



SPMCIL LEAVE RULES - 2012

1. SHORT TITLE AND COMMENCEMENT

1.1 The Rules may be called "SPMCIL LEAVE RULES - 2012"

1.2 The Rules shall come into force after a formal notification is issued to the effect.

1.3 They shall be applicable to all employees in regular rolls of the Company in Executive, Supervisor, Staff and Workman categories.

2. DEFINITIONS

2.1 "Short leave" means leave for a period not exceeding 15 days.

2.2 "Half pay leave" (HPL) means leave on half pay earned by the employee.

2.3 "Compulsory leave" means leave on full pay earned by the employee.

2.4 "Extraordinary leave" means leave granted in special circumstances.

2.5 "Pay" means the amount payable to an employee as pay which has been sanctioned for the post held by him/her. It shall also include "Special Pay", "Personal Pay" or such other emoluments specially classified under the rules.

3. EFFECT OF RESIGNATION

3.1 An employee resigns his post before taking up the new one or for personal reasons, shall be entitled to carry forward his leave to the new establishment.

# SPMCIL

## SPMCIL LEAVE RULES - 2012

भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम  
लिमिटेड

(भारत सरकार के पूर्ण स्वामित्वाधीन)

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**CORPORATE OFFICE  
NEW DELHI**

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## SPMCIL LEAVE RULES-2012

### 1. SHORT TITLE AND COMMENCEMENT

- 1.1 These Rules may be called "SPMCIL LEAVE RULES - 2012"
- 1.2 These Rules shall come into force after a formal notification is issued to this effect.
- 1.3 These shall be applicable to all SPMCIL employees (on regular rolls of the Company) in Executive, Supervisor, Staff and Workman categories.

### 2. DEFINITIONS

- 2.1 "Earned Leave" (EL) means leave earned in respect of periods of service with the Company including the EL granted on full pay carried forward forthwith erstwhile Govt. service.
- 2.2 "Half Pay Leave" (HPL) means leave on half pay earned by the employee in respect of service with the Company / erstwhile Govt. service. This can be availed as Half Pay Leave for personal reasons or as commuted leave on medical certificate.
- 2.3 "Commutated Leave" means leave granted on medical certificate on full pay. For every commuted leave, two half pay leaves shall be debited from the employees leave account.
- 2.4 "Extra-Ordinary Leave" (EOL) means leave sanctioned under special circumstances without any pay and allowances.
- 2.5 "Pay" means the amount drawn monthly by an employee as pay which has been sanctioned for the post held by him/her. It shall also include "Special Pay", "Personal Pay" or such other emoluments specially classified under the rules as pay e.g., non-practicing allowance for medical officer.

### 3. EFFECT OF RESIGNATION ON LEAVE AT CREDIT

- 3.1 An employee resigns his post before taking up the new one or for personal reasons, shall be entitled for carry forward his leave to the new establishment or cash equivalent to leave salary as the case may be.

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**4. LEAVE NOT A MATTER OF RIGHT**

- 4.1 Leave cannot be claimed as of right.
- 4.2 When the exigencies of public service so require, leave of any kind may be refused or revoked by the Authority Competent to grant it, but it shall not be open to that Authority to alter the kind of leave due and applied for except at the written request of the applicant/employee.
- 4.3 Earned leave should not ordinarily be denied to an employee towards the last past of service so that earned leave accumulations beyond 300 days normally do not take place.

**5. COMMUTATION OF ONE KIND OF LEAVE INTO ANOTHER**

- 5.1 At the request of the employee for valid and coherent reasons, the Authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the employee can't claim such commutation as a matter of right.

**11. RETURN FROM LEAVE**

**6. COMBINATION OF DIFFERENT KINDS OF LEAVE**

- 6.1 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.

**7. MAXIMUM AMOUNT OF CONTINUOUS LEAVE**

- 7.1 No employee shall be granted leave of any kind for a continuous period exceeding five years.

**8. ACCEPTANCE OF SERVICE OR EMPLOYMENT WHILE ON LEAVE**

- 8.1 An employee while on leave, including leave preparatory to retirement shall not take up any service or employment elsewhere, including the setting up of a private professional practice without prior permission of the Competent Authority.

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**9. GRANT OF LEAVE ON MEDICAL CERTIFICATE**

- 9.1. An application for leave on medical certificate made by an employee shall be accompanied by a medical certificate in prescribed format by Company Doctor or an authorized Doctor of Hospital empanelled by Company or by a Government Hospital or by an Authorized Medical Attendant.

**10. COMBINATION OF HOLIDAYS WITH LEAVE**

- 10.1 In case of leave on medical certificate, an employee is certified medically unwell to attend office, holidays, if any, immediately preceding the day he is so certified shall be allowed immediately to be prefixed to leave and the holidays if any, immediately succeeding the day he is certified (including that day) shall be treated as a part of the leave.
- 10.2. When an employee is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any, preceding the day he is so certified shall be treated as part of the leave.

**11. RETURN FROM LEAVE**

- 11.1 An employee on leave shall not return to the duty before the expiry of the period of leave granted to him unless he permitted to do so by the Authority which granted him leave.
- 11.2 An employee who has taken leave for more than two days on medical grounds may not return to duty until he has produced a medical certificate of fitness in a Format.

**12. ABSENCE AFTER EXPIRY OF LEAVE**

- 12.1 Unless the Authority Competent to grant leave extends the leave, an employee who remains absent after the end of the leave is not entitled to leave salary for the period of such absence.
- 12.2 Willful absence from duty after the expiry of leave renders an employee liable disciplinary action.

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### 13. CASUAL LEAVE

- 13.1 12 days Casual Leave is admissible in a calendar year
- 13.2 During the first year of service and cessation of service Casual Leave will be calculated proportionately.
- 13.3 Casual Leave can be availed up to maximum of 8 days at a stretch, subject to the same being sanctioned.
- 13.4 Holidays falling within the Leave period (Intervening), prefixed or suffixed will not be counted as a part of Casual Leave.
- 13.5 Casual Leave can be granted for ½ day also with lunch interval as dividing line excluding industrial workmen.
- 13.6 Unavailed Casual Leave lapses at the end of each calendar year.

### 14. EARNED LEAVE

- 14.1 The leave account of every employee shall be credited with earned leave in two installments of fifteen days each on the first day of January and July of every calendar year for preceding 6 months rendered service. In case of less than 6 months of service rendered, leave shall be credited proportionately at the rate of 2½ days per completed calendar month.
- 14.2 Earned leave can be accumulated up to 300 days in addition to the number of days for which encashment has been allowed along with LTC.
- 14.3 While limiting the maximum of 300 days, where the balance at credit is 286-300 days, further advance credit of 15 days on 1<sup>st</sup> January/1<sup>st</sup> July be kept separately and set-off against the EL availed of during that half-year ending 30<sup>th</sup> June/31<sup>st</sup> December. However, if the leave availed is less than 15 days, the remained will be credited to the leave account subject to the ceiling of 300 days at the close of that half-year.
- 14.4 Sundays/Weekly off days and Holidays falling within the Leave period (Intervening), prefixed or suffixed will not be counted as a part of Earned Leave.

### 15. HALF PAY LEAVE

- 15.1 The half pay leave account of every employee shall be credited with half pay leave in advance, in two installments of ten days each on the first day of January and July of every calendar year.

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15.2 The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which is likely to render in half year of the calendar year in which he is appointed.

15.3 Half pay leave can be availed either with or without medical certificate.

15.4 Half pay leave can be accumulated up to 240 days.

#### **16. COMMUTED LEAVE**

16.1 Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate.

16.2 Commuted leave can be taken without medical certificate on following conditions:

- a) Up to two days on self certification that he was ill-health.
- b) Up to maximum 90 days in the entire service if utilized for an approved course of study certified to be in public interest.
- c) Up to a maximum of 60 days by a female Government servant if it is in continuation of maternity leave.
- d) Up to 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.

#### **17. LEAVE UNDER SPECIAL CIRCUMSTANCES**

17.1 Except in the case of employees proceeding on leave preparatory to retirement, "Leave Under Special Circumstances" may be granted to the regular employees who have completed at least one year service in the Company.

17.2 "Leave Under Special Circumstances" can be granted when no other kind of leave is due to the employee.

17.3 The Authority Competent to grant leave is satisfied that there is reasonable prospect of the employees returning to the duty on its expiry.

17.4 "Leave Under Special Circumstances" may be granted to the employees on medical grounds subject to the production of a certificate from the Competent Medical Authority as is applicable for the grant of commuted leave.

17.5 "Leave Under Special Circumstances" can also be granted in other special circumstances consequent to natural calamities or while acting as escort to accompany patient for treatment abroad, etc. This will require special approval from Corporate personnel.

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17.6 "Leave Under Special Circumstances" that can be granted on full pay at any point of time will not exceed the earned leave that can be earned in one year after joining duty. When it is considered necessary to grant "Leave Under Special Circumstances" in excess of the above limit, it may be sanctioned on half pay for a further period of 20 days. "Leave Under Special Circumstances" granted shall be debited to the leave account as usual to be adjusted against the subsequent earning of leave.

17.7 "Leave Under Special Circumstances" will not be granted for a second time until the debit on this account in the leave account has been liquidated, or until the lapse of period of three years, whichever is later.

17.8 In case an employee who has been granted "Leave Under Special Circumstances" ceases to be in the employment of the Company for whatsoever reason before the debit balance in his/her leave account is liquidated, he/she shall be liable to refund the leave salary for the debit balance of leave in the leave account. An undertaking to this effect shall invariably be obtained from the employee concerned before the grant of "Leave Under Special Circumstances".

17.9 However, no leave salary shall be recoverable if the retirement is for reason of ill health incapacitating the employee for further service or in the event of death or if he/she is compulsory retired prematurely for reasons other than on disciplinary grounds.

## 18. ENCASHMENT OF LEAVES

18.1 An employee may be permitted to en-cash earned leave to the extent of 50% of balance at credit once in a calendar year subject to the balance at credit should be not less than 30 days after encashment and subject to maximum accumulation of 300 days.

18.2 The Authority Competent to sanction leave should automatically grant lumpsum cash equivalent of leave salary admissible for the number of days of earned leave and half pay leave at the credit of the employee on the last day of his service, subject to overall limit of 300 days. The half pay leave component will not be commuted to make up for the shortfall in earned leave. However, the cash equivalent payable for pay or half pay leave shall be equal to leave salary as admissible for pay or half pay leave + dearness allowance admissible.

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## 19. SPECIAL CASUAL LEAVE

19.1 In Sports Events - admissible upto maximum of 30 days in a calendar year to participate in tournaments organized by reputed/recognized bodies at State or National Level and may also be granted to a sports person getting seriously injured or being hospitalized during the sporting event subject overall ceiling of 30 days in a calendar year admissible for sporting events.

19.2 In Cultural Activities - (a) admissible to employees taking part in cultural activities like dance, drama, music, poetic symposium, etc. of an All India, or Inter-State character organized by or on its behalf subject to the overall limit of 30 days in one calendar year.

(b) admissible to employees participating in dancing and singing competition at Regional, National or International level, organized by Government of India / government-sponsored Bodies, i.e. Institutions and Organizations which are substantially controlled by Government and receive substantial assistance from the Government in the form of grant-in-aid, subject to a maximum of 15 days in a calendar year.

19.3 For Family Planning -

(a) Male employee:

- (i) Maximum of 5 working days admissible for Vasectomy operation. If he undergoes the said operation for a second time due to failure of the first, another five working days will be admissible on the production of medical certificate.
- (ii) Maximum of 21 days for undergoing recanalization operation.
- (iii) Maximum of 3 working days if his wife undergoes Tubectomy, Laproscopy or salpingectomy operation. The leave should follow the date of operation.

(b) Female employee:

- (i) Maximum of 10 working days admissible for Tubectomy/Laproscopy. If she undergoes the operation for a second time due to failure of the first, maximum of 10 working days will be admissible for the second time.
- (ii) Maximum of 10 working days admissible for Salpingectomy operation after Medical Termination of Pregnancy (MTP). Not admissible if maternity leave is availed.
- (iii) Admissible for one day on the day of IUCD/IUD insertion/re-insertion.

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(iv) Maximum of 21 days admissible for undergoing recanalization operation.

(v) Admissible for one day on the day of operation when her husband undergoes vasectomy operation.

Extension/Additional Special Casual Leave is admissible for the period of hospitalization if the concerned employee is hospitalized on account of post-operational complications.

19.4 Natural Calamities/Bandhs - Head of the Departments may grant Special Casual Leave to employees residing at places 1 km away from their office, when they are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs etc. If the absence was due to picketing or disturbances or curfew, Special Casual Leave may be granted irrespective of the distance from residence to office.

19.5 Special Casual Leave may also be granted for donating blood to recognized Blood Banks on working days - for that day only.

## 20. LEAVE PREPARATORY TO RETIREMENT

20.1 An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to extent of earned leave due, not exceeding 300 days together with half pay leave due, subject to the condition that such leave extent up to and includes the date of retirement.

## 21. CASH EQUIVALENT OF LEAVE SALARY IN CASE OF DEATH IN SERVICE

21.1 In case of an employee dies while in service, the cash equivalent to leave salary that the deceased employee would have got had he gone on Earned Leave that would have been due and admissible to him but for the death on the date immediately following the death and in any case, and not exceeding leave salary for 300 days shall be paid to his family without any reduction on account of pension equivalent of death cum retirement gratuity.

## 22. CASH EQUIVALENT OF LEAVE SALARY IN CASE OF INVALIDATION FROM SERVICE

22.1 An employee who is declared by a Medical Authority to be completely and permanently incapacitated for further service may be granted, suo-motto, by the Authority Competent to grant leave, cash equivalent of leave salary in respect of Earned Leave & Half Pay Leave due and admissible, on the date of his invalidation from service.

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**23. LEAVE SALARY**

23.1 An employee who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave

**24. ADVANCE OF LEAVE SALARY**

24.1 An employee proceeding on leave for a period not less than 30 days may be allowed an advance in lieu of leave salary up to month's pay allowances admissible on that leave salary subject to deductions on account of Income Tax, Provident Fund, House Rent, Recovery of Advances, etc.

**25. MATERNITY LEAVE**

25.1 A female employee with less than two surviving children may be granted maternity leave by an Authority Competent to grant leave for a period of 180 days from the date of its commencement.

25.2 During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

25.3 Maternity leave not exceeding 45 days in entire service may also be granted to a female employee (Irrespective of the number of surviving children) in case of miscarriage including abortion on production of medical certificate.

25.4 Maternity leave may be combined with leave of any other kind.

25.5 Maternity leave shall not be debited against the leave account.

25.6 Unmarried female employees also eligible for maternity leave.

**26. PATERNITY LEAVE**

26.1 Male employee with less than two surviving children, may be granted paternity leave by an Authority Competent to grant leave for a period of 15 days, during the confinement of his wife for child birth up to 15 days before, or up to six months from the date of delivery of the child and if such leave is not availed during this period, it shall be treated as lapse.

26.2 Paternity leave shall not be debited against leave account and may be combined with any other kind of leave.

26.3 The leave shall be granted only twice in the entire period of service.

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## **27. STUDY LEAVE**

- 27.1 Granted to employees with not less than 5 year service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties or being capable of widening of his mind in a manner likely to improve his ability.
- 27.2 Maximum period of 24 months in the entire service and may be granted at a stretch or in different spells.
- 27.3 This will not be debited to the leave account. May be combined with any other leave due.
- 27.4 Every employee of the Company who has been granted Study Leave or extension of such Study Leave shall be required to execute a Bond of Undertaking to serve the Company for a period of 3 years after the expiry of the leave.
- 27.5 On completion of the course of study, the employee shall submit to the Authority which granted him the Study Leave, the certificate of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any of the Authority Incharge of the course of study.

## **28. ACCOUNTING OF STUDY LEAVE AND COMBINATION WITH LEAVE OF OTHER KINDS**

- 28.1 Study leave shall not be debited against the leave account of the employee.
- 28.2 Study leave may be combined with other kinds of leave.

## **29. REGULATION OF STUDY LEAVE EXTENDING BEYOND COURSE OF STUDY**

- 29.1 When the course of study falls short of study leave granted to employee, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the Authority Competent to grant leave has been obtained to treat the period of shortfall as ordinary leave.

## **30. LEAVE SALARY DURING STUDY LEAVE**

- 30.1 Study leave availed outside India, an employee shall draw leave salary equal to the pay that the employee drew while on duty with Company immediately before proceeding on such leave and in addition the Dearness Allowance, House Rent Allowance and Study Allowance as admissible.

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**31. RESIGNATION OR RETIREMENT AFTER STUDY LEAVE OR NON-COMPLETION OF THE COURSE OF STUDY**

31.1 If an employee resigns or retires from service or otherwise quit service without returning to duty after a period of Study Leave or within a period of 3 years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificates as required under para 27.5 above, he shall be required to refund:

- (i) the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Company, together with interest thereon at rates for the time being enforced on Company Loans, from the date of demand, before his resignation is accepted or permission to retire is granted or quitting service otherwise: provided that except in the case of employees who failed to complete the course of study:-
  - (a) an employee who after returned to duty from Study Leave, is permitted to retire from service on medical grounds.

31.2 Notwithstanding to above, CMD, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount to be refunded under Para 31.1 (i) by the employee concerned or class of employees.

**32. INTERPRETATION AND AMENDMENT**

32.1 Where any doubt arises as to the interpretation of these Rules or not covered under these Rules, CMD shall be the Competent Authority to interpret any issue arising out of implementation of Leave Rules.

32.2 The Company reserves the right to amend or modify any of the provisions of the SPMCIL Leave Rules - 2012.

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