

- 4 Present post and date of appointment thereto.
- 5 Punishments imposed / recorded warning issued, if any, during the period under re-port *vide* G.O./ Letter; Memo. No. dt (Reasons for such punishments/Warnings etc.)
- 6 Letters of appreciation or any other form of award given for good work done *vide* G.O. Setter/Memo No. and date.

Signature of the Reporting office

Name in Block letters:

Designation:

Date:

3.7. LEAVE RULES

The Principal is the sanctioning authority of all types of leaves to the employees working in the college. He should follow the Govt. leave rules while sanctioning leave. Different types of leave are provided in rules for the Government employees. They are:

1. Casual Leave.
2. Special Casual Leave
3. Maternity Leave
4. Earned Leave
5. Half-Pay Leave
6. Extra Ordinary Leave etc.

3.7.1 CASUAL LEAVE:

Every Government servant can avail 15 days casual leave in a calendar year. Casual leave can be combined with special casual leave, optional holidays, public holidays, etc., subject to the condition that total period of absence should not exceed 10 days at a time. Half-day casual leave can be granted but when the college runs in shift system and the staff are engaged for only one session, the question of granting half-day casual leave does not arise. For employees appointed on emergency/temporary basis casual leave can be sanctioned depending upon the length of service. As per rules casual leave and special casual leave cannot be claimed as a right.

3.7.2 SPECIAL CASUAL LEAVE: (G.O.Ms.No.47 Fin dt.19-2-65)

- i) In case of pressing family circumstances or in case of dire necessity a special casual leave of 7 days in a calendar year can be sanctioned to employees (both teaching and ministerial) working in vacation department. For temporary employees special casual leave should be granted proportionate to the service in a year (F.R.10-C). Regular year-wise account of casual leave and special casual leave (and also optional holidays) availed by an employee should be maintained separately and the Principal should attest the entries in the register as soon as the employee avails them.
- ii) Further, in terms of G.O.Ms.No.2492 Edn. Dt.31-10-69 communicated in Commissioner's Procs.Rc.No.4932/K-II-3/69 dt.28-11-69, the teachers working in colleges can avail a special casual leave of 15 days in a calendar year, for attending to examination work like scrutiny, tabulation etc. This is in addition to special casual leave of seven days mentioned in earlier paras.

3.7.3 MATERNITY LEAVE : (Rule 101 (a) G.O.Ms.No.254/Fin Dt. 10-11-95)

Married women Government servants with not more than two surviving children are eligible for the maternity leave for a maximum period of 120 days. They are also eligible for maternity leave in case of confinement and miscarriage and medical termination of pregnancy for a period not exceeding 6 weeks which is not debit to her leave account, subject to the condition that they are with not more than two children.

Leave of any other kind can be combined with maternity leave. Such request be supported by a medical certificate. In case of illness of newborn baby any other leave can be granted to mother in continuation of maternity leave. This request shall be supported by medical certificate stating that the mother's presence is absolutely necessary by the side of the baby.

3.7.3.1 Paternity leave (G.O.Ms. No. 231, Finance(FR.1 Dt. 16.9.2005):

Fifteen days of paternity leave to male employees of both temporary & regular for two surviving children is granted. Vacation and non-vacation department employees are eligible for these rules.

3.7.4 EARNED LEAVE : (G.O.Ms.No.317 Edn. Dt.15-9-1994)

Employees working in colleges (i.e., vacation dept.) are entitled for earned leave at the rate of **6 days in a year**. The leave earned will be credited to the leave account of employees at the rate of **3 days in January** and **3 days in July** of every year in advance. The Government servants will earn **15 days of earned leave** for every six months **once in January** and **once in July**.

The earned leave at the credit of employees at the close of the previous half year shall be carried forward to the next half year. Leave so carried plus the credit for that half year should not exceed the **maximum limit of 300 days**.

3.7.4.1 SURRENDER OF EARNED LEAVE (G.O.Ms. No.232 Finance(F.R.1) Dept dt. 16.9.2005):

While in service all regular employees are eligible to surrender 15 days of earned leave in each financial year and receive cash benefit in lieu thereof equal to leave salary on full pay of 15/30 days. The Government servants shall be allowed to encash earned leave at their credit on the date of superannuation of service subject to a maximum of 300 days.

The Principal of the college may sanction leave, draw and disburse the leave salary after ascertaining the leave title and after obtaining formal application from the retiring Government employee. The pay and allowances will be drawn in full for the encashment of leave on retirement. In case of a Government employee who dies while in service, cash equivalent of the leave salary that the deceased employee would have got had he survived till his retirement, shall be paid to his legal heirs, subject to the maximum of 300 days. The benefit of encashment of earned leave after retirement is not extended to employees of Pvt. Aided Colleges.

3.7.5 HALF PAY LEAVE (Rule 13, 18 & 23)

A regular government servant is eligible for half pay leave of 20 days for every completed year of service. The half pay leave is admissible in respect of period spent on duty and on leave including extra-ordinary leave. The half pay is granted on private affairs or on medical grounds.

3.7.6 COMMUTED LEAVE : (Rule 15 B and 18 B)

Commutated Leave not exceeding half the amount of half pay leave available at the credit of a Government servant can be granted on medical certificate on the following conditions.

1. The authority competent to sanction the leave is satisfied that the Government servant will return to duty after expiry of the leave (Rule 15-B).
2. When commuted leave is granted twice the amount of such leave will be debited to half pay leave due.
3. Commuted leave during the entire service shall be limited to a maximum of three hundred (300) days.
4. The medical certificate submitted for the grant of half pay leave should be issued by a Civil Surgeon.

3.7.7 EXTRAORDINARY LEAVE :(Leave on loss of pay) (Rules 5a, 16, 19 & 23)

Permanent Govt. employees and approved probationers are eligible for extra ordinary leave to the extent of 5 years including all kinds of leave.

Extraordinary leave can be granted to probationers and temporary employees as mentioned below.

- a. 3 months ordinarily.

- b 6 months after completion of 3 years of service on production of medical certificate.
- c. 18 months after a service of one year for treatment of leprosy or T.B.
- d. 12 months for treatment of cancer or mental illness on submission of medical certificate.
- e. 24 months for studies certified to be in public interest to join pre-examination training course for S.C. &S.T. candidates provided the employee has completed 3 years of service

3.7.7.1. Extraordinary leave to take up employment abroad (G.O.Ms. No. 214 Fin. and Plg.(FW-FR.I) Dept. dt 3.9.1996:

Government employee can avail extraordinary leave without allowances for a period not exceeding **five years** for taking up employment abroad. They are permitted to apply and secure employment abroad without applying for voluntary retirement or resigning from service. This leave will not be counted for service benefits such as increment, pay, leave etc., Prior specific permission should be obtained from the Government before they undertake any employment abroad (U.O.Note. No 13127-1/113/FR-98 **Fin.** and Plg.(FW-FR.I) Dept. dt13.5.1998.

3.7.8 PREVENTION OF STAFF FROM AVAILING SUMMER VACATION

The colleges are closed in summer for vacation declared by the concerned University. However, the routine work like preparation of pay bills, preparations for the next academic year, initiating the action on the correspondence received from various agencies etc., have to be attended to.

Keeping this in view, the Principal is permitted to prevent some non-teaching staff members from availing vacation. Through the proceedings vide L.Dis.No.1687/C5-2/81 dt. 24.4.1981) the Director has prescribed a scale for preventing the non-teaching staff from availing the vacation based on the student strength of the college. However, the Principal is not competent to prevent himself/herself from availing summer vacation neither can he/she prevent the teaching staff members from availing summer vacation. If there is an absolute need to discharge any work during summer vacation, prior permission of the Commissioner of Collegiate Education should be obtained to prevent teaching staff or Principal himself/herself from availing summer vacation.

Accordingly, the following orders were issued (vide. Proc cited above) in supersession of the orders issued previously on the subject. In order to look after the work during summer vacation in the colleges, the Principals of Government Degree Colleges were authorized to prevent the non-teaching staff of their colleges as per the following scale and proportionate earned leave may be reserved therefor on behalf of the incumbents so prevented.

In Degree College:

- i. One Superintendent

- ii. One Senior Assistant
- iii. One Junior Assistant
- iv. One Typist
- v. One Record Assistant
- vi. Two Attenders – where the college strength is less than 1,000
- vii. Three Attenders – where the college strength is more than 1,000

It should be ensured that no other staff member should be prevented in excess of the scale prescribed. There will be no reservation of leave for contingent staff.

3.8. NO OBJECTION CERTIFICATE TO APPLY FOR PASSPORT

The following procedure shall be followed while applying or processing application for obtaining No Objection Certificate for Passport.

- I) For issue of no-objection certificate by the Commissioner of Collegiate Education to obtain passport, the proposal should be submitted with the following information.
 - i) Application in the prescribed format.
 - ii) No dues certificate.
 - iii) No allegations certificate.
 - iv) Declaration to the effect that they will not accept any assignment / employment / scholarships etc., during their stay at abroad, that they will return to the country before the expiry of leave applied.
 - v) Annexure – B * (Identity Certificate – available in the Passport application form) duly filled in with photo attested intriplicate.
- II) No prior permission of the Commissioner is required for attending VISA interview.
- III) **But prior permission should be obtained from the Commissioner to leave the country, duly specifying the leave period / period of visit in the proposal.**