

**LEAVE RULES, RULES REGARDING FACULTY DEVELOPMENT, SECONDMENT  
FACULTY EXCHANGE, DEPUTATION ETC.**

**1 LEAVE RULES – PROVISION IN THE STATUTES**

Statute 35 provides that employees of the Institute shall be entitled to vacation and leave as laid down in Statute and governed by Central Civil Services (Leave) Rules 1972. It provides for various kinds of leave mentioned below:

- |                         |                          |
|-------------------------|--------------------------|
| (a) Casual leave        | (b) Special Casual leave |
| (c) Special leave       | (d) Half-pay-leave       |
| (e) Commuted leave      | (f) Earned leave         |
| (g) Extraordinary leave | (h) Maternity leave      |
| (i) Hospital leave      | (j) Quarantine leave     |
| (k) Leave not due       | (l) Sabbatical leave     |
| (m) Paternity leave     | (n) Child Care Leave     |

Statutes also provide that when an employee joins the Institute from any of the other Institutes or Central University, the leave to his credit on the date immediately before the date of such joining shall be carried forward and credited to his leave account in the Institute, subject to the prescribed limit of accumulation of leave.

**2 DECISIONS OF THE BOARD WITH REGARD TO LEAVE**

Besides the provisions in the Statutes, the following decisions have been taken by the Board Governors in its 23<sup>rd</sup> meeting on the subject:

- (a) Teaching is the primary responsibility and no leave should hamper or reduce the quality of teaching at any cost.
- (b) Director is the controlling officer to grant leave of all types. He may authorize any other officer to grant leave of a particular type.
- (c) Normally no long leave should start or end in the middle of a semester.

**VACATION AND LEAVE RULES**

In accordance with the National Institute of Technology Act 2007 clause Part II-Sec.3 (i)/ Statute 35 read together with the Statute 24, 25 and 26, the Board of Governors (BoG), Malaviya National Institute of Technology Jaipur (MNIT Jaipur) enacts the following Vacation and Leave Rules for the employees of the MNIT Jaipur.-

**2.1**

- (a) These rules shall come into force from such date as the BOG may appoint therefore.
- (b) The leave rules shall be applicable to all employees of the Institute, whether regular or temporary, on contract in a pay scale unless otherwise stated differently in their

appointment letters/ contract, or they are governed by any other terms and conditions of service.

- (c) These rules will be in supercession of all prevailing rules at MNIT Jaipur towards Vacation and Leave rules for all employees as referred in the preceding point just above.

## **2.2 Definitions**

In these rules, unless the context otherwise requires:-

- (a) "Commutated Leave" means leave as provided under the following paragraph 1
- (b) "Vacation" means vacation declared during the intervening periods of two academic Semesters for the vacation staff/employees of the Institute.
- (c) "Completed years of service" means continuous service of the specified duration under the Institute and includes periods spent on duty as well as on deputation and extraordinary leave.
- (d) "Earned Leave" means leave earned in respect of periods spent on duty.
- (e) "Half Pay Leave" means leave earned in respect of completed years of service calculated according to the provisions hereinafter contained.
- (f) "Holidays" means a holiday notified as such by the Institute.
- (g) "Leave" includes earned leave, half-pay leave, and commuted leave, leave not due and extraordinary leave.
- (h) "Leave salary" means the monthly amount paid to an Institute employee on leave.
- (i) "Sabbatical Leave" means leave granted to any member of the academic staff referred to any of the objects mentioned in the following paragraph 24.
- (j) "Leave Year" means the calendar year, i.e. the period commencing from January 1 to December 31 of the year.
- (k) "Pay" means the monthly amount drawn by an Institute employee and will include:
  - (i) Basic Pay
  - (ii) Dearness Allowance Pay
  - (iii) Dearness Allowance
  - (iv) Special Pay
  - (v) Personal Pay
  - (vi) Any other payment which may be specifically treated as pay by the BoG.
- (l) "Average pay" means the average of salary of 10 calendar months prior to the month in which the leave commences. Half average pay means half of the average pay as defined above.
- (m) "Vacation employee" means that employee who is entitled to the summer and winter vacations.

## **2.3 Vacation**

1. The Institute shall declare summer and winter vacations during the intervening periods of two semesters in each calendar year. The Institute may also declare a mid -semester break in each semester for the students of Bachelor's and Master's Programmes, which may be

availed by the employees involved in teaching.

2. The Institute shall notify the Departments/Academic Centers in which the teachers and such other academic staff as declared in the NIT Statutes shall be eligible to avail vacation. Such employees shall be called the Vacation Staff. The employees, other than teachers of the designated Departments/ Academic Centers and such other academic staff as have been declared Vacation Staff, shall be treated as Non-Vacation staff.
3. The Institute will notify the period of the summer and winter vacations each year. The total period of the vacations so declared shall not be less than 65 days in any given calendar year. However, a member of the vacation staff cannot avail more than 65 days of vacation in a calendar year.

Provided that a member of the Vacation Staff entitled to vacation shall not be allowed to proceed on vacation and/ or leave station until he certified that he has completed all the examination and other related works assigned to him/her.

**Note:**

1. Vacation employees can be assigned academic or administrative duties by the Controlling Officer/ Institute during the vacations.
2. Those not availing vacation shall have earned leave accrued as per rules provided hereafter.
3. Vacation may be combined with any other kind of leave.
4. During the first year of service (including the period of probation) a member of vacation staff shall not be entitled to vacation. However, such staff shall accrue earned leave on pro-rata basis as per rules given under Section 20 of the rules.

## **2.4 Right of Leave**

Leave cannot be claimed as a matter of right and, when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.

## **2.5 Authority empowered to sanction Leave**

1. Applications for leave shall be addressed to the BoG by the Director and to the Director by the other members of the staff.
2. Leave may be sanctioned by the Director or by a member of the staff to whom the power has been delegated by the Director.
3. The BoG may sanction leave to the Director, but the Director can avail himself of casual leave on his own authority.
4. As per Statute no. 14(ii), the Chairperson, Board of Governors is empowered to send members of the staff except Director of the Institute for Conference/Training or for a course of instruction outside India subject to such terms and conditions as may be laid down by the Board from time to time. Incidentally, the visit abroad by the Director shall be approved the Chairman, National Institutes of Technology Council.
5. As per Statutes no 17 (9), the Director is empowered to send the employee for

Conference/Training or to attend course of instruction inside India subject to such terms and conditions as may be specified by the ordinances or subject to such terms and conditions as may be laid down by the Board from time to time.

## **2.6 Commencement and Termination of Leave**

1. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.
2. Saturdays, Sundays and other holidays or the vacation may be prefixed as well as suffixed to leave, as applicable, subject to any limit of absence on leave prescribed under each category of leave.

## **2.7 Combination 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, subject to any limit on the aggregate period of absence as may be prescribed in such cases.

## **2.8 Grant of Leave beyond the Date of Retirement and in the Event of Resignation**

1. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire. Provided that the authority empowered to grant leave may allow any member of the staff, who had been denied earned leave in whole or in part on account of exigencies of service, the whole or any portion of the earned leave so denied even though it extends to a date beyond the date on which such member of the staff must compulsorily retire. Provided further that a member of the staff whose service has been extended in the interest of public service beyond the date of his compulsory retirement, or who has been reemployed after his superannuation may be granted earned leave as under:
  - a. During the period of extension, any earned leave due in respect of the period of such extension and to the extent necessary, the earned leave which would have been granted to him under the preceding proviso had he retired on the date of compulsory retirement;
  - b. After the expiry of the period of extension
    - (i) the earned leave which could have been granted to him under the preceding proviso, had he retired on the date of compulsory retirement, diminished by the amount of such leave as availed of during the period of extension and
    - (ii) any leave earned during the period of extension as has been formally applied for as preparatory to final cessation of his duties in sufficient time during the period of extension and refused to him on account of exigencies of public service and/ or the interest of the Institute;
    - (iii) In determining the amount of earned leave due during the period of extension the earned leave, if any, admissible under the preceding proviso shall be taken into account.

**Note:** For the purpose of this paragraph, a member of the staff may be deemed to have been denied leave only if a sufficient time before the date on which he must compulsorily retire or the date on which his duties finally cease he has either formally applied for leave and been refused it on the ground of exigencies of service or has ascertained in writing from the sanctioning authority that leave, if applied for, would not be granted on the aforesaid ground.

2. If any employee of the Institute resigns, he shall not be granted either prior or subsequent to his/her resignation, any leave due to his/her credit provided that the Director, may, in any case, grant leave to an employee prior to his/ her resignation if, in the opinion of the Director, the circumstances of the case justify such grant of leave.

Provided also that the Director may set-off any leave due to an employee against his/her prescribed notice period for resignation.

## **2.9 Conversion of one kind of leave into another kind**

1. At the request of a member of the staff the sanctioning authority may convert any kind of leave including extraordinary leave, retrospectively into leave of a different kind which may be admissible as on the day on which the member of staff proceeded on leave; but the member of the staff cannot claim such conversion as a matter of right.
2. If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and either the arrears of leave salary and allowances shall be paid or amount overdrawn shall be recovered, as the case may be.

## **2.10 Rejoining of Duty on Return from Leave on Medical Grounds**

A member of the staff, who has been granted leave on medical grounds, shall be required to produce a medical certificate of fitness before resuming duty.

## **2.11 Rejoining of Duty before the Expiry of Leave**

Except with the permission of the authority which granted the leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

## **2.12 General**

1. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons. They shall, however, inform the Controlling Authority at the earliest of the reasons for leave of absence.
2. Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of leave.
3. Teaching is the primary responsibility of the faculty and no leave should hamper or reduce the quality of teaching at any cost.

## **2.13 Casual Leave**

- (i) Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service and subject to a maximum of such number of days in the aggregate in a calendar year, as the BoG may fix from time to time.
- (ii) Casual leave may be granted at the discretion of the sanctioning authority as and when occasion arises, provided that the total period of absence including Saturdays, Sundays and other holidays intervening, prefixed or suffixed shall not ordinarily exceed nine days at a time. Saturdays, Sundays and holidays, whether intervening, prefixed or suffixed, shall not be counted as casual leave.
- (iii) Casual leave cannot be combined with any other kind of leave. However, casual leave can either be prefixed or suffixed with vacation, but not the both.
- (iv) Half-day casual leave can be granted to an employee.

## **2.14 Special Casual Leave**

- 1) Special casual leave, not counting towards ordinary casual leave, may be granted to a member of the staff when he is-
  - (i) Summoned to serve as a Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue;
  - (ii) Deputed to attend a reference library of other institutes or conferences and scientific gatherings of learned and professional societies or a training program in the interest of the Institute;
  - (iii) requested/ invited to act as an examiner or an expert in Selection Committees/ Assessment Committees or any other academic/ administrative committees at any other Organization/ Institution;
  - (iv) deputed to participate in sports events and related activities;
  - (v) required to be absent for vasectomy or tubectomy/laproscopy operation to the extent of 6 working days to male employees and 14 days to female employees;
  - (vi) An office bearer of a recognized union/forum and is required to participate in a meeting/ activity of the union/forum;
  - (vii) For participation in any National Programme at par with the Central Government decision from time to time.
  - (viii) Required to be absent for any other purposes approved by the Director/ Board of Governors.
- 2) Before the sanction of Special Casual Leave, it should be ensured and certified that due to grant of the Special Casual Leave, teaching and research commitments and other work of the Institute will not be adversely affected.
- 3) The periods of such leave, as given in sub-section (1) (i) to (1) (viii) admissible in a calendar year, shall ordinarily not exceed fifteen days but should, however, be Sufficient to cover the period of absence necessary. The conditions under which such leave will be granted, will, if necessary, be laid down by the BoG. Preferably, the number of days for which a staff member is permitted to attend International Conference/ Seminars/

Workshops, may not be counted towards Special Casual Leave since the period of such absence cannot be covered within Fifteen (15) days, however, for such cases the decision of Director of the Institute shall be the actual assessment and binding for the grant of such leaves beyond the limit of 15 days Special causal Leave with a year. The record of Special Casual Leave granted to the Faculty/Staff will be maintained, in the manner similar to that for Casual Leave.

### **2.15 Project Leave**

A member of the staff may also be granted Project leave for an additional period not exceeding fifteen days in a calendar year for execution of consultancy work or a sponsored research project.

### **2.16 Special Leave**

1. Members of the staff deputed for practical training out of India shall be entitled to special leave as may be determined by the Board of Governors/Chairman Board of Governors in each case.
2. Members of the staff deputed for practical training with in India shall be entitled to special leave as may be determined by the Director of the Institute in each case.
3. Members of the staff shall be entitled to special leave for attending Conferences/ Seminars/Symposia, etc. abroad, provided that such member is going in his/her individual capacity and not as a representative or a delegate of the Institute.

### **2.17 Half Pay Leave**

1. Respect of each completed year of service shall be 20 days or such number of days as the BoG/NIT Council may fix from time to time.
2. Half pay leave may be granted to a member of the staff on medical certificate or on private affairs. No half pay leave may be granted to a member of the staff in temporary appointment except on medical certificate.

Provided that, in case of a temporary member of staff, no half pay leave will be granted unless the authority competent to sanction leave has reason to believe that the employee will return to duty on the expiry of the leave, except in the case of an employee who has been declared completely and permanently incapacitated for further service by a Medical Board appointed by the Director.

### **2.18. Commuted Leave**

1. Commuted leave not exceeding half the amount of half pay leave may be granted on medical ground to a member of the staff subject to the following conditions:
  - a. When commuted leave is granted, twice the amount of such leave shall be debited against half pay leave due.

- b. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days or such number of days as the BoG/NIT Council may decide from time to time, provided that no commuted leave may be granted under this provision unless the authority competent to sanction leave has reason to believe that the member of the staff will return to duty on its expiry.
2. Half pay leave, up to a maximum of 90 days or such number of days as the BoG/NIT Council may decide from time to time, may be allowed to be commuted during the entire service where such leave is utilized for an approved course of study/ training which is certified to be in the 'interest of the Institute by the authority competent to sanction leave.

## 2.19. Earned Leave

Earned Leave is admissible to a member of the vacation/ non-vacation staff.

### A. Vacation Staff:

1. Vacation for an employee entitled to it will be sixty five days or such number of days as the BoG/NIT Council may fix from time to time.
2. In case such a member of the staff is required to return on duty during the whole or any part of the vacation, he shall be eligible to the following amount of earned leave on full pay:

Duration of duty during vacation	Eligibility to earned leave on full pay
Entire Vacation	Thirty Days
Part of Vacation	30 (1 – (No. of days of vacation availed/65))

3. If vacation is combined with earned leave, the whole spell will be reckoned as earned leave for the purpose of applying the limit up to which earned leave can be taken at a time.
4. The accrued leave of every member of the vacation staff shall be credited with earned leave in the month of January every year and the total leave as the credit of the employee shall be carried forward to the next year, subject to the condition that the leave so carried forward plus the credit of the last year do not exceed the maximum limit as may be fixed by the BoG/Central Government/NIT Council from time to time.

### B. Non-vacation Staff:

1. The earned leave admissible to a member of the staff other than vacation staff shall be thirty days in a calendar year.
2. The leave account of every employee shall be credited with earned leave in advance in two installments of fifteen days each on the first January and first July every year.



3. The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit fixed by the BoG/ NIT Council from time to time.

**C. Limits of Accumulation and Grant of leave period (applicable to all members of the staff):**

1. A member of the staff shall cease to earn such leave when the earned leave amounts to three hundred days or such number of days as the BoG/ NIT Council may fix from time to time.
2. The maximum amount of earned leave that can be granted to a member of the staff at a time shall not exceed 50 % of the maximum limit on the accrual of the earned leave. Earned leave may be granted for a period exceeding 50 % of the maximum limit if the entire leave so granted or any portion thereof is spent outside.

SAARC countries, provided that when earned leave exceeding 50 % of the maximum limit is so granted, the period of such leave spent within SAARC countries, shall not in the aggregate exceed 50 % of the maximum limit.

## **2.20 Child Care Leave**

Introduction of child care leave in respect of Central Government employees as per recommended in the sixth Central Pay Commission, women employees having minor children may be granted CCL by an authority competent to grant leave for a maximum period of 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. Hence Earned Leave availed specifically for this purpose only should be converted. Child Care Leave shall not be admissible if the child is eighteen years of age or older. On recommendations of sixth pay commission, the CCL was announced to help women employees to take better care of their children and family.

Details regarding Child Care Leave

“Child” means

- (a) a child below the age of eighteen years: or
- (b) a child below the age of twenty—two years with a minimum disability of forty per cent as specified in the Government of India in Ministry of Social Justice and Empowerment's Notification No.16-18/97-N.I.I. dated the 1st June. 2001.

1. 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.

2. 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.
3. As in the case of Earned Leave, we can prefix or suffix Saturdays, Sundays, and Gazetted holidays with the Child Care Leave. Under no circumstances can any employee proceed on CCL without prior approval of the Leave sanctioning authority.
4. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
5. Child Care Leave shall not be debited against the leave account. There is also no condition that CCL can be availed only if the employee concerned has no Earned Leave at her credit, Child Care Leave may also be allowed for the third year as leave not due (without production of medical certificate).
6. The intention of the Pay Commission in recommending Child Care Leave for women employees was to facilitate women employees to take care of their children at the time of need. However, this does not mean that CCL should disrupt the functioning of Central Government offices. The nature of this leave was envisaged to be the same as that of earned leave.
7. 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.

### **2.21. Extraordinary Leave**

- 1) 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 member of the staff concerned specifically applied in writing for the grant of extraordinary leave.
- 2) The period of extraordinary leave shall not count for increment except when such leave is granted due to sickness on medical certificate or for pursuing higher studies including post-doctoral research, provided that in case of any doubt whether the extraordinary leave taken was for pursuing higher studies including post-doctoral research or not, the decision of the Chairman of the Board of Governors shall be final.
- 3) (a) Except in the case of a permanent employee, the duration of extraordinary leave on any one occasion shall not exceed the following limits:
  - (i) three months;
  - (ii) six months, in case of an employee who has completed three years continuous service on the date of expiry of the leave admissible to him under the rules and his request for such leave is supported by a Medical Certificate;
  - (iii) eighteen months where the employee is suffering from cancer, mental illness, pulmonary tuberculosis pleurisy of tubercular origin, tuberculosis of any part of the body and leprosy or any other disease which has rendered the employee incapable to perform his duties as certified by the Medical Officer of the Institute, and is undergoing treatment either in a recognized hospital/clinic or under a specialist.
- (b) In the case of a permanent employee, the duration of extraordinary leave on anyone occasion shall not exceed two years for assignments in India or abroad.
- (c) Where an employee, fails to resume duty on expiry of the maximum amount of extraordinary leave granted to him or where such an employee who was granted a lesser amount of extraordinary leave than the maximum amount admissible to him, remains

absent from duty for

- 4) any period which, together with the period of extraordinary leave granted to him exceeds the limit up to which he could have been granted extraordinary leave under sub-rule (a), he shall, unless the Board in view of the exceptional circumstances of the case otherwise determine, be deemed to have resigned his appointment and he shall cease to be in the employment of Institute. This shall, however, be not applicable for force-majeure conditions.
- 5) Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purpose of applying the maximum limit.
- 6) The authority empowered to grant leave may commute, retrospectively, the period of absence without leave into extraordinary leave.

**Note:** The power of commuting retrospectively periods of absence without leave into extraordinary leave is absolute and not subject to the conditions mentioned in (1) above.

## **2.22. Maternity/Paternity Leave**

1. (a) Maternity leave may be granted to a woman employee with less than two surviving children, on full pay for a period of 180 days from the date of its commencement. The leave salary will be equal to pay drawn immediately before proceeding on leave.  
(b) Maternity leave for a period not exceeding 45 days in the entire service can also be granted on full pay in cases of miscarriage including abortion, (irrespective of the number of surviving children) subject to the condition that the application for leave is supported by a medical certificate from Authorized Medical Attendant (AMA) .
2. Maternity leave is admissible to temporary employees also.
3. The Maternity leave shall not be debited to the leave account.
4. Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
5. Maternity leave counts as service for increments and for pension
6. Paternity leave of fifteen days (in one spell) may be given to a male employee with less than two surviving children during the confinement of his wife, i.e., up to fifteen days before or up to six months from the date of the delivery of the child. It should not normally be refused under any circumstances.
7. Paternity leave will not be debited to leave account. Leave salary will be the pay drawn immediately before proceeding on leave.

## **2.23. Hospital Leave**

1. Hospital leave may be granted to a member of the staff under medical treatment for illness or injury if such illness or injury is directly due to risks incurred in the course of his official duty.

2. Hospital leave may be granted on leave salary, either average or half average as the authority granting it may consider necessary.
3. A member of the staff eligible for Hospital leave will be entitled to such leave without any restriction on the quantum of leave and the leave can be granted for such period as is considered necessary by the authority competent to grant it.

#### **2.24. Leave Not Due**

1. Save as in the case of leave preparatory to retirement, leave not due may be granted to a permanent member of the staff, both on medical certificate and on private affairs, for a period not exceeding 360 days during his entire service out of which not more than 180 days in all can be on private affairs.
2. Leave not due shall be granted to a member of staff only if the sanctioning authority is satisfied that there is reasonable chance of the member of the staff returning to duty on expiry of leave and shall be limited to half pay leave which he is likely to earn thereafter.
3. Leave not due is admissible when no other kind of leave is due and admissible.
4. A member of the staff, while on leave not due, is entitled to the same leave salary as during half pay leave.

#### **2.25 Sabbatical Leave**

1. The Sabbatical Leave shall be admissible to a member of the academic staff-
  - (i) After the completion of six years continuous service, or more, with the Institute.
  - (ii) Where he avails of special leave, after the completion of six years service or more with the Institute after his return from such special leave; but in any case such leave shall not exceed three times (inclusive of special leave in case such leave has been granted) during the entire service of such a member of the staff.
2. The Sabbatical leave may be granted for one or more of the following objects, namely:
  - (i) to conduct research or advanced studies in India or abroad;
  - (ii) to write textbooks, standards, works and other literature;
  - (iii) to visit or work in Industrial concerns and technical departments of the Government to gain practical experience in their respective fields;
  - (iv) to visit or work in a University, Industry or Government department, research laboratories, or any other Institute, in India and abroad; and
  - (v) Any other purpose for the academic development of the staff member, as approved by the Board of Governors.
3. The grant of sabbatical leave shall be subject to the following conditions, namely:
  - (i) the period of sabbatical leave shall not exceed one year at a time including vacations, if any, but the Board may grant, in addition, any other leave up to a maximum of 120 days which the member might have earned during the service at the Institute.
  - (ii) a member of the academic staff shall, during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he shall not be entitled to any traveling allowance or any extra allowances in India or abroad;
  - (iii) no substitute shall be appointed in the vacancy and his work shall be shared by the other

members of the faculty;

- (iv) A member of the academic staff shall not undertake, during the period of sabbatical leave, any appointment under any other organization in India or abroad. However, such a member of the staff shall be free to receive a scholarship or fellowship or bursary or any other adhoc honorarium other than his regular employment;
- (v) A member of the academic staff availing sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty.

**Note:**

1. The requirement of sureties for bonds be waived in respect to those employees whose Institute subscription to the CPF is sufficient to cover the amount of salary payable to them for the duration of the Sabbatical leave.
2. No ceiling in terms of money for fellowship/scholarship be prescribed in grant of sabbatical leave to academic staff, in terms of the above provisions of the Statute.
3. Sabbatical leave cannot be granted for studies leading to higher degrees.

**2.26. Special Disabling Leave**

1. Subject to the conditions specified in this section the Board of Governors may grant special disability leave to an Institute employee who is disabled by injury unintentionally inflicted or caused in or in consequence of the due performance of his official duties or in consequence of his official position or when the employee was on duty leave or was treated as on-duty.
2. Such leave shall not be granted unless the disability manifested itself within 90 days of the occurrence to which it is attributed and the person disabled acted with promptitude in bringing it to the notice of the Institute. However, the Board of Governors, if it is satisfied as to the cause of the disability, may permit leave to be granted even in cases where the disability, manifested itself after more than 90 days of its occurrence. The period of leave granted shall be such as is considered necessary by a Medical Board constituted by the Director.
3. Such leave shall not be extended except on the recommendation of a Committee consisting of the following:
  - (i) Head of the Department/Office concerned,
  - (ii) Chief Medical Officer,
  - (iii) One Medical Office nominated by the Director.

Such leave shall in no case exceed 730 days, may be combined with any other kind of leave, and may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date. However, not more than 730 days of such leave shall be granted in consequence of anyone disability.

4. Leave salary during such leave shall be for the first 120 days on full average pay and for the remaining period on half average pay.
5. In the case of person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under this Rule shall be reduced by the amount of compensation payable under section 4 (1) (d) of the said Act.

## **2.27 Vacation and Leave Salary**

1. An employee of the Institute entitled to vacation shall be eligible for pay and allowances at full rates during the period of vacation.
2. (i) Except as provided in sub-para  
(ii) Below, a member of the staff on earned leave, is entitled to leave salary equal to average monthly pay drawn during the 10 completed months immediately preceding the month in which the leave commences or the substantive pay to which he is entitled immediately before the commencement of the leave, whichever is greater.  
(iii) A member of the staff who proceeds on earned leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
3. A member of staff on half pay leave is entitled to leave salary equal to the half amount specified in sub-para 2. (i) Or 2. (ii), as the case may be.
4. A member of the staff on commuted leave is entitled to leave salary equal to twice the amount admissible under sub-rule 3.

## **2.28. Increment during Leave**

If the annual or any other increment falls due during the leave, other than casual leave, the effect of increase in pay shall be given from the day following the date of expiry (last day) of the leave as such, without prejudice to the normal date of increment.

## **2.29. Limit of Total Absence**

A member of staff ceases to be in the service of the Institute if he is continuously absent from duty for more than ninety days, whether with or without leave, unless such absence is absence on Foreign Service in India.

## **2.30. Cash equivalent of Leave Salary in Certain Cases**

In case an employee dies while he is in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave on the date of death shall be given to his family subject to a maximum of leave salary for 300 days or any other period as the BoG/NIT Council may fix from time to time.

## **2.31. Cash Payment in lieu of Unutilized Earned Leave on the Date of Retirement.**

An employee may be paid cash equivalent of leave salary admissible in respect of the period of earned leave at his credit at the time of retirement on superannuation in one lump sum as a onetime settlement subject to a maximum of such number of days, and further subject to other conditions as laid down by the BoG/NIT Council/Central Government from time to time.