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Government of India
Ministry of Electronics and Information Technology
National Informatics Centre
A-Block, CGO Complex, Lodhi Road, New Delhi-110003.

Dated ²³ /02/2017.

CIRCULAR

Subject: Guidelines for Leave and role of controlling officer while sanctioning leave.

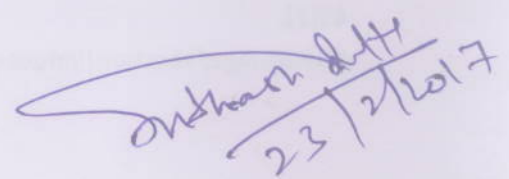
Leaves to be applied and sanctioned as per CCS(Leave) Rules, 1972

1. Leave cannot be claimed as of right(**Rule 7(1)**).
2. The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for(**Rule 7(2)**).
3. Leave application should be applied through **ehradm system, in advance.**
 - **For CCL leave:-** Leave application for Child Care Leave should be accompanied by a written application mentioning the justification and genuineness to be forwarded through the controlling officer to the respective Administration Section.
 - **For Paternity Leave/ Child Care Leave(CCL):-** Date of birth of the child to be submitted for updation of record.
4. The controlling officer should go through the leave application before sanctioning the leave
 - (a) Type of leave applied
 - (b) Purpose of leave
 - (c) Duration of leave

*** For CCL:- Leave to be sanctioned/approved as per internal circular of even no. dated 14.06.2011 issued regarding Child Care Leave.**

Before recommending the CCL, the reporting officer should certify that the requirements are genuine and reasonable. The responsibilities presently assigned to applicant have been redistributed among other officials within the Group/ Division/ Section and not fresh request for additional manpower will be insisted upon.

5. **Earned Leave:** - The maximum Earned Leave that may be granted/ availed at a time shall be **180 days only.**
6. **Conversion of one kind of leave into leave of a different kind** to be applied within 30 days of joining duty on expiry of the leave availed (**Rule 10**).
7. **Wilful absence from duty** after the expiry of leave renders a Government servant liable to disciplinary action (**Rule 25(2)**).


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8. **Absence without leave** not in continuation of any authorized leave will constitute an interruption of service unless it is regularized(Audit instruction under **(Rule 25(1)) and liable for disciplinary action.**
9. **Overstayal of Leave without proper sanction**, will be debited against the HPL account of the Government servant to the extent HPL is due and the excess treated as EOL(without medical certificate). No leave salary is admissible for the entire period of overstayal and the period of such overstayal will not count for increment, leave and pension purposes **(Rule 25(1) and audit instruction).**
10. No leave of any kind can be granted for a continuous period exceeding **five years** except with the sanction of the President. Without a valid reason, a Government servant who remains absent for continuous period exceeding five years other than foreign service, with or without leave, should be deemed to have resigned from Government service(**Rule 12 and Notification, dated 29.03.2012**).

Types of Leave

1. **Casual Leave(CL)**- Casual leave can be combined with special casual leave/ vacation but not with any other kind of leave.
 - Sundays/ public holidays/ restricted holidays/ weekly offs can be prefixed/ suffixed to Casual leave.
 - LTC can be availed during Casual Leave.
 - Maximum upto 5 days at any one time.
 - CL can be taken for half day also.
2. **Restricted Holidays**-can be prefixed or suffixed to Regular leave or Casual leave.
3. **Earned Leave**- The maximum Earned Leave that may be granted/availed at a time shall be **180 days only.**
4. **Commuted Leave**- Production of Medical cum fitness certificate (in original) is a must.
Commuted leave not exceeding half the amount of HPL due can be taken on medical certificate(Rule 30(1))
 - (a) **Commuted Leave in continuation to maternity leave**- Commuted Leave can be taken without medical certificate upto a maximum of 60 days by a female Government servant if it is in continuation of maternity leave-**Rule43(4).**
 - (b) **Commuted leave in case of adoption**- Upto a maximum of 60 days by a female Government servant with less than two living children if she adopts a child less than one year old(**Rule 43-B**).
5. **Maternity Leave:-**
Pregnancy: 180 days, admissible only to employees with less than two surviving children-**Rule 43(1).**
Miscarriage/abortion(induced or otherwise): Total 45 days in the entire service.

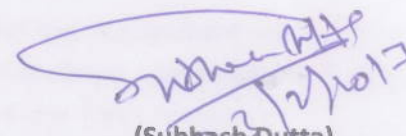
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6. **Paternity Leave:-** A male employee with less than two surviving children may be granted paternity leave for a period of 15 days during the confinement of his wife for childbirth, i.e up to 15 days before, or up to six months from the date of delivery of the child.
7. **Child Card Leave:-** To female employees having minor children, 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. Child Care leave is not admissible if the child is 18 yrs of age or older.
- (a) To be applied through ehradm system accompanied by a written request giving the justification and genuineness.
- (b) CCL to be treated like the Earned leave and sanctioned as such.
- (c) Requires prior sanction, NIC circular to be referred.
- (c) CCL may not be granted in more than 3 spells in a Calendar Year.
- (d) CCL should not be sanctioned during probation period except in cases of certain extreme situations and a minimal leave should be sanctioned.
- (e) LTC cannot be availed during CCL.
8. **Child Adoption leave:-** Child adoption leave is granted to female employees, with fewer than two surviving children on valid adoption of a child below the age of one year, for a period of 135 days immediately after the date of valid adoption.

For long leaves/ Child Care Leave/Child Adoption Leave/ Personal Visit Abroad- Written request with the recommendations of the controlling officer/ Head of Group to be submitted to the concerned Administration Section for processing. Prior sanctioning of the leave is a must. The officer should proceed on leave / leave India(i.e in case of personal visit abroad) after getting the approval of the leave.

* Note:- These are general guidelines for applying for leave and sanctioning of leave as per CCS Leave Rules, 1972. Any further order issued by DoPT in r/o leave, in future will be applicable.

This issues with the approval of the competent authority.


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To

1. All SIOs/HODs/HOGs through Intranic.