	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 1 of 40</p>
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1. SHORT TITLE:

These Rules will be called “**NEEPCO LEAVE RULES**” and shall come into force with effect from the date of approval by the Board i.e. 25th JUNE 2001. Rules/Orders in respect of leave followed prior to issuance/commencement of these NEEPCO Leave Rules stand cancelled.

2. SCOPE OF APPLICATION:

These Rules shall apply to the employees of the Corporation including departmental trainees and Workcharge employees (except for EOL, Disability Leave, Child Care Leave & Leave not due for W/C) employees).


3. DEFINITIONS:

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

- a) **The “Corporation” means NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED.**
- b) **“Board”** – Means the Board of Directors of the Corporation.
- c) **“Management”** – Means the Board of Directors, the Chairman and 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 power under these Rules means the officer or authority to whom such powers are delegated either in general or in particular.
- e) **“Employee”** – Means an employee who is declared by the Corporation to have satisfactorily completed his prescribed period of probation on Initial appointment.
- f) **“Probationer”** – Means an employee who is provisionally employed with a view to being considered for appointment on the regular establishment of the Corporation.
- g) **“Apprentice/Trainee”** – Means a learner who is paid a stipend during the period of his apprenticeship training other than apprentices under the Apprentices Act 1961.


***Note:** - These Rules will not be applicable to the Apprentices/Trainees if their terms and conditions of Employment and the leave have specifically been mentioned in the Apprenticeship contract and/or any special rules or orders framed by the Corporation from time to time.*

- h) **“Foreign Services/Deputation”** –Means an employee of some other Organization is deputed for service on deputation in the Corporation at its request, he is said to be a “Foreign Service/Deputation”.
- i) **“Notice”** – Means a notice in writing required to be given or affixed on the Notice Board for the purpose of these Rules.
- j) **“Notice Board”** – Means the Notice Board specially maintained in a conspicuous place at or near the main entrance or entrances of the establishment departments for the purpose of displaying notices.
- k) **“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 field of Allopathic, Homeopathy, Ayurveda and Unani system of medicines. However, the

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 2 of 40</p>
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certificates given by Registered Medical Practitioners shall not hold good at places where Corporation has its own hospitals/authorized Medical Officers and employee fall sick there.

- l) **“Authorized Medical Officer”** –Means a doctor authorized by the corporation to treat its employees and would include all doctor empanelled by the Corporation.
- m) **“Government Hospital”** –Means any hospital established by any authority under the control of Central and State Government, Municipal authority, Autonomous body (hospital such as ESI hospital, Coal field hospital etc.) Public Sector under taking or a Hospital recognized by Corporation as such.
- n) **“Uniform Dates”**- In these Rules would mean 1st January and 1st July of every year.
- o) **“Duty”** – Means duty as an employee of the Corporation and includes:-
i) Service as a Probationer;
ii) Joining time;
iii) Such other periods as the Corporation may, by general or special order declare as duty.
- p) **“Pay”** – Means the amount drawn monthly by a Corporation employees as :
Pay other than special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reasons of his position in a cadre and Special pay and personal Pay.
i) Special pay and personal pays.
ii) Any other emoluments, which may be specially classified as, pay by the Corporation.
- q) **“Compulsory retirement”** – Means the retirement of an employee before his attaining the age prescribed by the Corporation for retirement of employee.
- r) **“Retirement”** – Means the retirement of an employee on his attaining the age prescribed by the corporation for retirement of employee.
- s) **“Controlling Officer”** – Controlling Officer means, the officer to whom the employee directly reports for duty.
- t) **“Head of the Departments”** – Means an officer who heads the departments.
- u) **“Earned Leave”**- Means leave earned in respect of period of service with the Corporation and spend on duty (duty as defined in clause-o). Duty means, duty as an employee of the Corporation and includes: -
i) Service as a Probationer;
ii) Joining time;
iii) Such other periods as the Corporation may, by general or special order declare as duty.
- v) **“Half pay Leave”** – Means leave on half pay earned in respect of service with the Corporation. This can be availed of as leave on private affairs or on medical certificate.
- w) **“Commuted Leave”**–Means leave granted on medical certificate on full pay for half the period of half pay leave admissible.
- x) **“Extraordinary Leave”** – Means leave sanctioned under special circumstances without any pay and allowances.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 3 of 40</p>
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N.B: - Expression of masculine gender shall also include feminine gender unless otherwise mentioned specially.

4. AMENDMENTS TO AND INTERPRETATION OF THE LEAVE RULES:

- 4.1 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.
- 4.2 Amendments or modification 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.
- 4.3 If any doubts arise relating to the correct interpretation of these Leave Rules, the decision of the Management thereon shall be final and binding.

5. LEAVE NOT A MATTER OF RIGHT:

Leave cannot be claimed as a matter of right. Discretion is reserved to the authority empowered to grant leave, to refuse or revoke leave at any time according to exigencies of the work. However, it is not open to sanctioning authority to alter the nature of the leave. Except of the request of the employee, such alteration should not be permissible between disability leave and other kind of leave.

5.1 COMBINATION OF LEAVE:

Any kind of leave admissible under these rules may be granted in combination with or in Continuation of any other kind of leave except otherwise specified in these rules.

6. SANCTIONING AUTHORITY:

(a) Sanctioning Authority for sanction of Leave for employees of the Corporation at Project/Units is given below:


Up to Dy. General Manager Level-----	Dy. General Manager(P)/Officer not below the rank of E-7 level.
Up to Sr. Manager Level-----	Sr. Manager (P).
Up to Deputy Manager Level -----	Deputy Manager (P).
Up to Asst. Manager-----	Assistant Manager(HR)/Asst. Manager(Admn).

Note: Project/Units where HR Wing has not started functioning, the power shall be exercised by the Project Head or the Officer nominated by the Project Head.


- (b) Sanctioning Authority at Corporate Office:** - Sanctioning authority at Corporate Office shall be the Corporate HR Department.
- (c)** The leave application shall be duly recommended in clear terms by the concerned controlling officer and all essential documents and certificates issued by the Competent Authority shall be attached with the application by the applicant.

7. REGULATION OF CLAIM TO LEAVE :

- 7.1** An employee's claim to leave is regulated by the rules in force all the time when the leave is applied for and granted.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 4 of 40</p>
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- 7.2** An employee who is dismissed or removed from service and is reinstated on appeal or revision shall be entitled to count for leave earned during his services prior to dismissal or removal as the case may be, and if the order specifically mentions so.
- 7.3** Periods of unauthorized absence will not count for earning earned leave.
- 7.4** Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave, except Casual Leave.
- 7.5** An employee, while on leave including leave preparatory to retirement or leave granted beyond the date of retirement or quitting service, shall not take up any service or employment elsewhere including the setting up of a private professional practice of any nature without obtaining the previous sanction of the competent Authority.
- 7.6** No leave shall be earned in respect of any period of employment during leave even though he is permitted to take up employment during the leave.
- 7.7** Normally no leave shall be granted to an employee until a report regarding its admissibility has been obtained from the Authority maintaining the leave account. If leave is sanctioned without such report in any case, it shall be subject to admissibility being certified by the Authority maintaining the leave account.
- 7.8** Leave shall not be granted to an employee when a competent disciplinary authority has decided to dismiss or remove or compulsorily retire him/her from the service of the Corporation.
- 7.9** Prefixing and suffixing holidays to leave shall be allowed when applied for except in cases where for administrative reason permission for prefixing/suffixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which an employee is certified fit for rejoining duty happens to be a holiday, he shall automatically be allowed to suffix such holiday (s) to his medical leave and such day (s) shall not be counted as leave.
- 7.10** In case, an employee is recalled to duty before expiry of his leave, such recall to duty shall be treated as compulsory in all cases. The employee shall be entitled to be treated as on duty from the date on which he starts for the station to which he is ordered to proceed and to draw:
- i) Travelling allowances as admissible under the T.A. Rules for the journey; and
 - ii) Leave salary, until he joins his post, at the same rate at which he would have drawn it but recall to duty.
- 7.11** Generally extension of leave shall not be allowed. However, in special circumstances, to the satisfaction of the leave sanctioning authority, an employee who desires to extend his leave shall make an application to that effect to the sanctioning authority in sufficient time to reach the latter before the expiry of the leave already granted.
- 7.12** Except in emergency, to the satisfaction of the leave sanctioning authority, application for leave for three days or more shall be made at least seven days before the date from which the leave is required.
- 7.13** A copy of the order passed on the application shall be given to the employee, and if leave is curtailed, refused or postponed, the reasons shall be recorded in writing by the authority making the order.
- 7.14** An employee while applying for leave shall furnish his address in the application during the period of leave.


	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 5 of 40</p>
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- 7.15** An employee who has been sanctioned leave or extension of leave on medical grounds shall not resume duty unless he produces a “Fitness Certificates” from an Authorised Medical attendant.
- 7.16** Unless the authority competent to grant leave extends the leave, an employee who remain absent after the end of sanctioned leave shall deemed to be absent unauthorisedly. The manner in which the period of such absence is to be regulated as described below:
- i) If an employee does not join duty by the stipulated date it would be open to disciplinary authority to institute disciplinary proceedings against him. If during the course of disciplinary proceedings he comes for rejoining duty, he should be allowed to do so without prejudice to the disciplinary action already initiated against him (unless he is placed under suspension) and the disciplinary action concluded as quickly as possible. The question of the regularization of the period of overstay of leave should be left over for consideration till the finalisation of the disciplinary proceedings.
 - ii) If an employee absents himself abruptly or applies for leave which is refused in the exigencies of service and still he happens to absent himself from duty, the entire period of absence would be treated as unauthorized entailing loss of pay for the period in question thereby resulting in break in service. If, however, he report for duty or after initiation of disciplinary proceedings, he may be taken back on duty if he has not been placed under suspension. The disciplinary action may be concluded and the period of absence treated as unauthorised resulting in loss in pay and allowances for the period of absence and thus a break in service. The question whether the break should be condoned or not treated as diesnon should be considered only after conclusion of the disciplinary proceedings and on the representation in this regard by the employee.
 - iii) An employee who remains absent unauthorisedly without proper permission should not be proceeded against immediately and this should be put off till the absence exceeds the limit prescribed in these rules. However, the disciplinary authority may consider the ground adduced by the employee for his unauthorised absence before initiating disciplinary proceedings. If the disciplinary authority is satisfied that the grounds adduced for unauthorised absence are justified, the leave of the kind for and due and admissible applied may be granted to him.
- 7.17** If any employee unauthorisedly absents himself from duty for more than ten consecutive days without any intimation, a notice shall be issued to him, directing him to report for duty forthwith and in any case not beyond eight days after the issue of the notice. If he does not resume duty within such period, the employee shall be deemed to have left the service of the Corporation on his own accord and his name shall be struck off from the rolls of the Corporation with effect from the date of such absence, automatically.

NOTE: *Wherever probation has not been closed, pending receipt of police Verification Report from district Authorities/Intelligence Bureau of previous employers, the employee will be allowed the benefit of leave encashment, Commuted leave, special disability leave and maternity leave (in case of female married employees) on completion of one year 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 sanction earlier on completion of one year's satisfactory service.*

8. CASUAL LEAVE:

- 8.1 Casual leave is intended to cover absence of the employee for personal reasons.
- 8.2 Casual leave can be combined with special casual leave but not with any other kind of leave except the optional holidays admissible in a calendar year, compensatory off.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 6 of 40</p>
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- 8.3 Casual leave can be combined with unavailed joining time.
- 8.4 Sunday and holiday falling during a period of casual leave are not counted as part of casual leave.
- 8.5 Sunday/Public holidays/restricted holidays/weekly off can be prefixed/suffixed to casual leave.
- 8.6 Casual leave can be taken for half day also if half days is taken; the 1300 hours of the day or lunch interval wherever applicable will be taken as the dividing time.
- 8.7 Casual leave can be taken while on tour but no daily allowance will be admissible for the period.
- 8.8 Casual leave is essentially intended for short period and it should not normally be granted for more than 8 days at one time except under special circumstances and with prior sanction obtained before proceeding on such leave.
- 8.9 L.T.C. can be availed during casual leave.
- 8.10 Casual leave entitlement per calendar year shall be 12 days for IDA employees. For the employees on CDA pay pattern the entitlement of casual leave shall be eight days with effect from 1st January, 1998 as per the Central Govt.'s order and as may be amended from time to time.
- 8.11 Employee joining on or after 1st July of a year shall be granted casual leave one day for each month. Part of the month treated as full of the month. The number of days of casual leaves in case of employees joining service before July will not be restricted.
- 8.12 Unavailed casual leave would lapse at the end of each calendar year.
- 8.13 In case, an official have no casual leave in his/her accounts and he/she comes late without sufficient justification or totally absent in a day in the office due to unavoidable circumstances he/she may apply for earned leave and/or other kind of leave due and admissible for entire day and the same may be sanctioned by the Competent Authority.
- 8.14 Employee opting for joining from CDA to IDA scale of pay shall be granted CL on proportionate basis.
- 8.15 In respect of the deputationists and lien holders casual leave to their credit in their parent departments will be ascertained and only balance admissible as per NEEPCO rules will be admissible. Those who join NEEPCO on resignation, casual leave will be granted as per rule 8.11 above.

9. 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.

COMPETENT AUTHORITY FOR SANCTIONING SPECIAL CASUAL LEAVE


Competent Authority for the purpose of Special casual leave shall be Head of the project and Officer not below the rank of Chief General Manager (E-8).

Cases in which special casual leave can be granted are mentioned below: -

- 9.1.1 Special Casual leave not exceeding 30 days in a calendar year may be granted for:

9.1.2 SPORTS AND CULTURAL ACTIVITIES: -

- a) To employees selected to represent the Corporation in any tournament 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 recognized tournaments.
- c) To employees selected to participate in inter-project sports events.
- d) To employees who participate in cultural activities like dance, drama, music, poetic, Symposium, etc; of an All India or Inter-State level.
- e) To employees participating in mountaineering and trekking arranged by recognized clubs/associations.
- f) To employees selected to participate in local tournaments on behalf of NEEPCO.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 7 of 40</p>
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9.1.3 MEETINGS/SEMINARS ETC:

Special casual leave may also be granted to employees willing to attend in their individual Capacities, meetings of technical, scientific or professional Institutions of which they are members (full details should be given and the grant of the special casual leave will be decided according to the merits of the case). However, when the Corporation nominates any of its employees as Corporation's representative to attend such meetings or to attend training course conducted by such bodies, the absence will be treated as duty and not as special casual leave and traveling allowances and daily allowance will be paid as on duty.

9.2 SPECIAL CASUAL LEAVE TO OFFICE BEARERS OF A RECOGNISED UNION/ ASSOCIATION: -

Special casual leave up to a maximum of 20 days in a calendar year shall be admissible for participation in the activities of the Union/Association. The special casual leave upto 10 days in a calendar year shall be admissible to outstation delegates/members of Executive Committee and special casual leave up to 5 days in a calendar shall be admissible to local delegates and local member of Executive Committee for attending meeting of such Union/ Association. Those who will be availing for Special Casual Leave in their capacity, as office bearers will not be entitled to avail Casual leave separately in their capacity as delegate/ Committee members.


For this purpose the member of office bearers of recognised Trade Union/ Association shall be limited to five nos. each only.

9.3 Donation of blood and family welfare Programme.

- a) Employee who donates blood on working days may be granted special casual leave for that day.
- b) Employees who undergo sterilization operation under the family welfare scheme may be granted special casual leave not exceeding 6 working days in case of male employees and 14 days in respect of female employees, subject to production of the Medical Certificate from Authorised Medical Attendant. The employee shall apply for such leave in advance, which may be regularised after production of the certificates.
- c) The employees who undergo operation for recanalisation may be granted special casual leave upto a period of 21 days or actual period of hospitalization as specified by the A.M.A subject to the condition that such operation is performed in Hospital/ Medical college and provided the attending Doctor certifies that hospitalization of the employee for the period stipulated was essential for operation and post operation recovery. This SCL is admissible to employees who are unmarried or have less than two children or desire recanalisation for substantial reasons e.g. person has lost all children etc.

9.4 Special casual leave can be granted to an employee if he is called as witness by the courts, towards the days of absence that is attendance day and minimum travelling 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 employees himself is not a party being prosecuted or defended. Where the Corporation is a party and employee is called for evidence the Corporation, the said period will be treated as on duty and employee would be paid as usual TA/DA.


9.5 During General Election/by-elections to Lok Sabha/ State Assembly, employees enrolled as voters in a constituency but having offices in another constituency are entitled to a day's special casual leave on the day of election in their home constituency to enable them to exercise their franchise if their offices are not closed on that day.

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 8 of 40</p>
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9.6 To regularize the absence on account of natural calamities and civil/political disturbances and infectious diseases, each case will be considered on merit by the Competent Authority.

9.7 COMBINATION OF CASUAL/REGULAR LEAVE WITH SPECIAL CASUAL LEAVE:

- a) The period of absence in excess of the 30 days special casual leave should be treated as regular leave of the kind admissible under the leave rules applicable to the employees concerned or ordinary casual leave as applied for by the employee.
- b) Sundays and closed holidays intervening in a period of special casual leave are not to be ignored for calculating special casual leave.
- c) Combination of special casual leave may be permitted with regular leave of the kind applicable under leave Rules.
- d) The Competent Authority may grant casual leave in combination with special casual leave but in cases where it is permissible to grant regular leave in combination with special casual leave, casual leave should not be granted in combination with both special casual leave and regular leave.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 9 of 40</p>
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CHAPTER – I

10. EARNED LEAVE:

10.1 Earned leave means leave earned in respect of period of service with the Corporation and granted on full pay or stipend in case of the trainees/ apprentices other than apprentices engaged under the Apprentices act. Earned leave shall be credited to the leave account of the employee @ 2 ½ days for each completed calendar month of service.

10.2 Leave credit will be afforded in advance at a uniform rate of 15 days on :

- 1st January - 15 days
- 1st July - 15 days.

However Earned leave account shall be maintained in one section only i.e. Encashable (w.e.f. 01.07.2013)

The Leave at credit of the employees at the close of the previous 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.

10.3 Unauthorized absence does not qualify for Earned Leave. However in case of Extra Ordinary Leave sanctioned to regularize the unauthorized absence; credit afforded in respect of E.L. to individual's account shall be reduced proportionately @ 1/10 of the period of EOL during the previous half year subject to a maximum of 15 days.


10.4 ACCUMULATION OF EARNED LEAVE:

- (a) Accumulation of earned leave for employees on the CDA scale of pay & S1 and above on IDA scale of pay: (w.e.f. 1.1.2000)
 - 1) Earned leave accumulation including carry forward will be allowed up to 300 days.
 - 2) (Deleted).
- (b) Accumulation of earned leave for employees W7 and W8 on IDA scale of pay.
 - 1) Earned leave accumulation including carry forward will be allowed up to 240 days.
 - 2) (Deleted).
- (C) Accumulation of earned leave for employees W-6 and below on IDA scale of pay.
 - 1) Earned leave accumulation including carry forward will be allowed upto 180 days.
 - 2) (Deleted).

Earned leave accumulation including carry forward will be 240 days in case of employees W6 and below on IDA scale of pay, those who have been on the rolls of the Corporation before issuance of these orders i.e. 25/06/2005.

10.5 In case where the earned leave at credit as on 1st January / 1st July shall be 300/240/180 or less but more than 285/225/165 days as the case may be under clause 10.4 respectively of NEEPCO Leave Rules, 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 maximum accumulation, 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.

10.6 Employee who joins the service of the Corporation at any time between the uniform dates i.e. 1st January and 1st July:

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 10 of 40</p>
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Earned leave account will be credited on prorata basis for every completed month of services till the close of 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. (Earned leave shall be maintained as encashable leave account.)

10.7 Intervening Sunday and holidays falling within the spell of earned leave will be counted as earned leave.

10.8 The credit for the half year in which the employee is removed/dismissed/resign from the service or dies in service, will be afforded at the rate of 2 ½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed/ dismissed/ resign/ dies.

10.9 The credit for the half year in which an employee due to retire from the service will be afforded at the rate of 2½ days per completed calendar month in that half year up to the date of retirement.

10.10 The maximum number of days of earned leave that may be granted at a time shall be 120 days.

10.11 The formats for leave application/ extension/ casual leave etc. shall be in accordance with the Annex. given below: -

- (a) Application forms for EARNED LEAVE, extension of leave is given in Annex. - 'A' and application for casual leave is given in Annex. - 'B'.
- (b) The Format for certificate to be given by A. M. A. is given in Annex. - 'C'.
- (c) The format for medical certificate of fitness to return to duty is given in Annex. - 'D'.
- (d) The Form in which leave account is to be maintained is given in Annex. - 'E'.
- (e) The Form for encashment of Earned leave is given in Annex. - 'F'.

11. ENCASHMENT OF EARNED LEAVE :

11.1 Encashment of earned leave shall be allowed to all employees appointed on regular pay scale in whole time employment and trainees / Apprentices (other than those engaged under the Apprenticeship Act 1961) **Including Work charge**, but encashment of earned leave shall not be allowed to Ad hoc, Daily rated, Casual employees, Deputationist from Government Department or other organisations and employees under suspension. (w.e.f. 08.04.2017)


11.2 SANCTIONING AUTHORITY: -

The Sanctioning Authority for encashment of leave will be the authority specified in clause – 6 of NEEPCO Leave Rules.

11.3 Leave can be encashed only from the encashable leave account for employee on CDA scale of pay and W7 and above on IDA scale of pay. For W6 and below on IDA scale of pay the maximum numbers of days on encashable earned leave will be restricted to total EL accumulated as Encashable at the credit of an employee at the date of encashment to be retained at the credit of the employees.

11.4 Any part or whole of the encashable leave can be availed of as leave and it is not necessary that it should be encashed.

11.5 Leave credited in advance will not qualify for encashment and as such this will not be taken into account for determining the quantum of leave admissible for encashment.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 11 of 40</p>
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11.6 (Deleted)

11.7 Employees already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to these benefits.

11.8 Benefits under these rules shall also be admissible to employees who attain the age of superannuation and are granted extension of service. In such case the benefits shall be granted on the date of final retirement or the expiry of extension to the extent of earned leave at credit on the date of superannuation plus the earned leave earned during the period of extension reduce by earned leave availed during such period subject to the maximum of 300 days for employees on CDA scale of pay and S1 and above on IDA scale of pay, 240 days for employees on W7 and W8 on IDA scale of pay and maximum of 180 days for employees W6 and below on IDA scale of pay.

11.9 Encashment of Earned Leave for Deputationists from Government Departments who are Permanently absorbed.


- (i) Deputationists from Government Departments who are permanently absorbed in the Corporation in Public interest and those who on appointment in the Corporation carry forward their leave from Government Departments or Public Undertakings in whose case the parent department has paid a lumpsum equal to leave salary for the leave on average pay/earned leave due to them on the date of permanent absorption/ appointment in the Corporation will be eligible to encash the earned leave so transferred to the extent specified in rule 11.12.

Encashment of leave so transferred at the option of the employee shall be regulated in terms of rule 11.12 below. The monthly rate of leave salary for the quantum of leave (whole or in part) encashed by such an employee as on the date of absorption would be the same at which the Government/parent department transfers the leave salary to the Corporation. The leave salary plus dearness allowance (of all kinds by whatever name called) would be payable by the Corporation. The leave that is credited to the leave account would be merged with the leave earned by him under the Corporation and regulated in terms of NEEPCO Leave Rules for utilization, encashment, etc.

- (ii) For employees in the grade of W6 and below on IDA pattern: -
Deputationist from Government Department who are permanently absorbed in the Corporation in Public interest and those who on appointment in the Corporation carry forward their leave from Government Departments or Public Undertakings in whose case the parent department has paid and lumpsum equal to leave salary for the leave of average pay/earned leave due to them on the date of permanent absorption/ appointment in the Corporation, will be eligible to encash 100% of the earned leave so transferred.

It would be open to the employee to encash the whole or parts of the leave transferred on the date of absorption and get the balance leave credited to his leave account. The monthly rates of leave salary for the quantum of leave (whole or in part) encashed by such an employee as on the date of the absorption would be the same at which the Government parent department transfers the leave salary to the Corporation. The leave salary plus dearness allowance (of all kind by whatever name called) would be payable by the Corporation. The leave that is credited to leave account would be merged with the leave earned by him under the Corporation and regulated in terms of NEEPCO Leave Rules for utilisations, encashment, etc.

Whole or part of leave received from the parent department of a Deputationist on his absorption in NEEPCO, which is encashed immediately without getting the same transferred to his leave account in NEEPCO shall be encashable at the rate of pay at which the leave salary has been calculated and

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 12 of 40</p>
---	---	---

remitted by the parent department. The rate of DA/ADA admissible would also be that which is applicable to such leave salary of the parent department. The leave, which is credited to his leave account in NEEPCO will, however, be regulated by the Encashment of leave rules of NEEPCO.

11.10 AMOUNT OF ENCASHMENT:

For the period of leave encashed, an amount equal to the two of the following elements of emoluments admissible on the date of application will be payable.

- (a) Basic pay, including special pay and personal pay, Non-practicing allowance, if any, and
- (b) Dearness allowance

11.11 The payment made towards encashment shall not be reckoned for any other purpose like gratuity, provident fund, bonus etc., other than income tax.


11.12 ENCASHMENT OF LEAVE DURING SERVICE/ ON RETIREMENT/ RETRENCHMENT/ DEATH/TERMINATION OF SERVICE ON OTHER THAN DISCIPLINARY GROUND.

(A) FOR EMPLOYEES ON CDA PATTERN OF PAY AND EMPLOYEES IN THE GRADE OF S1 AND ABOVE ON IDA PATTERN.

- 1) Encashment during service:** - Encashment of leave during service is allowed.
- 2) Encashment of leave on Voluntary Resignation:** - An employee, who resigns or quits service voluntarily, shall be allowed encashment of leave to the following extent: 100 % leave standing at his credit in the encashable leave portion subject to the maximum of 150 days-
- 3) Encashment of leave to an employee on termination of service on other than disciplinary grounds:** - An employee whose services are terminated on other than disciplinary grounds shall be allowed encashment of leave to the extent defined in Rule 11.12A (2) above.
- 4) Encashment of leave to employees whose service are terminated on disciplinary ground:** - An employee whose service is terminated on disciplinary ground or an employee who is dismissed from service shall not be allowed encashment leave.
- 5) Encashment of leave on retirement/Voluntary retirement/death :-**
On superannuation/separation of the employee from the corporation, entire leave (EL & maximum 240 HPL) subject to a ceiling of 300 days will be Encashable. However, HPL shall not be commuted. The cash equivalent payable for HPL would be equal to leave salary as admissible for half pay plus DA.

B) FOR EMPLOYEES W7 AND W8 ON IDA SCALE OF PAY –

- 1) Encashment during service:** - Encashment of Leave during service is allowed.
- 2) Encashment of leave on voluntary Resignation:** - An employee, who resign or quits service voluntarily, shall be allowed encashment of leave to the following extent: 100% leave standing at his credit in the encashable leave portion subject to the maximum of 120 days.
- 3) Encashment of leave to an employee on termination of service on other than disciplinary grounds:** - An employee whose services are terminated on other than disciplinary grounds shall be allowed encashment of leave to the extent defined in Rule 11.12 B (2) above.

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 13 of 40</p>
---	---	---

4) Encashment of leave to employees whose service are terminated on disciplinary ground:-

An employee whose service is terminated on disciplinary ground or an employee who is dismissed from service shall not be allowed encashment of leave.

5) Encashment of leave on retirement/Voluntary retirement/death: -

On superannuation/separation of the employee from the corporation, entire leave (EL & maximum 240 HPL) subject to a ceiling of 300 days will be Encashable. However, HPL shall not be commuted. The cash equivalent payable for HPL would be equal to leave salary as admissible for half pay plus DA.

C) FOR EMPLOYEES ON IDA PATTERN GRADES OF W6 AND BELOW:

- (a) For existing employees i.e. those who are on rolls before issuance of these orders the entire period of earned leave not exceeding 240 days shall be encashable at the time of retirement/voluntary retirement/resignation/ termination/death.

1) Encashment during service: - Encashment of Leave during service is allowed.

2) Encashment of leave on voluntary resignation: - An employee who resigns or quits service Voluntarily shall be allowed encashment of entire period of earned leave to the credit of employee, not exceeding 180 days.

3) Encashment of leave to an employee on termination of service on other than disciplinary Grounds: - An employee whose services are terminated on other than disciplinary ground shall be allowed encashment of entire period of earned leave to the credit of employee not exceeding 180 days.

4) Encashment of leave to employees whose services are terminated on disciplinary ground: - An employee whose service is terminated on disciplinary ground or an employee who is dismissed from service shall not be allowed encashment of earned leave.


5) Encashment of leave on retirement/Voluntary retirement/death:-

On superannuation/separation of the employee from the corporation, entire leave (EL & maximum 240 HPL) subject to a ceiling of 300 days will be Encashable. However, HPL shall not be commuted. The cash equivalent payable for HPL would be equal to leave salary as admissible for half pay plus DA.

11.12.1 DEDUCTION:


No deduction other than:

- Income Tax.
- Statutorily enforceable recoveries.
- Any other recovery specifically ordered by the competent authority will be made from the amount payable to a serving employee. In cases of retirement /retrenchment/death termination, corporation's dues shall be recovered from the amount of encashment.

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 14 of 40</p>
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11.13 PROCEDURE FOR ENCASHMENT OF EARNED LEAVE:

- (i) Leave as due on 30th June or 31st December of the preceding half-year or balance of leave after adjusting leave taken during the year upto date of encashment whichever is less can be encashed.
- (ii) On receipt of an application (in Annex. –‘F’) for encashment of leave, the sanctioning authority will ascertain the admissibility of encashment of leave applied for, from the Personnel Department where the Leave Account is maintained and subject to leave being admissible, it will be sanction.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 15 of 40</p>
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CHAPTER - II

12. HALF PAY LEAVE:

- 12.1 The employees are entitled to half pay leave for 20 days in respect of each completed year of service.
- 12.2 Half-pay leave account to every employee shall be credited with HPL in advance in two installments of 10 days each on 1st January and 1st July of every calendar year.
- 12.3 There shall be no ceiling for accumulation of half pay leave.

13 ENCASHMENT OF HALF PAY LEAVE:


- 13.1 The encashment of Half pay leave upto a maximum of 240 days standing at the credit of employee shall be allowed to a regular employee on IDA scale of pay of the Corporation 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 grounds of disciplinary action, after attaining the age on 50 years provided that the concerned employee has completed a minimum of 10 years continuous service in Central/State Govt. PSUs out of which a minimum of 5 years is in NEEPCO and
 - (iv) On completion of the tenure by the Board Level appointees.
 - (v) Other conditions governing encashment of Half Pay leave/ as above shall be the same as applicable for encashment of Earned Leave under NEEPCO Leave Rules, subject, however, to the condition that for the purpose of computing encashment of Half Pay only of the basic pay plus D.A shall be taken into account.

13.2 THE QUANTUM OF ENCASHMENT OF HALF PAY LEAVE.

Maximum of 240 days Half Pay Leave at the credit of the employee shall be allowed to be encashed.

- 13.3 The option to switch over from CDA pay pattern to IDA henceforth shall not be allowed to the employees who have already superannuated/resigned from the Corporation and are not in the rolls of the Corporation as on date of issuance of these orders. Employees who opt from CDA to IDA pay shall be allowed encashment on half pay leave only for the portion of half pay leave which they have earned after switching over to IDA scale of pay, except in case where employees have been promoted/appointed in IDA scales of pay without obtaining option from such employees. This will also not be applicable to the employees who have been promoted/ appointed in IDA scale of pay without having any option to IDA but subsequently switched over to IDA scales of pay prior to the date of their promotion.


For this purpose, HPL earned will be calculated at the rate admissible for each completed year of service in IDA scale subject to the balance total HPL available in the leave record.

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 16 of 40</p>
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CHAPTER - III

14. COMMUTED LEAVE:

- 14.1 Half Pay Leave can be commuted into full pay leave on medical grounds, subject to production of medical certificate from Authorised Medical Attendant.
- 14.2 Commuted leave shall not exceed half the amount of half pay leave due.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 17 of 40</p>
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CHAPTER - IV

15. QUARANTINE LEAVE:

Quarantine Leave is a leave of absence from duty necessitated in consequence of the presence of certain infectious diseases (Cholera, Small Pox, Plague, Chicken Pox, diphtheria, Typhus fever, and Cerebrospinal meningitis) in the family or household of the employee. An employee on quarantine leave will not be treated as absent from duty and his pay and allowances will not be affected.

The disease “Measles” is not covered for sanction of quarantine leave.

- (a) Such leave may be granted on the certificate of an AMA for a period not exceeding 21 days or in exceptional circumstances 30 days.
- (b) Can also be granted in continuation of other leave, when necessary.
- (c) Can be granted to an employee if the employee falls ill at a place other than his Headquarters, provided that he had gone there on duty with the permission of competent authority.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 18 of 40</p>
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CHAPTER - V

16. EXTRA ORDINARY LEAVE.

16.1 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 employee specifically applies for extra- ordinary leave:

- i) Up to Three months on any one occasion other than on grounds of illness.
- ii) Up to six months on any one occasion on Medical certificate for diseases other than T.B., Leprosy and Cancer.
- iii) 12 months for the treatment of cancer or mental illness on medical ground.
- iv) 18 months for treatment of T.B., Pleurisy and leprosy on medical ground.
- v) 24 months for study in Corporation's interest, subject to the condition that, the concession of extra ordinary leave up to 24 months shall be admissible in case where the employee has completed 3 years continuous service on the proceeding date from which leave is required.


16.2 Over and above, the Chairman and Managing Director may sanction extraordinary leave in excess of the above-mentioned limits by three months in exceptional cases.

16.3 Where an employee fails to resumes duty on the expiry of maximum period of extraordinary leave granted to him or where an employee who is granted a lesser amount of extra ordinary leave than the maximum admissible remains absent from duty for any period which together with the extra ordinary leave already granted such leave under the above provisions [16.1(i), (ii), (iii), (iv) & (v)] he shall unless the Chairman & Managing Director in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly, cease to be in the service of the Corporation.

16.4 In no case the total extra ordinary leave admissible to an employee during the entire service \period shall exceed five years.

16.5 ENTITLEMENTS OF EMOLUMENTS DURING EXTRAORDINARY LEAVE:

- (i) Pay: No leave salary (pay) will be admissible.
- (ii) DA/ADA: No DA/ADA will be admissible.
- (iii) CCA/HRA: Compensatory (City) and House rent allowance will be admissible at the rate at which these were admissible before proceeding on leave, for a total period of leave limited to 120 days. For this purpose, the total period of leave includes, all kind of leave under the leave Rules of the Corporation including extra ordinary leave but concurrently with the notice period or not.
- (iv) Special compensatory Allowance/Hills compensatory Allowance/ Project Allowance: These will be regulated in the same manner as C.C.A and H.R.A.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 19 of 40</p>
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CHAPTER - VI

17 SPECIAL DISABILITY LEAVE:

- 17.1 Special disability leave may be granted to an employee of the Corporation who are disabled and become temporarily unfit to work on account of injuries due to accident arising out of and in the course of employment and suffers a disability as a risk of office or special risk of office.
- 17.2 Such leave shall not be granted unless the disability manifested itself within three months of its occurrence to which it is attributed and the employee of the Corporation who suffers the disability acted with the promptitude in bringing it to the notice of the management. The Management may, however, if satisfied as to the cause of disability permit such leave being granted in cases where the disability manifested itself more than three months after the occurrence of its cause.


EXPLANATION – I.

“Risk of office” means any risk, not being special risk of accident or disease to which a member of the Corporation is exposed in the course of and as a consequence of his duties but nothing shall be deemed to be a risk of office which is a risk common to human existences in modern conditions in India, unless such risk definitely enhanced in kind of degree by the nature, conditions, obligation or incidents of corporation and includes any risk of injury, illness, disease or accident (whether caused or occasioned by riots, civil disorder or commotion and other extra ordinary circumstances) arising out of and in the course of discharge of his duties by an employee on working days or holidays. An employee who is proceeding to or returning from any place to which he has to go in the course of his duties or in order to discharge his duties shall be acting in the discharge of his duties.


EXPLANATION – II.

“Special risk” of the office means: -


- (a) A risk of suffering injury by the act of a person who inflicts an injury on an employee of the corporation.
 - (i) By assaulting him in the discharge of his duties, or in order to deter or prevent him from performing his duties.
 - (ii) Because of anything done or attempted to be done by such employee in the lawful discharge of his duty as such; or
 - (iii) Because of his official posting.
- (b) A risk of injury by accident to which an employee is exposed to the course of or as a consequence of the performance of any particular duty which has the effect of materially increasing his liability to such injury beyond the normal risk of his office; and
- (c) A risk of contracting disease in the performance of any particular duty which has the effect of increasing his liability to illness beyond the ordinary risk attaching to the post which he holds. Special disability leave shall not be granted in respect of injury, not resulting in death, caused by an accident which directly attributable to: -
 - (i) The employee having been at the time thereof under the influence of drink or drugs; or

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 20 of 40</p>
---	---	---

- (ii) The willful disobedience of the employee to an order expressly given to a rule expressly framed, for the purpose securing the safety of the employees; or
 - (iii) The willful removal or disregard by the employee of any safety guard or other device which he knew to have been provided for the purpose of securing the safety of employee. However, where the benefits under the group Personal Accident Insurance Scheme are availed, the benefit of special Disability Leave will not be admissible and vice versa.
- 17.3 The period of leave granted shall be such as may be certified by an authorized Medical Attendant to be necessary and on the basis of recommendations of a committee and shall in no case exceed 24 months. It shall not be extended except on a certificate from an Authorised Medical Attendant and the recommendation of the committee of following representatives given under Rule 17.5 below:
- 17.4 Where an employee suffers a disability by an injury accidentally incurred in or in consequence of his official position or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.
- 17.5 **PROCEDURES:**
Special Disability Leave will be granted on the basis of recommendation of committee consisting of the following representatives: -
- (a) Concerned HOD or his authorized nominee;
 - (b) Medical Officer authorized for this purpose;
 - (c) Representative from the Personnel Department; and
 - (d) Safety officer (if in position).
- The committee as mentioned above shall prepare a report in the format as given in FORM- and make its recommendations both for prevention of recurrence of accident and also for grant of special Disability Leave. The employee will submit his application in the format given at FORM-II. The authority to sanction leave will vest with Director (P) or any other authorized official at corporate centre. In case of any grievances in the matter of Special Disability Leave, the concerned employee can make an appeal to the C.M.D., whose decision will be final and binding.
- 17.6 **GENERAL:**
The grant of special disability leave is subject to conditions that: -
- (i) The disability, if due to a disease, must be certified by an Authorized Medical Attendant to be directly due to the performance of the particular duty; and
 - (ii) The disability contracted during service must in the opinion of the Corporation be so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave.
 - (iii) A period of absence recommended by an Authorised Medical Attendant / Committee may be covered in part by special disability leave and in part by any other kind of leave and the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.
- 17.7 Special Disability Leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but more than 24 months of such leave shall be granted in consequence of any one disability.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 21 of 40</p>
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- 17.8 Special disability leave shall be counted as on duty in calculating service for gratuity and shall not except the leave granted on the sub rule 17.10 be debited against his leave account.
- 17.9 For the first 120 days of any period including a period of such leave granted under sub rule 17.7 be equal to leave salary while on earned leave and;
- 17.10 For the remaining period of any such leave, be equal to leave salary during half pay leave. Provided that a Corporation employee may at his option be allowed leave salary as in sub rule 17.9 for the period not exceeding another 120 days and in that event the period of such leave shall be debited to half pay leave account.
- 17.11 Special disability leave may be combined with any other kind of leave
- 17.12 Special disability leave will not be debited to the leave account.
- 17.13 When the official is entitled to any benefit under the workman's compensation act 1923, the amount of leave salary will be reduced by the amount of benefit payable under the above act.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 22 of 40</p>
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CHAPTER - VII

18. MATERNITY AND PATERNITY LEAVE:

18. A.(i) Maternity leave shall be granted on full pay for a period which may extent up to 180(one hundred & eighty) days from the date of its commencement, subject to production of medical certificate from the Authorised Medical Attendant(AMA).
(w.e.f. 22.06.2012 for Executives and Supervisors, and w.e.f. 04.07.2011 for Workmen)

18. B. May be combined with leave of any other kind due including commuted leave, if she so desires up to a maximum of 60 days without production of medical certificate from the AMA.

18. C Maternity leave will also be allowed in case of miscarriage/abortion, subject to the condition that the leave does not exceed 45 days from the date of miscarriage or abortion as certified by AMA.


18. D CHILD CARE LEAVE (CCL) (w.e.f. 01.04.2015):

Female employees who are on the regular rolls of the corporation excluding apprentices, trainees and probationers, may be provided child care leave by an authority competent to grant leave for a maximum period of 730 days during her entire service for taking care of her two eldest surviving children, whether for rearing or looking after any of their need, such as education, sickness and the like.

- i) For the purpose of clause 18.D, "Child" means-
 - a) A child below the age of 18(eighteen) years.
 - b) A child below the age of 22(twenty two) years with a minimum disability of 40 percent as specified in the government of India in Ministry of Social Justice and Empowerment's Notification no. 16-18/97-N 1.1, Dated the 1st June, 2001.
- ii) Grant of child care leave to a women shall be subject to the following conditions namely:
 - a) It shall not be granted for more than 3(three) spells in a calendar year;
 - b) It can be availed for a maximum period of 45 days in one calendar year; and
 - c) It shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, provided that the period for which such leave is sanctioned is minimal.
- iii) During the period of child care leave, the women employee shall be paid leave salary equal to pay drawn immediately before proceeding on leave.
- iv) Child care leave may be combined with leave of any other kind.
- v) Child care leave shall not be debited against the leave account.
- vi) During the child care leave period, the employee shall not be considered for promotion. However, the period will count for eligibility for promotion.
- vii) During the period of child care leave, the employee will not be allowed to take up any remunerative/honorary service elsewhere.
- viii) The competent authority for sanctioning of this leave shall be sanctioning authority as per NEEPCO leave rules.
- ix) CMD shall make amendments/modifications in any of the provisions in the scheme from time to time.

18. E CHILD CARE LEAVE ON ADOPTION OF A CHILD (CCLA) (w.e.f. 01.04.2015):

18. E. 1 Female Employees who are on the regular rolls of the corporation and with less than two surviving Children, shall be granted the child care leave on adoption of a child up to one year of age, on the lines of maternity leave admissible to natural mothers, for a period of 180 days immediately from the date of valid legal adoption.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 23 of 40</p>
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18. E.2 Male Employees who are on the regular rolls of the corporation and with less than two surviving children shall be granted the Child Care Leave on adoption of a child up to one year of age, on the lines of paternity leave for a period of 15 days to be availed within a period of 6 months from the date of valid legal adoption.

18. E.3 Other Terms and Conditions:


- a) The child care leave on adoption of a child shall be granted on a full pay.
- b) Child care leave on adoption of a child may be combined with leave of any other kind.
- c) In continuation of 'Child care leave on adoption of a child' the mothers (on adoption of a Child) may also be granted, if applied for, leave of the kind due and admissible (including commuted leave not exceeding 60(sixty) days, without production of Medical certificate for a period up to one year reduced by the age of the adopted child on the date of legal adoption, without taking into account the period of Child Adoption Leave, subject to the following conditions:
This facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption.
The maximum period of one year leave of the kind due & admissible (including Commuted leave up to 60 days without production of Medical Certificate) will be reduced by the age of child on the date of adoption without taking into account Child Care Leave on Adoption of a child as in following Illustrations:
 - i) If the age of the adopted child is less than one month on the date of adoption, leave up to one year may be allowed.
 - ii) If the age of child is six months and above but less than seven months, leave Up to 6 months may be allowed.
 - iii) If the age of the child is 9 months and above but less than 10 months, leave up to 3 months may be allowed.
- d) Child care leave on adoption of a child shall not be debited against the leave account.

18. E.4 General:

1. The adoption of the child should be through a proper legal process and the employee should submit a copy of the adoption deed with the company.
2. The competent Authority for sanctioning of this leave shall be sanctioning Authority as per NEEPCO Leave Rules.
3. CMD shall make amendments /modifications in any of the provisions in the scheme from time to time

18. F. PATERNITY LEAVE (w.e.f. 01.04.2015):


Male employees with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife (i.e. within the period in which Maternity Leave is allowed to a female employee). During period of such leave, he shall be paid salary/wages as admissible in case of Maternity leave at the rate drawn immediately before proceeding on leave. Paternity leave shall not be debited against the leave account and may be combined with any other kind of leave. Subject to the above, it shall be granted only twice in an entire period of service.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 24 of 40</p>
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CHAPTER - VIII

19 STUDY LEAVE:

- 19.1** Study leave is admissible for a maximum period of three years; on once during entire service of the employee, subject to the exigencies of work.
- 19.2** Study leave may be granted to an employee to enable to undergo a special course of study consisting of higher studies or specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duty.
- 19.3** Study leave shall not be granted to an employee unless: -
- (a) It is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of Corporation's interest;
 - (b) It is for prosecution of studies in subjects other than academic or literary subjects;
 - (c) He has rendered minimum five years of service under Corporation; and
 - (d) He is not due to retire, or does not have the option to retire from the Corporation within five years of the date on which he is expected to return to duty after expiry of the leave.
- 19.4** Study leave will not be debited to the regular leave account of employee. This leave may be combined with any other kind of leave. However, total leave under rule 19.1 and 19.4 will not exceed three years.
- 19.5** The employee will not be entitled to any pay or allowances during the period of study leave. However, CMD, NEEPCO, considering the merits of each case, may sanction study leave with salary subject to following conditions: -
- (i) During the study leave availed in India, the employee shall draw leave salary equal to the pay (without allowances other than Dearness Allowance) that he would have drawn while on duty with the Corporation immediately before proceeding on such leave, subject to a furnishing of a certificate by the employee to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part time employment, either full time or part time.
 - (ii) During the study leave availed outside India, the Corporation employee shall draw leave salary equal to the pay (without allowances other than Dearness Allowance) that he would have drawn while on duty with the Corporation immediately before proceeding on such leave.
 - (iii) The amount if any received by an employee during the period of study leave in India/ outside India as scholarship or stipend or remuneration in respect of any part time of employment shall be adjusted against the leave salary payable under this rule, subject to the Condition that the leave salary shall not be reduced to an amount less than that payable as leave during the half pay leave.
 - (iv) The employee who is granted study leave with salary shall serve the Corporation for the period of ten years after completion of the course and in case of default he will be liable to pay the Corporation the entire amount of leave salary paid to him or the balance amount left unadjusted along with interest thereon in additional to Bond Money of Rs.40, 000/-, Rs.80, 000/- and Rs.1, 00,000/- for one, two and three years of study leave respectively.
In case the employee fails to complete the course due to any reason whatsoever, the entire amount of leave salary paid to him shall be recovered along with the interest thereon at the rate of the time being in force.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 25 of 40</p>
---	---	---

(v) The employee who is granted study leave with salary to pursue his study either in India or abroad will not be paid any kind of travel expenses.

vii) During the period of study leave, the employees will not earn Earned Leave or Half Pay Leave for the period of his study leave duration, but will be entitled to regular annual increment provided he gets the leave salary.

viii) The study leave with salary shall be granted only once during the total service tenure of the employee in the Corporation.

19.6 Acceptance of any part time scholarship honorarium or any other payment during his period without prior approval of the Competent Authority is prohibited and shall be treated as misconduct.

19.7 No study allowance shall be paid during study leave for courses of study in India and abroad.

19.8 EXECUTION OF BOND:

- (a) The employees are required to execute a Bond immediately before proceeding on study leave to serve the Corporation for a period of three years after completion of the course. In case of default, he is liable to pay to the Corporation a sum of Rs. 40,000/-, 80,000/-, 1,00,000/- as Bond Money for one year, two years and three years study leave respectively.
- (b) In case the employee leaves the services of the Corporation during the period of study leave itself, the entire bond amount so recoverable from him. The entitlement for Gratuity and Provident fund in such cases will be dealt with in accordance with the rules of the Corporation from time to time.
- (c) If, however, the employee leaves the services of the Corporation during the bond period, the bond amount will be payable by him, as per the Rules of the Corporation, as in vogue from time to time, if he joins Public Sector Undertaking/Government service with the Corporation's concurrence, the bond may be transferred.


19.9 EFFECT OF STUDY LEAVE ON PROMOTION & SENIORITY:

- (a) During the study leave period, the employee shall not be considered for promotion. However, the period will count for eligibility for promotion. The employee will be considered for promotion, as per the Corporation's policy, after rejoining duties on expiry of study leave.
- (b) The duration of study leave availed without completing the study will not be reckoned for the purpose of eligibility for promotion, or for earning increments. The employee will also not be eligible for grant for study leave again.
- (c) The study leave period will not be considered for the purposes of earning any kind of leave.

19.10 The employee is required to vacate corporation's accommodation/ leased accommodation provided to him, if any within six months of his proceeding on leave, failing which market rent will be charged.

19.11 PROCEDURE FOR GRANT OF STUDY LEAVE:

- (i) The employee will apply through proper channel to his head of Department/Project for permission to join the course as soon as the advertisement/notification is issued by the concerned Institution in the prescribed format. This will be examined by the Head of Department/Project and forwarded to

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 26 of 40</p>
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the concerned Personnel Department with recommendation for onward transmission to Corporate Personnel Department. Wherever possible, a copy of the application form prescribed by the Institution must also be attached.

- (ii) The sanctioning authority for study leave shall be D (P)/ CMD or any other authorised officials.
- (iii) On completion of the course, the employee shall submit to the sanctioning authority a certificate/degree/paper in support of his having passed the examination, which shall indicate the dates of commencement and completion of the course, with the remarks, if any, of the authority in-charge of the course.
- (iv) In case the employee fails to complete the course satisfactorily, rejoining the service of the Corporation will require specific approval of the Director (Personnel).

20 LEAVE SALARY:

Following leave salary shall be paid to the employee, where applicable: -


- (a) During Earned leave – Amount equal to pay drawn (with other permissible allowance) Immediately before proceeding on leaves.
- (b) During Half Pay leave – Amount equal to half pay and DA as admissible on their half pay/leave salary.
- (c) During Commuted leave – Amount equal to pay drawn immediately before proceeding on leaves, as in case of Earned leave.
- (d) During Extra Ordinary leave – As per the rules specified in extra ordinary leave chapter of these rules.
- (e) During Maternity leave – Amount equal to pay drawn (with all other permissible allowances) immediately before proceeding on leaves.
- (f) During Paternity leave – Amount equal to pay drawn (with all other permissible allowances) immediately before proceeding on leaves.

21 LEAVE SALARY ADVANCE:

The advance in lieu of leaves salary to a Corporation employee who proceeds on leave for a period not less than 30 days may be sanctioned by the competent authority. The amount of advance shall be restricted to the new amount of leave salary for the first month of leave that is clearly admissible to a Corporation employee after deduction on account of Income Tax, provident Fund, House Rent, repayment of advances etc, so that there is no financial risk involved. The advance so paid shall be adjusted in full in the leave salary bill. In case where the advance cannot be so adjusted in full, the balance will be recovered in the next payment or/and leave salary.

22 OVER STAYAL OF LEAVE:

The employee of the Corporation who remains unauthorisedly absent and does not report within 8 days from the date of expiry of leave granted to him shall not be paid salary and shall lose service and lien on his post and shall be deemed to have voluntarily left service of the Corporation on his own accord without notice. However, if the employee is subsequently able to account for his

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 27 of 40</p>
---	---	---

unauthorised absence with 15 days of such unauthorise absence to the satisfaction of the management, it shall be prerogative to the management to regularise the period of absence in manner deemed fit and covered by the rules or otherwise.

23 COMBINATION AND CONVERSION OF LEAVE:

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave, except casual leave.

24 OTHER EMPLOYMENT DURING THE LEAVE:

An employee while on leave including leave preparatory to retirement or leave granted beyond the date of retirement of quitting service shall not take up any service or employment elsewhere including the setting up of a private professional practice of any nature without obtaining the previous sanction of the competent authority.

25 RETURN TO DUTY:

The employee may return to duty before the expiry of the period of leaves granted to him in following circumstances;

- (a) Competent authority has granted permission to return early;
- (b) Competent authority has called the employee back in view of exigencies of work.
- (c) The employee himself has felt to resume his duties in view of the natural calamity, accident at the works and other extreme requirements at the work.

26 SETTING OFF OF LEAVE TOWARDS NOTICE PERIOD:

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

27 CARRY FORWARD OF LEAVE:


27.1 ON APPOINTMENT IN THE CORPORATION:

Employees of Central/State Governments who are absorbed in the Corporation and employees of other public sector Undertakings who joins the Corporation will be allowed to carry forward their earned leave/leave on average pay at credit in the previous organisation on their appointment in the corporation, provided the previous organisation has paid a lumpsum leave salary equal to earned leave due to the Corporation.

27.2 APPOINTMENT IN ANOTHER PUBLIC SECTOR UNDERTAKING:

Employee of the corporation who join another public sector undertaking with the consent of both the employers will be allowed to carry forward their Earned leave from the corporation to the new employer. In such cases a lumpsum leave salary equal to pay for the earned leave due to them from the corporation would be payable by the corporation to the new employer.

27.3 Employees of the corporation who join another public sector undertakings with the consent of both the employers will be allowed to carry forward the half pay leave standing at their credit from

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 28 of 40</p>
---	---	---

the corporation to the new employer. In such cases a lumpsum leave salary equal to half pay leave to them from the corporation would be payable by the corporation to the new employer. Similarly, employees of other public sector undertakings who absorbed/join the corporation will be allowed to carry forward their half pay leave standing at their credit in their previous organisation on their appointment in the corporation. Provided the previous organisation agrees to pay a lumpsum leave salary equal to half pay due to the corporation.

27.4 ON CONVERSION FROM WORKCHARGED TO REGULAR CADRE:

In all the cases of workcharged employees who have been appointed on regular establishment, the unavailed earned leave and half pay leave as may be due, may be permitted to be carry forward his appointment in regular cadre in the corporation. Such unavailed leave will be shown as opening balance in the leave account of the employee concerned.


Work charged employee of the corporation who have been appointed in the regular establishment shall carry forward the unavailed casual leave/optional holidays standing in their credit. In all such cases, therefore, the entitlement of casual leave/optional holiday for the employee concerned, for the remaining part of the year (in which a workcharged employee is appointed in regular cadre), shall be limited to the casual leave/optional holiday carry forward.

28 LEAVE ADMISSIBLE TO PERSON RE-EMPLOYED AFTER RETIREMENT –

The provision of these rules shall apply as if the person had entered the service of the Corporation for the first time.

29. TERMINAL LEAVE BENEFITS:

The benefit of terminal leave may also be allowed to re-employed pensioners who are treated as new entrants for purpose of earning leave.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 29 of 40</p>
---	---	---

ANNEXURE A

APPLICATION OF LEAVE AND EXTENSION OF LEAVE

1. Name of the applicant/ Employee no.: _____
2. Post held : _____
3. Department, Office, Section : _____
4. Pay : _____
5. House rent and other compensatory Allowances drawn in the present post: _____
6. Nature & period of leave applied for
And date from which required : _____
7. Sunday and holidays, if any proposed
to be prefixed/suffixed to leave. : _____

8. Ground on which leave is applied for : _____
9. Date of return from last leave,
Nature and period of leave : _____

I propose / do not propose to avail myself Leave travel Concession for the block year _____ during the ensuing leave

10. Address during the leave period : _____

11. Remarks / Recommendation of the Controlling officer _____


Date _____

Signature of the applicant

Date _____

Signature _____

Designation _____

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 30 of 40</p>
---	---	---

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

12. Certified that _____ (nature of leave)
for _____ days from _____ to _____
is admissible under rule _____ of the _____
Rules.

Date _____

Signature _____

Designation _____


Order of the authority

Competent to grant leaves.

Date _____

Signature _____

Designation _____

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 31 of 40</p>
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ANNEXURE - B

APPLICATION FOR CASUAL LEAVE

1. Name & Designation of the employee _____
 2. Number of days which C.L is required _____ days from _____ to _____
 3. Number of days for which C.L. has already been availed of _____
 4. Reason of leave _____
 5. Address during leave _____
- Phone No. if any. _____


Date _____

Signature _____

Employee no. _____

The Casual Leave applied for is sanctioned, if due.

Signature of Competent Authority.

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 32 of 40</p>
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ANNEXURE – C


MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OF LEAVE OR COMMUNICATION OF LEAVE

Signature of the Employee _____

I, _____ after careful personal examination of the case hereby certify that Shri/
Smti/Kumari _____ whose signature is given above, is suffering from
_____ and I consider that period of absence from duty of _____
with effect from _____ is absolutely necessary for the restoration of his/her health.

Date _____

Authorised Medical Attendant
Hospital/Dispensary or Registered
Medical Practitioner.

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 33 of 40</p>
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ANNEXURE – D

MEDICAL CERTIFICATION OF FITNESS TO RETURN TO DUTY.

Signature of the employee _____ Name & Designation _____


We, the members of Medical Board _____ I,

_____/Civil surgeon/Staff Surgeon/Authorised Medical Attendant of the
_____/Regd. Medical Practitioner do hereby certify that we have carefully examined
Shri/Smt. Kumar _____ whose signature is given above, and find that he/she has
recovered from his/her illness and is now fit to resume duties in Corporation service. we/I also certify that
before arriving at this decision, We/I have examined the original medical certificate(s) and statements of
the case(or certified copy thereof) on which leave was granted or extended and have taken these into
consideration in arriving at our/ my decision.

Members of the Medical Board/
Civil Surgeon/Staff Surgeon
Authorised Medical Attendant/
Regd. Medical Practitioner.

Date _____

Strike out whichever is not applicable.

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 34 of 40</p>
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ANNEXURE – E

APPLICATION FORM FOR ENCASHMENT OF EARNED LEAVE

(Please see Rule 10-11)

- 1.Name & Designation : _____
- 2.Employee No. : _____
- 3.Scale of pay : _____
- 4.Basic pay : _____
- 5.DA/ADA : _____
- 6.Earned Leave last availed* : _____
- 7.Period of earned leave* : _____
- 8.Encashment of earned leave last availed: _____
- 9.Encashment of earned leave applied for: _____ days.

(*Please make a specific mention in case leave applied for has been turned down by the recommending authority).


(Signature of the applicant)

REMARKS OF RECOMMENDING AUTHORITY

Date_____

Signature _____

Designation_____

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. 35 of 40</p>
---	---	---

FOR USE IN PERSONNEL DEPARTMENT

Verified that Shri/Smti/Miss _____ has _____ day's encashable earned leave.

Verified that Shri/Smti/Miss _____ has availed _____ days Earned leave during the present Calendar year.

Verified that _____ days of Earned Leave applied for by Shri/Smti/Miss _____

has been turned down by the recommending Authority on account of _____ during the present Calendar year.

Date _____

(Signature of PO/AM/DM)

ORDERS OF THE SANCTIONING AUTHORITY.

Encashment of Leave applied for is sanctioned/no sanctioned.

Date _____

Signature :

Designation :

Strike out whichever is not applicable.

ANNEXURE – F


LEAVE ACCOUNT

NAME OF EMPLOYEE : _____ EMPLOYEE CODE : _____

DESIGNATION : _____ **DATE OF BIRTH** : _____

DATE OF RETIREMENT: _____

[illegible]

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. PAGE 38 of 40</p>
---	---	--

FORM-I

(To be filled in duplicate)
(Please see Rule 17)

PART-A

Report of Injury sustained by an employee.
(To be filled up immediately after the accident by the Reporting Officer)

Name:

Employee No.:

Designation:

Department:

Date & Time of Accident:

Details of accident.

Cause of the accident:

Date:

Signature of the Supervisor/Officer

*By the concerned Supervisor, if the officer is not there

PART 'A'

To be brought to the doctor to receive medical assistance/treatment. In emergency cases where it is not possible.

to get Part-A filled up immediately, this should be sent later by next working day to the doctor.

PART – B

RECOMMENDATIONS;

- (A) To prevent recurrence of the accident:
(B) For special Disability Leave:

HOD/His Nominee


Medical Officer

Safety Officer

Personnel Officer

Date

Signature of the Sanctioning Authority

	<p>NEEPCO HR MANUAL</p> <p>LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. PAGE 39 of 40</p>
---	---	--

FORM - II

To,

The Chief General Manager,

(Through Personnel Department)

Sub: Request for Grant of Special Disability Leave.

Dear Sir,

I had met with an injury while on duty on _____ while working in _____ I request that I may be granted special disability leave for _____ from _____ to _____.

I shall not claim half-monthly compensation for the above disablement period under the workmen's Compensation Act, 1923.

(This is applicable only for those covered under the Act).

Signature:

Name:

Designation:

Employee No.

Department:

Date:

Recommendation of the committee enclosed. The individual may be sanctioned special disability leave from _____ to _____


Date

AM/Dy.Mgr. /Sr. Manager/DGM(P)

Recommended Special Disability Leave from _____ to _____

GM/Chief General Manager.

Director (P)

	<p style="text-align: center;">NEEPCO HR MANUAL</p> <p style="text-align: center;">LEAVE RULES</p>	<p>VOLUME : II SECTION : D DATE OF EFFECT : 25.06.2001 UPDATED AS ON : 01.06.2019 PAGE NO. PAGE 40 of 40</p>
---	---	--

REFERENCES / AMENDMENTS / INCLUSIONS

<u>Clause</u>	<u>Board Approval</u>	<u>O/O and Circulated vide</u>
18(A)(i) (Extension of day Maternity leave)	Amended in the 187 th Board meeting held on 22 nd June 2012.	O/O NO.733 Dated, Shillong 24/8/2012 circulated vide Memo No. Pers/25/57/9453-522
10.2 (Leave Credit)		O/O NO.1176 Dated 25.10.2013 circulated vide Memo No. Pers/25/72/11085-90,
11.12(A)5 (Encashment of leave on Retirement, Voluntary Retirement or Death)	Amended in the 197 th board meeting on 11 th June 2013.	O/O No. 788 Dated 28 th June 2013 circulated vide Memo No.Pers-25/57/4999-5039, O/O No.1723 Dated 10 th January 2013 Shillong circulated vide memo no.Pers/25/72/17108-78
18(D) (Child care Leave)		
18(E) (Child care leave on adoption of Child)		
18(F) (Paternity Leave)	Approved and inclusion in the 214 th board of Directors meeting held on 8 th April 2015.	O/O NO.02 Dated 30.04.2015 vide Memo No. Pers/25/37/1090-1105 Dated 30.04.2015
2 (Scope of Application) and 11.1, 11.3 (Encashment of Earned Leave)	As approved by the B.O.D in its 229 th meeting held on 08 th April 2017.	O/O NO. 298 Dated 02.05.2017 circulated vide Memo No. Pers/25/72/7373-7400 Dated 02.05.2017
Existing E1 to E9 grades of Executives revised as approved by the Board of Directors in the 234 th Board Meeting held on 14.11.2017		Office Order No. 889 dtd. 09.01.2018 and circulated vide Memo No. Pers/23/109/10,809-60 dtd. 09.01.2018
Revision of Designation of Executives as per DPE Guidelines approved by the Board of Directors in the 251 st Board Meeting held on 10.05.2019		Office Order No. 381 dtd. 31.05.2019 and circulated vide Memo No. Pers/25/72/9381-430 dtd. 31.05.2019.

PREPARED BY	REVIEWED BY	APPROVED BY
L. Y. KHUMAN AM - HR	N. K. MEITEI DGM - HR	P. S. BARTHAKUR CGM - HR