provided she has actually worked for a minimum period of 80 days before her expected delivery date, and in case of a female employee with one year's service for more in the Company, Maternity Leave may be granted provided she has actually worked for 80 days in the 12 months immediately preceding expected delivery date.

For the purpose of calculating the number of days actually worked, the number of days on which an employee has physically worked only are to be taken into account. In other words the days on which she might have been on leave and holidays (including Sundays), of whatever nature, are to be treated as days not actually worked. However the days, if any, on which she might have been laid off during the period under consideration are to be deemed as days actually worked by her.

16.2

It may be combined with leave of any other kind, but only if a Medical certificate from the Medical Officer Supports the request for such leave.

16.3

Maternity leave will also be allowed in case of miscarriage / abortion. The total period of maternity leave on account of miscarriage / abortion will be restricted to 45 days in the entire career of a female employee. Request for such leave must
be supported by a medical certificate.

In calculating the number of days of maternity leave on account of miscarriage/abortion such leave granted and availed of by a female employee in the past shall not be taken into account. In cases requiring longer duration of rest, leave of the kind due and admissible (EL, HPL etc) can be availed in conjunction with maternity leave as above.

16.4 In respect of matters, not specified above, the provisions of Maternity Benefit Act, 1961, shall apply.

Child Care Leave (CCL) for women employees

The objective of CCL is to facilitate women employees to take care of their newborn / small children. Women employees on the regular rolls of the Corporation excluding trainees will be eligible for CCL. Women employees maybe granted Child Care Leave (CCL) in continuation of Maternity Leave or otherwise up to a period of 2 years without pay during the entire career in this company. The CCL will be in addition to the Maternity Leave but after adjusting the entire quantum of 'Earned Leave'. It may be granted for the care of two children upto 3 years of age in spells of 6 months or more.

Entitlement during Child care leave:
The women employee would be entitled to the following during this period of CCL:

(a) Drawal of medical benefits in respect of their dependents and herself.

(b) She will be granted permission to continue occupying the existing accommodation on payment of usual rent / License Fee. Employee drawing HRA will continue to draw HRA during the period of leave.

(c) The concerned woman employee chooses to contribute to her PF account during the child care leave; the company will make matching contribution as per rules framed from time to time.

Other Terms and conditions for CCL

- During the period of Child Care Leave, the employee will not be allowed to take up any remunerative / honorary service elsewhere.
During the Child Care Leave period, the employee shall not be considered for promotion. However the period will count for eligibility for promotion.

The employee shall also have an option to make payments of the monthly installments towards recovery of HBA, Conveyance Advance, Furniture Advance, Multi-purpose Advances, House Rent, etc while availing CCL.

The Competent Authority for sanctioning of this leave shall be respective General Manager.

MD shall be authorized to make amendments / modifications in any of the provisions in Scheme from time to time.

17.0 QUARANTINE LEAVE:

17.1 Quarantine leave is leave of absence from duty necessitated as a consequence of the presence of certain infectious diseases in the family or household of the employees. Such leave may be granted by the leave sanctioning authority on the certificate of the Registered Medical Practitioner for a period not exceeding 21 days, or in exceptional circumstances, 30 days. Any leave necessary in excess of this period shall be treated as leave of the type that may be available to the credit of the employees. Quarantine leave can also be granted in continuation of any other kind of leave other than casual leave. An employee on quarantine leave will not be treated as absent from duty and his pay will not be affected.

17.2 Cholera, Small-pox, Plague, Diphtheria, Typhus fever and Cerebro-spinal meningitis may be treated as infectious diseases for which quarantine leave can be granted.

17.3 Quarantine leave can be granted to an employee at a place other than his Headquarters, also provided that he had gone there on duty or authorized leave with permission of competent authority.

18.0 REFUSED LEAVE:

When an employee has applied for earned leave in time and is refused leave in the interest of Corporation work, he will be allowed to accumulate the leave to the
same extent provided that the total earned leave at his credit does not exceed 300 days at any time.

19.0 TERMINAL LEAVE:

Earned Leave to the extent due and admissible may be granted to any employee at the discretion of the sanctioning authority on termination of his service on medical grounds certified by Authorized Medical Attendant or in the case of Executives and Supervisors on account of retrenchment on abolition of posts. In the latter case it will run concurrently with the notice period required to be given under the contract of appointment, if any. Such leave may be granted even when it has been applied for an refused in Company's interest.

20.0 COMPENSATORY OFF:

20.1 Workmen

Workmen if required to work on weekly holidays or closed holiday may be granted compensatory off. Compensatory off will not be accumulated subject to the provision of law in force, workmen will be entitled to avail of company compensatory off/holiday admissible to them at their choice after making prior application and obtaining sanction for the same.

20.1.1 If a worker works on his weekly off/ rest day which is not a National Holiday (although it may be paid closed holiday), he will be allowed one days compensatory off in lieu of this extra one day/ shift work.

20.1.2 If a worker works on a weekly off / rest day which is also a National Holiday, he will be allowed two days single wage (Basic plus DA).

20.1.3 The compensatory off as regulated in terms of (a) and (b) above can be allowed to be accumulated during a calendar year after which this will be lapsed.

20.1.4 If extra duty as mentioned above is regulated in terms of these provisions, no other payment (such as overtime) will be admissible.
20.2 

Supervisors

Subject to the provision of law in force, supervisors will be entitled to avail of compensatory-off/holiday admissible to them at their choice after making prior application and obtaining sanction for the same.

20.3 

Executives

i) Compensatory off will be admissible to executives up to and including the level of Manager (E-3) who are posted at projects (where one or more units have been commissioned) and those posted at a substation which is commissioned and where O&M is going on and who are:
   a) doing shift duties in power stations / sub-stations, and
   b) Required to work on staggered weekly off.

ii) These executives may be allowed one day compensatory off if they work in an extra shift in addition to their normal shift duty.

iii) If the weekly holiday, being a day other than a Sunday in case of such executives doing shift duties in power Stations / substations coincides with either a closed holiday and the executive does not work on such a day, one day compensatory off will be allowed to him.

iv) The compensatory off may be availed of in the same calendar month, immediately following the month in which it was granted. For availing of compensatory off, prior permission and sanction shall be necessary and the same cannot be availed of on medical grounds.

20.4 

Compensatory off, as granted above can be combined with all types of leaves viz. Casual Leave, Earned Leave, Half pay leave, etc.

Note: The provision under Rule 20.0 may be read with the Rules and are subject to the provision relating to payment of Overtime Allowance / extra compensation payable if any, to the employees concerned.
SETTING OFF OF LEAVE TOWARDS NOTICE PERIOD:

Where an employee resigns his post of his own volition and is required to give notice under terms and conditions of his appointment or deposit pay and allowances for the specified period in lieu thereof, the employee may be permitted, at the discretion of the Company to set off the earned leave at his credit on the date of leaving service towards the notice period.

TRANSFER OF LEAVE:

22.1 "Earned Leave" transferred from other Public Undertakings / Government Department / Semi-Government / Autonomous Body by virtue of service put in by the employee in the organization shall be kept as a separate credit to be availed by him provided a lump sum equivalent of leave salary is paid to this Corporation by the organization concerned.

22.2 In case any employee of the Corporation joins another public Sector Undertaking / Semi-Government / Govt. Organization or Autonomous Body, earned leave at his credit along with the amount of leave salary may be transferred at the discretion of this Corporation if acceptable to the new employer.

22.3 Accumulated Sick Leave / Half Pay leave, standing to the credit of the employees at the time of transfer to or from another Public Sector Enterprise, may be transferred provided such transfer has taken place with the consent of the Management of both the enterprises or under the order of Government / Public Enterprises Selection Board. The procedure for transfer shall be the same as that of EL.

LEAVE SALARY:

An employee on earned leave shall be entitled to leave salary on full pay. Full pay for purposes of these rules shall be the pay drawn immediately prior to proceeding on leave. Regular employees proceeding on earned leave for more than 30 days will be entitled to draw leave salary advance limited to one month.

23.1 The amount of maternity benefit i.e. leave salary for the period preceding the date of expected delivery of an eligible woman employee shall be payable in advance to her on written request along with documentary proof as regards her pregnancy,
and the amount due for the subsequent period shall be immediately payable to her on a written request along with documentary proof of her having delivered a child. However, where Maternity Leave due is taken in conjunction with any other kind of leave (either preceding or succeeding the Maternity Leave due), payment of leave salary shall be restricted only for the period of Maternity Leave due as per rules, in addition to leave salary due for Earned Leave, if any.

24.0 Unauthorized Absence.

24.1 "Unauthorized Absence" means absence by an employee from his/her duty or place of work without authority either without sanction of any leave or after expiry of sanctioned of any leave or after expiry of sanction leave, if any.

24.2 An employee who remains unauthorized absent from duty or place of work either without sanction of any leave or after expiry of sanctioned leave, if any and does not the report for duty for any reason whatsoever within 90(ninety) consecutive days from the date of his/her Unauthorized absence, shall automatically lose lien on his/her post and he/she shall be deemed to have voluntarily abandoned and left the service of the Corporation, without notice.

Provided, however, if the employee subsequently substantiates and accounts for his/her Unauthorized absence from duty within 90(ninety) consecutive days from the date of the termination order to the entire satisfaction of the Management may regularize his/her period of Unauthorized absence on such terms and conditions as it may deem fit and proper.

25.0 COMBINATION AND CONVERSION OF LEAVE:

Subject to the other relevant provisions, any kind of leave other than casual leave may be granted in combination with or in continuation of any other kind of leave.

However, compensatory off will be allowed to be combined with all types of leave viz, casual leave, earned leave, half pay leave etc.

26.0 GENERAL CONDITIONS FOR GRANT OF LEAVE:
26.1 It shall be the Endeavour of the Management to grant all reasonable requests for leave which should be submitted well in time. However, leave cannot be claimed as a matter of right. The Sanctioning Authority, may at its discretion revise, curtail or revoke leave at any time according to the exigencies of service.

26.2 In case where an employee on leave is recalled to duty in the interest of the Corporation's work, single railway fare of the entitled class will be paid from the station of leave to station of duty. The leave in such cases shall end on the day the return journey commences.

26.3 There will be no restriction as regards the number of times in a year an employee can avail of the earned leave.

26.4 The limit as to how many employees may be granted leave at one time in each section / division / department shall be fixed or decided by the competent authority from time to time.

26.5 An employee returning from leave shall ordinarily report back to the post where from he / she proceeded on leave, unless otherwise intimated by the competent authority.

26.6 All applications for leave for three days or less shall be made at least 24 hours before the time from which leave is required. Applications for leave for more than three days shall be made at least 7 days before the date from the day the leave is required, except in special cases.

26.7 Request for extension of leave in all cases may be considered only if the same has been received from an employee giving reason for such extension, sufficiently in advance of the expiry of the leave granted to him. Extension of leave so requested by an employee shall not be considered as sanctioned unless a communication to that effect is received by that employee from the Competent Authority.

26.8 If the request for extension of leave is on grounds of illness of the employee, it shall be accompanied by a Medical Certificate from a Registered Medical Practitioner.
The sanctioning authority on receiving the application for extension of leave may at its discretion, grant the extension asked for, or grant it for a lesser period or refuse the extension. Decision so arrived at, shall be communicated to the employee as soon as possible.

Where the extension of leave has been granted once, on the grounds of illness, second or subsequent requests for further extension on grounds of illness shall be accompanied by a certificate from a medical officer of Government Hospital.

Where an employee has been sanctioned leave or an extension of leave on medical grounds the employee will be required to produce FITNESS CERTIFICATE from the Attending Medical Officer at the time of resuming duty.

OTHER EMPLOYMENT DURING THE LEAVE:
An employee on leave shall not take up any service or accept any employment.

RETURN TO DUTY:
No employee on leave shall return to duty before the expiry of the period of leave granted to him except with the permission of the authority competent to grant leave.
# ENTITLEMENTS OF VARIOUS KINDS OF LEAVE

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>No. of leaves</th>
<th>Accumulation</th>
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<tbody>
<tr>
<td>1 Casual</td>
<td>8 days in a calendar year</td>
<td>Nil</td>
</tr>
<tr>
<td>2 Earned Leave</td>
<td>30 days per year</td>
<td>300 days</td>
</tr>
<tr>
<td>3 Half Pay Leave</td>
<td>20 days per year</td>
<td>No ceiling</td>
</tr>
<tr>
<td>4 Restricted Leave</td>
<td>2 days per year</td>
<td>Nil</td>
</tr>
</tbody>
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