

THE JUTE CORPORATION OF INDIA LTD

LEAVE POLICY

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1. **Applicability**—The leave rules shall be applicable to all regular employees engaged in the service of the corporation.

2. Essential conditions for sanction of leave by the sanctioning authority is mentioned in checklist enclosed in Annexure -III

3. **Sanctioning Procedure** –

3.1 Leave Form – An employee of the corporation can submit his/her leave (except CL & RH) along with supportive documents (if any) in the prescribed format and submit to their respective sanctioning authority. After sanction of the leave, the document needs to be submitted to the Personnel Department for accounting of the leave record.

3.2 Leave Card – In case of CL/RH leave record should be maintained in the form of a leave card. If an employee wishes to take CL/RH the details are to be filled in the prescribed card and to be submitted to the sanctioning authority. The sanctioning authority will give sanction in that card itself. After sanction of leave intimation needs to be given to Personnel Department for employees at HO and to respective RO/RLD offices at Zonal Level for maintenance of Leave record. Accounting of the applied leave to be done prior to the sanctioning of the same by official of not less than E1 grade of the concerned office. Any type of leave balance will be confirmed by officer not below E1 grade. Leave card format is given at Annexure – II.

3.3 Email – Leave approval can also be taken over email in case of emergencies or by employees posted at zones and whose sanctioning authority is at HO/RO/RLD/ZO, with a proper intimation of the approved leave to Personnel Department for accounting in the leave record.

3.4 SMS/what's app or any such means are not permitted modes for the purpose of leave application.

4. Leave Applicable To Regular Employees

4.1 On Probation - A person appointed to a permanent post on probation is entitled to all kinds of leave admissible under the rules to a permanent servant according as his appointment is against a permanent post.

4.2 For Permanent Employees -

4.2.1 CL/RH -

- i. Casual Leave is not earned by duty. A staff on CL is not treated as absent from duty. CL cannot be claimed as of right and is subject to a maximum of 8 days in a calendar year.
- ii. In addition each employee will also be allowed to avail himself/herself of any two holidays from the list of restricted holidays mentioned in the leave notification of the Corporation.
- iii. CL can be combined with Special Casual Leave/Restricted Holidays but not with any other kind of leave.
- iv. Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual Leave.
- v. CL should not be granted for more than 5 days at any time, except under special circumstances.
- vi. CL can be taken for minimum half a day.
- vii. CL cannot be combined with joining time.
- viii. Officials joining during the middle of a year may avail of CL proportionately. Officials, if resigns from the organization in the middle of the year, his/her CL account will be settled proportionately during the notice period.
- ix. Half-day's CL should be debited from the CL account for three late attendances in a month. Beyond that, half day's CL will be deducted for each late attendance, thereon. However, late attendance upto one hour for more than three occasions in a month can be condoned by the competent authority, if convinced that it is due to unavoidable reasons.
- x. Employees who have got only half day's leave at credit when applying for half-day CL for the afternoon of a day should ensure that they attend office the next day since CL cannot be combined with EL. However, if due to sickness other compelling grounds he/she is not able to attend the next day combining with EL can be permitted as an exception.

Special Casual Leave –Special Casual Leave can be granted to an employee on the following grounds:

1. In Sports Events
2. Cultural Activities
3. Mountaineering / Trekking Expeditions
4. Family Planning
5. Re-employed Ex-Servicemen
6. Natural Calamities, Bandhs etc.
7. Meetings Connected with Co-operative Societies
8. Activities in Connection with Hindi Parishad
9. During Elections
10. Differently able Central Government Employees
11. Other Purposes

The detail rules regarding admissibility of Special Casual Leave will be governed by the Government guidelines.

4.2.2 Earned Leave -

- i. The EL admissible to a member of the staff shall be 30 days in a calendar year. 15 days of EL is credited in advance on the first January and first July every year.
- ii. The credit will be reduced by 1/10th of EOL and or period of dies non during the previous half-year, subject to a maximum of 15 days.
- iii. The advance credit for the half-year in which a staff is appointed will be at the rate of 2½ days for each completed calendar month of service.
- iv. EL credit for the half-year in which the staff retires/resigns/removed/dismissed or dies in service will be afforded at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the last calendar month of service. While affording credit, fraction shall be rounded off to the nearest day.
- v. EL can be accumulated up to 300 days (including the number of days for which encashment has been allowed along with LTC)
- vi. When the credit of EL at the start of any half year, results in the total accumulation of EL being more than 300 days, the 15 days EL for that half year shall be kept separately and set off against the leave availed during that half year. Any portion of this separately credited leave not availed within the half year, shall be accumulated with the previous EL to the credit of EL account, provided the total accumulated EL does not exceed 300 days. Such procedure may be restored to in cases where the earned leave at the credit of the employee on the last day of December or June is 300 days or less but more than 285 days.

vii. The maximum amount of Earned Leave that can be granted to a member of the staff at a time shall be 180 days.

viii. EL may be taken at a time up to 300 days as leave preparatory to retirement subject to approval of concerned authority.

4.2.3 HPL / Commuted Leave –

i. The Half Pay Leave admissible to a member of the staff in respect of each completed year of service shall be 20 days. Service includes periods of duty and leave including extraordinary leave with or without Medical certificate, but does not include periods of suspension treated as *dies non*, over stayal of leave/joining time unless otherwise regularized.

ii. HPL is credited in advance at the rate of 10 days on the 1st January and 1st July every year.

iii. The advance credit for the half-year in which a staff is appointed will be at the rate of 5/3 days for each completed calendar month of service.

iv. The advance credit will be reduced by 1/18th of the period of dies on/suspension treated as dies-non during the preceding half-year, subject to a maximum of 10 days.

v. HPL credit for the half-year in which the staff retires/resigns/removed/dismissed or dies in service will be afforded at the rate of 5/3 days per completed calendar month up to the end of the 14 calendar month preceding the last calendar month of service. While affording credit, fraction shall be rounded off to the nearest day.

vi. HPL may be availed of either on medical certificate or on supportive documents related to illness.

The EL accumulation at the Corporation, including the other leave like half pay leave (commuted/medical leave) accumulated shall be eligible for encashment at the time of retirement subject to prescribed limit.

4.2.4 (a) Maternity Leave / Paternity Leave –

Paternity Leave

i. Paternity Leave may be granted to male staff on submission of child's date of birth certificate.

ii. Male staff with two children may be granted 15 days Paternity Leave on each occasion during the confinement of his wife for childbirth.

iii. The Paternity Leave can be availed up to 15 days before or up to six months from the date of delivery of the child.

iv. Paternity Leave shall not be debited to the leave account.

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v. During paternity leave, leave salary equal to last pay drawn is admissible.

vi. The paternity leave will be allowed only for requirement of care of concerned child and wife of the employee. The employee concerned will not be allowed any 'Station leave' unless the same is related to the said care of the child and wife of that employee.

Maternity Leave:

i. Maternity Leave can be availed on submission of proper documents duly certified by specialist doctor.

ii. Maternity Leave may be granted to a female staff for two surviving children on each occasion, for a period of upto 26 weeks from the date of its commencement.

iii. Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.

iv. Maternity Leave shall not be debited to the leave account.

v. Maternity Leave may be combined with leave of any other kind except Casual Leave.

vi. Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to one year in continuation of Maternity leave.

vii. During maternity leave, leave salary equal to last pay drawn is admissible.

(b) Child Care Leave –

- Child Care Leave can be granted to women employees having minor children below the age of 18 years, for a maximum period of 2 years (i.e. 730 days) during their entire service, for taking care of up to two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older.
- CCL shall not be treated as a matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.
- CCL can be availed only if the employee concerned has no Earned Leave at her credit.
- 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 of such leave is sanctioned is minimal.

- The Conditions regarding spell of CCL, imposed upon by the Government are that it may not be granted in more than 3 spells in a calendar year and that CCL may not be granted for less than 15 days.
- The leave is to be treated like earned leave and sanctioned as such. Consequently, Saturdays, Sundays, Gazetted holidays etc., falling during the period of leave would also count for CCL as in case of earned leave.
- During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- The application for grant of CCL shall be submitted at least 10 days in advance except in case of certain extreme situations, viz., Hospitalization, serious illness of child. The employees concern must ensure that no pending assignments, cases etc are left out before proceeding on CCL.
- LTC cannot be availed during Child Care Leave as Child Care Leave is granted for the specific purpose of taking care of a minor child for rearing or for looking after any other needs of the child during examination, sickness etc.

CCL may be combined with leave of any other kind (excepting CL)

If any other instructions/guidelines relating to Child Care Leave are not covered herein, the Government Guidelines shall be applicable in the matter.

(C) Child Adoption Leave

(i) A female employee of the corporation with fewer than two (2) surviving children, on valid adoption of a child below the age of one (1) year may be granted child adoption leave, by an authority competent to grant leave, for a period of 180 days immediately after the date of valid adoption.

(ii) During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

(iii) Child adoption leave may be combined with leave of any other kind.

(iv) Child adoption leave shall not be debited against the leave account.

(v) If any other instructions/guidelines relating to Child Adoption Leave are not covered herein, the Government Guidelines shall be applicable in the matter.

4.2.5

(a) Leave Not Due

Such leave will be sanctioned only at Director level.

- i. Leave Not Due may be granted only on medical grounds to a permanent staff with no HPL at his/her credit.
- ii. Temporary staff with minimum of one year service and suffering from TB, Leprosy, Cancer or Mental illness or any disease which requires prolong treatment may also be granted LND if the post from which the staff proceeds on leave is likely to last till his/her return.
- iii. LND is granted only if the leave sanctioning authority, is satisfied that there is a reasonable prospect of the staff returning to duty on expiry of the leave.
- iv. LND may be granted without medical certificate to a female staff in continuation of maternity leave, or for adoption of a child less than a year old.
- v. The amount of leave should be limited to the half pay leave that the staff is likely to earn subsequently.
- vi. LND during the entire service is limited to a maximum of 360 days.
- vii. LND will be debited against the half pay leave that the staff earns subsequently and in fact LND is HPL taken in advance.
- viii. LND cannot be granted in the case of Leave preparatory to retirement
- ix. When a staff granted LND resigns from the service or is permitted to retire voluntarily without returning to duty, the LND should be cancelled. The resignation/retirement will take effect from the date on which such leave had commenced and the leave salary should be recovered.

(b) Extra Ordinary Leave –

This category of leave can only be sanctioned by Chairman-cum-Managing Director of the Corporation

- i. Extraordinary Leave shall always be without leave salary and may be granted when no other kind of leave is admissible, or when other leave being admissible, the staff concerned has specifically applied in writing for the grant of EOL.
- ii. The period of EOL shall not count for increment except when such leave is granted due to sickness on medical certificate or for prosecuting higher studies, provided that in case of any doubt as to whether the EOL taken was for prosecuting higher studies or not, the decision of the competent authority shall be final.
- iii. The EOL for temporary officials will be governed by the prescribed rules and EOL limits of Government.
- iv. EOL may also be granted to regularized periods of absence without leave retrospectively.



v. Depending upon the nature and purpose for which the period of leave is to be availed of, EOL without pay and allowances will be granted only after the completion of a qualifying minimum service of 5 years at this Corporation. At any given time EOL (including leave at credit) availed of will be for a minimum period of six months. However, for availing of academic fellowship, the Institute may permit EOL for a period of up to 90 days.

vi. A staff member will be eligible to avail himself of a maximum of 5 years of EOL without pay and allowance during the entire period of his service.

vii. EOL cannot be availed concurrently during the notice period, when going on voluntary retirement.

ix. Two spells of extraordinary leave, intervened by any other kind of leave, should be treated as one continuous spell for the purpose of applying the limit.

(c) **Combination of Different Kinds of Leave** – Officials who have got only half day's Casual Leave at credit, when applying for half-day's casual leave for the afternoon of a day should ensure that they attend office the next day, since casual leave cannot be combined with Earned leave. However, if due to sickness or other compelling grounds, he is not able to attend the next day, combining with earned leave can be permitted as an exception. Officials who have already applied and got sanctioned the leave due and admissible from a particular day, should not be granted half day's casual leave for the previous afternoon.

(d) **Leave permissible on Resignation** – The ineligibility of availing earned leave on resignation is confirmed) to the extent that no leave can be granted by the authorities concerned when an Employee applied for Earned leave beyond the date of resignation from Government Service. If a Government servant resigns or quits Government Service, he may be granted, suo motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.

However, if available, a resigned employee can enjoy Casual Leave on proportionate basis.

5. Joining Time-

Amount of Joining Time –

a. Same Station – One day is admissible on transfer to join a new post within the same station or in another station which does not involve change of residence. "Same Station" means the area within the same Municipality or Corporation, and its contiguous suburban Municipalities, notified areas or cantonments.

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b. One station to another – If change of residence involved joining time will be admissible with reference to the distance between the old and new stations by direct route and ordinary mode(s) of travel, as given below.

Distance between the Old and new Headquarters	Joining Time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 Km
1,000 km or less	10 days	12 days
More than 1000 km and upto 2,000 km	12 days	15 days
More than 2,000 km	15 days*	15 days

*In cases of travel by air, the maximum joining time admissible is 12 days

Combination with Leave / vacation – Joining time may be combined with leave of any kind or duration except casual leave.

If any other instructions / guidelines relating to Joining time are not covered herein, the Government Guidelines shall be applicable in the matter.

6. Educational Leave

6.1. Eligibility

a. Employees of the corporation with not less than 5 years of service.

b. Should undergo a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties.

6.2. The official on his return should submit a detail report on the assignments carried out during study leave.

6.3. Education leave will not be applicable

a. For studies out of India if same facility exist in India

b. For an official due to retire within 3 years

6.4 Maximum Leave should not be more than 28 months. For pursuing Phd this is extended to 36 months.

6.5. During educational leave the employees shall not be eligible for salary and other emoluments.

6.6. Course fee shall be met by the incumbent pursuing the course.

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7. Sabbatical leave –

7.1. Eligibility

7.1.1. Employee should render 5 years of continuous service in the Corporation.

7.1.2. The employee should not be under suspension or disciplinary proceedings.

7.1.3. The employee should not be more than 54 years of age.

7.2. It is admissible up to 730 days in entire service period. It can be availed in two spells of 365 days each.

7.3. Sanctioning Authority – All employees should apply through proper channel / immediate reporting authority to their respective departmental HOD's.

8. Leaves for Abroad Tours

8.1. Procedure to be followed in connection with foreign visits of Employees of the Corporation

All categories of employees of the corporation may be permitted to visit abroad, in their private capacity with the prior clearance of the personnel department and approval of the CMD subject to fulfillment of the following conditions:

1. No expenditure of the Corporation is involved.
2. No vigilance case / disciplinary proceedings is either pending or contemplation against them.
3. The employees should not take any financial help from any foreign nationality.
4. The employees of the Corporation should not accept any foreign hospitality falling within the purview of the Foreign Contribution (Regulation) Act, 1976.
5. The personnel department should ensure that the employees going abroad should furnish undertaking that they should not accept any foreign assignment / profession abroad for earning money without prior permission.
6. Personnel Department should ensure that the concerned employees of the Corporation must submit their undertaking to return to duty in India immediately on expiry of leave.
7. Personnel Department should ensure that the leave application of the employees going to foreign countries should have the approval of the Competent Authority
8. All proposals of foreign visit should be submitted in prescribed format (Annexure – III)

9. Leave for carrying out Union/Association Activities

These leaves will be regulated as per the norms of Government of India from time to time.

10. Leave applicable for Contractual Employees:

CL/RH- Casual Leaves are not applicable for Contractual Employees. However, they can avail 2 Restricted Holidays as per Corporation's Holiday list.

Leave per month- Contractual employees may be entitled to One (1) number of leave for each completed month of Service. The unutilized leaves, if any, may be carried forward till the completion of the contract period. Advance enjoyment of leave is allowed subject to approval of sanctioning authority.

Medical Leave –Contractual employees may be entitled to Ten (10) days of Medical leave in a year on production of a valid certificate from a register Medical Practitioner.

Any other leave as may be applicable statutorily will be allowed to such employees on specific finding of Head – Personnel with approval of CMD/Functional Director.

Encashment of leave will not be applicable for Contractual Employees of the Corporation.

Leave sanctioning authority will be as per the table mentioned in point no 2.1

11. Leave applicable for Outsourced Employees:

10 days of leave are applicable for outsourced employees for each calendar year. However, such leaves cannot be availed for more than 3 days at a stretch.

Medical Leave –Outsourced employees may be entitled for 10 days' Medical leaves in a year subject to approval of the concerned authority.

12. Provisions for CCL-Casual Compensatory Leave may be allowed for staff level officials and contractual and outsourced employees of equivalent grades for working on the weekly off days / declared holidays, for a minimum of four hours. However, number of CCL should be limited to 7 days in a year. CCL may be taken only on the approval of the sanction authority. CCL may be availed within one month from the date of performance of the work for being eligible for CCL.

13. Leave applicable for Casual Employees:

Casual employees of this Corporation may be given Sixteen (16) days of leave, Ten (10) days medical leave, along with Three (3) National Holidays and all Sundays in a calendar year. Leave approval to be taken from concerned reporting official. The casual employees should attain office on Saturdays, and their office hour will be as per time mentioned in Attendance Rules.

14. Other Relevant Rules

Conversion of one kind of leave into another kind Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after leave by the employee, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary

15. Rejoining duty on return from Leave on medical grounds

An employee who has been granted leave on medical certificate is required to produce a medical certificate of fitness before resuming duty.

Leave sanctioning authority may secure second medical opinion, if considered necessary. Rejoining duty before the expiry of leave except with the permission of the authority, who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

16. Maximum period of absence from duty

No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.

A member of the service who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

17. General Rules applicable for all categories of employees

Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

Absence from duty after expiry of leave entails disciplinary action.

Absence without leave will constitute an interruption in service

A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.

Other aspects of leave policies not covered under the aforementioned rules and regulations of the corporation or specific decisions of the Board, will be governed by The Govt. of India fundamental Rules & Supplementary Rules including Govt. Of India Orders, decisions and audit instructions sited there under.

ANNEXURE 1**LEAVE RECORD CARD (CL/RH)**

YEAR: _____

Name: _____ Designation: _____

Grade: _____ Year of Joining: _____

YEARLY ENTITLEMENT OF CASUAL LEAVE (**CL: 8**) / RESTRICTED HOLIDAY (**RH: 2**)

Opening Balance		Date availed		No. of days		Reason	Sanctioning Authority	Closing Balance	
CL	RH	CL	RH	CL	RH			CL	RH



ESSENTIAL CONDITIONS OF SANCTIONING THE LEAVE BY SANCTIONING AUTHORITY

1. Availability of alternative/link official
2. Sensitivity of work
3. Number of leaves availed earlier, frequency of leave availing and type of leave applied for.
4. Number of days in advance the leave application submitted
5. Eligibility of the subject leaves.
6. Present leave record status
7. Prioritising among the applicants
8. Entries of the leave applied
9. Kind of reason for leave.

DECLARATION IN CONNECTION WITH FOREIGN VISIT

1.	Name of the Employee with Employee Code	
2.	Department	
3.	Designation	
4.	Name of the country, countries to be visited	
5.	Period of the proposed visit with specific dates	
6.	Purpose of Visit	
7.	Nature of visit (official/private)	
8.	Who will bear the cost of airfare with details	
9.	Who will bear the boarding and lodging during visit with details	
10.	Whether the employee will accept foreign hospitality, if so details thereof	
11.	Whether the employee will accept any foreign employment if so details thereof	
12.	Whether the employee will undergo any foreign training/workshop/seminar if so details thereof	
13.	Whether the employee of the Corporation will avail any scholarship/award etc, if so details thereof	

I do hereby declare that:-

1. I shall not visit abroad unless I get permission from the corporation
2. I shall return and resume my official duty immediately after expiry of leave to be granted for the purpose.

The above statements are true to the best of my knowledge and, if found incorrect, I shall be personally liable for the same.

Date:

Signature:

