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ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL
Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi Proudyogiki
Vishwavidyalaya, Bhopal
Oriental Campus, Raisen Road, Bhopal-462021 (MP) INDIA

CIRCULAR
LEAVE POLICIES AND ITS GOVERNING RULES

1. **Introduction.** The Oriental College of Technology, Bhopal provides an opportunity to all its Faculty and Staff members to avail leave so as to strike a balance between their academic, other works and to meet their domestic/personal requirements. All types of leaves will be accounted for semester wise and will have to be finished/availed by end of the academic session of total 12 months (01 July to 30 June). In pursuance of this philosophy, the provisions of OCT leave policies are elaborated below:-

2. **Types of Leave and Governing Rules to be followed.**

Sl	Nature of Leave	Entitlement per semester	Rules & Regulations
(a)	Casual Leave	06 days	(i) Faculty/staff member will be eligible for 01 day CL in every month after completion of one month service in the Institute. CL can be Prefixed or Suffixed with Gazetted holidays or 3 rd Saturday / Sundays. (ii) Casual leave will be availed for a minimum of ½ day and a maximum of 02 days in a month (if not availed in previous month). No advance CL will be granted to any employee. (iii) Casual Leave will not be carried forward to next semester i.e. post 30 June. However, CL balance as on semester ending 31 Dec be carried forward to next semester Jan – Jun. (iv) Casual Leave can't be combined with any other leave including LWP.
(b)	LWP (Leave without Pay)	07 Days	(i) LWP can be authorized to a maximum of 7 days in a semester after seeking prior permission in writing. It can be increased only in special cases by the approval of the Management otherwise LWPs beyond 07 days will be treated as 'Absent' and salary deduction of 0.5 day per extra LWP will be implemented.
(c)	ODL (On Duty Leave)	--	Faculty members can be permitted for On Duty Leave (ODL) for performing university official academic duties or college admission related works. They will be required to maintain their IN and OUT attendance in the college and submission of certificate from the Institute /College where required duty was conducted.
(d)	Short Leave	02 hours	A short leave of maximum duration of 02 hrs can be availed once in a month. Short leave is to be duly approved by concerned Director before availing.
(e)	Compensatory Off	--	Compensatory Off (Maximum 02 days consecutively) can be granted to an employee if he/she worked full day on Sunday /

			holiday after approval of Director. The compensatory off must be availed within one month of completion of extra duty but will not be suffixed / prefixed with any holiday / leave.
(f)	Semester Break Leave	For Faculty	(i) Maximum 10 days Semester break leave (SBL) is allowed to those faculty members who have completed one year or more service in the Institute as per RGPV calendar.
			(ii) Maximum 05 days SBL is allowed to those faculty members who have completed more than six month but less than one year of service in the Institute.
		For Lab / Admin Staff	(i) Maximum 06 days SBL is allowed to those Lab/Admin staff who have completed one year or more of service in OGI.
			(ii) Maximum 03 days SBL is allowed to those Lab/Admin staff who have completed more than six months but less than one year of service in the Institute.
Special Instruction for Semester Break Leave(SBL)			(i) No prefix, suffix, holidays and other leave are permitted to be combined with SBL. If combined by anyone, the same will be treated as LWP.
			(ii) Semester break leave to the staff has to be planned in a staggered manner after approval from the authorities so that normal functioning of the college is not hampered.
(h)	Maternity Leave as LWP	(i) Maternity leave must be applied 15 days before the leave starts. A maximum of 180 days of maternity leave in the whole service (estimated to be 20 years) with the Institute will be admissible to female employees with one or nil surviving children. In case of abortion, only 03 days leave of this nature is permitted.	
		(ii) Calculating liberally on pro rata basis, due to quick turn over of employees in private institutions, a female employee will be eligible for six days of Maternity Leave per year of service as LWP. However, this leave will not be admissible to the employees on probation.	
		(iii) Prior sanction of the approving authority is essential before availing the above mentioned maternity leave. The request should be submitted along with required medical certificates.	
		(iv) Gazetted holidays / local holidays during the maternity leave period declared by State Govt / local authorities will not be admissible separately.	
(j)	Medical Leave	(i) No such leave is allowed, however, balance CL may be granted as medical leave by competent authority if sufficient proof is submitted.	

3. Leave Travel Concession.

(a) In order to provide a break from the routine job and to rejuvenate the faculty / staff members, OGI management has decided to introduce a scheme of LTC for those who have completed more than three years of permanent service, once in a block of three years. The faculty members will be reimbursed the following amount subject to submission of detailed statements:-

- (i) Rs.5,000/- : To those faculty /staff whose basic salary is up to 15,000/-.
- (ii) Rs.10,000/- : To those faculty /staff whose basic salary is up to 15,001/- to 25,000/-.
- (iii) Rs.15,000/- : To those faculty /staff whose basic salary is 25,001/- to 45,000/-.
- (iv) Rs.20,000/- : To those faculty /staff whose basic salary is more than 45,000/-.

4. Absence without Leave (AWL). Any employee who absents himself / herself without leave is liable for following actions:

(a) In case, the employee is absent without leave is more than 03 days without any prior intimation to the office of OCT then his / her attendance will be automatically blocked in biometric attendance system.

(b) In case, an employee fails to rejoin duty after 03 days of absence, then the first notice will be served asking reasons for his / her absence and instructing him / her to rejoin immediately. One more similar notice will be served after an interval of one week to the employee through Whatsapp / e-mail.

(c) After serving of two notices, if the employee fails to respond or rejoin duties or make contact with the personnel department / college, then his / her name will be put on hold from the record of OCT and necessary disciplinary action will be initiated against employee as per college norms / solemn pledge signed by him / her.

(d) In case an employee rejoins after overstay of maximum 15 days of leave then he / she will be required to submit documentary proof supporting his overstay of leave i.e. on medical grounds, accident etc. The application of employee along with valid documentary proof giving reasons for the prolonged absence will be perused by the competent authority, who may decide to take disciplinary action against him / her or pardon the employee. Thereafter, after approval by competent authority resuming of his/ her duties can be considered. In case the overstay of leave without sufficient reason is more than 15 days then necessary disciplinary action will be taken as deemed fit.

5. **General Leave Guidelines.**

(a) All employees must submit their leave applications well in advance so that the leave application reaches the Admin Office two days prior to proceeding on leave. They have to ensure that their leave is duly sanctioned by competent authority and all work and responsibilities are handed over to authorised person before proceeding on leave except in emergency. In case of emergency, documentary proof for the same to be brought and enclosed along with leave application submitted for approval by competent authority.

(b) HODs / In-charge of concerned section should be briefed properly by faculty / staff before proceeding on leave.

(c) All types of leave can be either prefixed / suffixed with holidays / Sunday. However, the intervening holiday / Sunday during the leave will be counted as leave.

(d) Leave will be credited on 01 Jul every year, based on the calculation of number of days worked during the preceding 12 months, on a pro rata basis.

(e) Leave is a privilege and is not to be claimed as a right. The competent authority have the right to defer, curtail, refuse, or reduce leave due to exigency of service, or on genuine grounds of meeting the requirement of Institutions.

(f) The employee on leave can be recalled by the competent authority when he / she consider such an action necessary, and in the interest of OCT.

(g) Leave on grounds of self marriage / maternity etc. should reach the office of OCT for approval by concerned authority at least 10 days before proceeding on leave, otherwise that period will be treated as absence from work.

(h) No CL will be granted in advance.

(i) Short leave has to be approved by the concerned Director.

(j) At no time, maximum number of faculty availing leave, should exceed 20% of the total strength of the branch.

6. Third Saturday of each month will be treated as paid holiday.

7. Chain for Approving Leave by Competent Authority.

Faculty/Lab staff → HODs → Director → GD/ED → }
Admin staff → Director (Admin) → CEO → } 'H'ble Chairman
8. The above circular issues with the approval of Hon'ble Chairman.

[Signature]
Admin Officer