



NIDH/ADM/16/29/20-21/3975

03<sup>rd</sup> December, 2021

## C I R C U L A R

**Subject: - Availing of Leave/Station leave permission by the employees.**

It has been observed that many of the Faculty Members/Non-Teaching Employees of the Institute submit their leave applications either just before proceeding on leave or in some of the cases after the leave has been availed. In most cases, they proceed on leave without prior sanction by competent authority, while their leave cases are under consideration in the office. The said practice on the part of the employees has been viewed very seriously by the Competent Authority and accordingly it has been directed that leave applications should be applied as per the following guidelines failing which the leave application will not be entertained and the employee in question may be treated as absent without permission and disciplinary action as per rules may also be initiated against him/her, in case, the late submission of application is not justified: -

1. Leave cannot be claimed as a matter of right. It is a privilege to be availed by employees after proper sanction by the competent authority.
2. The leave recommending/sanctioning authorities' decision should be based on the merit of the case and due justification has to be considered while recommending/sanctioning leave of subordinates.
3. The leave recommending authorities shall ensure that the roles and responsibilities of the employee proceeding on leave is necessarily assigned to another suitable and competent employee for the leave duration before recommending the leave. When an employee holds roles and responsibilities in addition to the basic role, separate back up resources should be assigned for each of such additional roles. An illustrative list of roles and responsibilities held normally in addition to the basic role which should be invariably assigned to another employee while proceeding on leave is given below only for reference and understanding;

*S. Singh*  
03/12/21

Role	Can be assigned ideally to
HOD	Next Senior in the Department
Discipline Coordinator/Lead	Co-Coordinator/Lead
Hostel Chair	Co-Chair/A committee Member
IT Chair	Co-Chair/A committee Member
Student Counselling Coordinator	Co-Coordinator/A committee Member
Anti-Ragging Committee Chair	Co-Chair/A committee Member

4. All applications for grant of leave should be submitted to the administration section by the concerned employee after obtaining signature of the Backup Resources, Reporting Officer Level-1 and Reporting Officer Level-2 well in advance, in any case at least three working days before the date from which the leave is required and the employees should proceed on leave only with prior approval.

5. In case instructions at Sr. No.4 above are not followed in emergency, proper intimation should be given to the In-charge and the HOD for availing leave clearly indicating the period and kind of leave. In such cases, leave applications should follow immediately categorically indicating the reasons for which leave application could not be submitted in advance.

6. All applications for grant of leave on medical ground should invariably be accompanied by necessary medical certificate/fitness certificate and joining report.

7. Maternity leave applications, duly accompanied by a medical certificate/doctor's advice indicating expected date of confinement should be made at least two months in advance so that alternative arrangements could be made.

8. Paternity leave applications should invariably be accompanied by necessary documentary evidence/proof from the concerned Nursing Home/Hospital/Doctor.

9. Joining Reports, after availing Earned/ Half Pay/ Commuted/ Maternity/ Paternity Leave etc., should be sent to the Administration through proper channel immediately on joining the duty, duly forwarded by the concerned HOD/ Section In-charge.

10. All Reporting Officers Level-1 should maintain Casual Leave and

*S. P. S.*  
03/12/21

Restricted Holiday account in respect of the employees in their Section on a Leave Register and the Casual Leave or Restricted Holiday should be recommended only after the same has been entered in the Register. The register should be maintained up-to-date and may be called by the competent authority at any time for verification.

11. All Section in-charges/Discipline Coordinators/HOD are requested to bring the contents of this Circular to the notice of all employees working under them.

12. Any violation of aforementioned instruction shall be viewed seriously and defaulting employees be liable for disciplinary action under relevant rules.

13. The modified Leave Application Form as per above guidelines is attached as Annexure to this circular.

This issues with the approval of the Director.

*S. P. S. 03/12/21*

Chief Administrative Officer

Copy forwarded to the following for information and necessary action: -

1. Registrar i/c /Activity Chairperson (Edn)
2. HODs, Discipline Coordinators/Section-In Charges.
3. AO (Establishment & Administration)
4. All Employees (Regular/Contractual)
5. PS to Director



कर्मचारी साहेता  
Employee Code \_\_\_\_\_

दिनांक  
Date \_\_\_\_\_

आवेदक का नाम  
Name of the Applicant \_\_\_\_\_

पद  
Designation \_\_\_\_\_

विभाग  
Department/Discipline \_\_\_\_\_

छुटी आवेदन के दिन  
Leave Applied for Days \_\_\_\_\_

से  
from \_\_\_\_\_

तक  
To \_\_\_\_\_

<input type="checkbox"/> आकस्मिक छुटी Casual Leave	<input type="checkbox"/> प्रतिबंधित छुटी Restricted Holiday	<input type="checkbox"/> विशेषाधिकार छुटी Privilege Leave
<input type="checkbox"/> अर्ध वेतन छुटी Half Pay Leave	<input type="checkbox"/> चिकित्सा छुटी Medical Leave	<input type="checkbox"/> बिना भत्ता के छुटी Leave without pay
<input type="checkbox"/> प्रतिपूरक छुटी Compensatory Off	<input type="checkbox"/> Dates-Station Leave _____	<input type="checkbox"/> Dates-Suffix _____ Dates-Prefix _____

कारण  
Reason \_\_\_\_\_

छुटी अवधी के दौरान पता  
Address during Leave Period \_\_\_\_\_

शैक्षणिक कर्मचारी यह प्रमाणित करते हैं कि छुटी अवधि के दौरान कोई पाठ्यक्रम में सगलिकता नहीं है। यदि हाँ पूर्तिकर संकाय की व्यवस्था वर्णित करे।  
Academic staff certify that he/she is taking no class during the applied Leave Period. If yeas backup faculty is taking the course.

आवेदक का हस्ताक्षर  
Signature of the Applicant \_\_\_\_\_

पुर्तिकर संसाधन  
Backup Resource \_\_\_\_\_

हस्ताक्षर  
Signature \_\_\_\_\_

Role-1 \_\_\_\_\_, Role-2 \_\_\_\_\_, Role-3 \_\_\_\_\_

मोबाइल  
Mobile No. \_\_\_\_\_

मोबाइल  
Mobile No. \_\_\_\_\_

• चिकित्सा छुटी के मामले,  
एक वैध चिकित्सा प्रमाण पत्र संलग्न किया जाना चाहिए।

• In case of Medical Leave  
a valid medical certificate must be attached.

रिपोर्टिंग प्राधिकारी 1  
Reporting Officer Level-1

रिपोर्टिंग प्राधिकारी 2  
Reporting Officer Level-2

- प्रतिपूरक छुटी के मामले में विवरण उल्लेख किया जाना चाहिए।
- In case of Compensatory off a sanction letter from the Reporting Officer Level-2 should be attached.

केवल कार्यालय उपयोग के लिए For Officer use only		जमा Credit	प्रयुक्त Used	शेष Balance as on date.
_____	आकस्मिक छुटी Casual Leave	_____	_____	_____
नियुक्त किया Posted by	प्रतिबंधित छुटी Restricted Holiday	_____	_____	_____
जाँच किया गया Checked by	विशेषाधिकार छुटी Privilege Leave	_____	_____	_____
	चिकित्सा छुटी HPL/Medical Leave	_____	_____	_____

अनुशंसित / अनुशंसित नहीं  
Recommended / Not Recommended

स्वीकृत / स्वीकृत नहीं  
Approved / Not Approved