

LEAVE RULES

1.0 TITLE AND APPLICATION

- 1.1 These rules will be called "NHPC Leave Rules" and will come into force with effect from 18.9.1979.
- 1.2 These rules shall apply to the employees of the Company including Departmental Trainees / Trainees / Workmen covered under Industrial Employment (Standing Orders) Act, 1946 working in regular scales of pay.
(Modified vide O/O No.09/05 dated 02.02.2005)

2.0 DEFINITIONS

- 2.1 In these rules, unless there is anything repugnant in the subject or context, the words or expressions used will be defined as follows:
- (a) The expression "**Completed year of Service**" or "**One year's continuous service**" shall include the period spent on duty as well as on leave including extraordinary leave in the Company.
 - (b) "**Regular employee**" means an employee who is declared by the Company to have satisfactorily completed his prescribed period of probation on initial appointment.
 - (c) "**Compulsory retirement**" means the retirement of an employee on his attaining the age prescribed by the Company for retirement of employees.
 - (d) "**Earned leave**" means leave earned in respect of periods of service with the Company and spent on duty (as defined in clause j)
 - (e) "**Half pay leave**" means leave on half pay earned in respect of service with the Company. This can be availed of as leave on private affairs or on medical certificate.
 - (f) "**Commuted leave**" means leave granted on medical certificate on full pay for half the period of half pay leave admissible.
 - (g) "**Extraordinary leave**" means leave sanctioned under special circumstances without any pay and allowances.
 - (h) "**Pay**" means the amount drawn monthly by a Company employee as:
 - (i) Pay, other than special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reasons of his position in a cadre;
 - (ii) Special pay and personal pay; and
 - (iii) any other emoluments which may be specially classified as Pay by the Company.

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- (i) **"Authorized Medical Attendant"** means:
- (i) Medical Officer of the Company, or
 - (ii) Any registered Medical Practitioner possessing at least MBBS or its equivalent degree and nominated as such by the Management, or
 - (iii) Registered Medical Practitioner, where the Company has not nominated any Medical Practitioner as Authorised Medical Attendant.

CLARIFICATION

For the purpose of (iii) above, Registered Medical Practitioner will mean any person registered as such under any law for the time being in force and includes any practitioner in the fields of Allopathic, Homeopathy, Ayurveda and Unani system of medicines. However, the certificate given by such a Registered Medical Practitioner shall not hold good at places where the Company has its own hospital/dispensary or has nominated Authorised Medical Attendant and employee falls sick there.

(Clarification included vide Part I Office Order No. 28/91 dated 02.08.1991)

- (j) **"Duty"** means duty as an employee of the Company and includes:
- (i) Service as a probationer,
 - (ii) Joining time;
 - (iii) Such other periods as the Company may by general or special order declare as duty.
- (k) **"Leave"** includes earned leave, half pay leave, commuted leave, extra ordinary leave, study leave, special disability leave, maternity leave, paternity leave * or any other authorized leave of absence.
*(*Vide O/O No. 17/2007 dated 03.04.2007 employees in W-0 grade are entitled for paternity leave)*
- (l) **"Competent Authority"** for sanctioning of Leave is defined under Annexure E.

2.2 (a) COMMENCEMENT OF LEAVE AND TERMINATION OF LEAVE

Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which such charge is resumed.

- (b) **Return to duty on expiry of leave.**

Except with the permission of the authority which granted him leave, a member of the Company on leave may not return to duty before the expiry of the leave granted to him.

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3.0 GENERAL CONDITIONS

3.1 Right to leave

Leave cannot be claimed as a matter of right. When the exigencies of Company service so require, leave of any kind may be refused or revoked by the authority competent to grant it. The kind of leave applied for by the employee cannot be altered except at the request of the employee. Such alterations should not be permissible between disability leave and other kinds of leave.

3.2 Regulation of claim to leave

3.2.1 An employee's claim to leave is regulated by the rules in force at the time the leave is applied for and granted.

3.2.2 An employee who is dismissed or removed from service and is reinstated on appeal or revision shall be entitled to count for leave his service prior to dismissal or removal, as the case may be.

3.2.3 Periods of unauthorized absence will not count for earning earned leave.

(Please see clarification below Rule 4.1)

3.2.4 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, except casual leave.

3.2.5 An employee while on leave including leave preparatory to retirement or leave granted beyond the date of retirement or quitting service shall not take up any service or employment elsewhere including the setting up of a private professional practice of any nature without obtaining the previous sanction of the competent authority.

3.2.6 No leave shall be earned in respect of any period of employment during leave preparatory to retirement.

3.2.7 Normally no leave shall be granted to an employee until a report regarding its admissibility has been obtained from the authority maintaining the leave account. If leave is sanctioned without such report in any case, it shall be subject to admissibility being certified by the authority maintaining the leave account.

3.2.8 Leave shall not be granted to an employee when a competent disciplinary authority has decided to dismiss or remove or compulsorily retire him/her from the service of the Company.

3.2.9 Prefixing and suffixing holidays to leave shall be allowed automatically except in cases where for administrative reasons permission for prefixing/suffixing holidays to

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leave is specifically withheld. In the case of leave on medical certificate, if the day on which an employee is certified medically fit for rejoining duty happens to be a holiday, he shall automatically be allowed to suffix such holiday(s) to his medical leave and such day(s) shall not be counted as leave.

3.2.10 In case an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases. The employee shall be entitled to be treated as on duty from the date on which he starts for the station to which he is ordered to proceed and to draw:

- i) Traveling allowance as admissible under the TA rules for the journey; and
- ii) leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

3.2.11 An employee who desires to extend his leave shall make an application to that effect to the sanctioning authority in sufficient time to reach the latter before the expiry of the leave already granted.

3.2.12 Except in emergency, applications for leave for three days or more shall be made at-least seven days before the date from which the leave is required.

3.2.13 A copy of the orders passed on the application shall be given to the employee, and if leave is curtailed, refused or postponed, the reasons shall be recorded in writing by the authority making the order.

3.2.14 An employee before proceeding on leave shall furnish in the application his address during the period of leave.

3.2.15 An employee who has been sanctioned leave or an extension of leave on medical grounds shall not resume duty unless he produces a "Fitness Certificate" from an Authorized Medical Attendant.

3.2.16 Unless the authority competent to grant leave extends the leave, an employee who remains absence after the end of sanctioned leave shall be deemed to be absent unauthorized. The manner in which the period of such absence is to be regulated is described below:

If any employee does not join duty by the stipulated date it would be open to the disciplinary authority to institute disciplinary proceedings against him. If during the course of disciplinary proceedings he comes for rejoining duty, he should be allowed to do so without prejudice to the disciplinary action already initiated against him (unless he is placed under suspension) and the disciplinary action concluded as quickly as possible. The question of the regularization of the period of over stayal of leave should be left over for consideration till the finalization of the disciplinary proceedings.

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If an employee absents himself abruptly or applies for leave which is refused in the exigencies of service and still he happens to absent himself from duty, he should be told of the consequences viz. that the entire period of absence would be treated as unauthorized entailing loss of pay for the period in question thereby resulting in break in service. If, however, he reports for duty before or after initiation of disciplinary proceedings, he may be taken back on duty because he has not been placed under suspension. The disciplinary action may be concluded and the period of absence treated as unauthorized resulting in loss of pay and allowances for the period of absence and thus a break in service. The question whether the break should be condoned or not and treated as dies-non should be considered only after conclusion of the disciplinary proceedings and that too after the employee represents in this regard.

An employee who remains absent unauthorized without proper permission should not be proceeded against immediately and this should be put off till the absence exceeds the limit prescribed in these rules. However, the disciplinary authority should consider the grounds adduced by the employee for his unauthorized absence before initiating disciplinary proceedings. If the disciplinary authority is satisfied that the grounds adduced for unauthorized absence are justified, the leave of the kind applied for, due and admissible applied may be granted to him.

3.2.17 If an employee willfully absents himself from duty for more than ten consecutive days without any intimation, a notice shall be issued to him, directing him to report for duty forthwith and in any case not beyond eight days after the issue of the notice. If he does not resume duty within such period the employee shall be deemed to have left the service of the Company of his own accord and his name shall be struck off the rolls of the Company with effect from the date of such absence.

4.0 KINDS OF LEAVE ADMISSIBLE

4.1. Earned Leave in respect of employees in IDA Scales of Pay.

- (i) Employees are entitled for 30 days EL in a calendar year. The earned leave of the employee shall be maintained in only one account i.e. "Earned Leave account". The credit to be afforded to the leave account of each employee in respect of Earned leave at the commencement of each calendar half year on 1st January and 1st July every year shall be at a uniform rate of 15 days. *(Amended vide Part-I O/O No 61/2013, dated- 22.08.2013)*
- (ii) The credit in advance of 15 days Earned leave on 1st of Jan. or July if exceeds the maximum accumulation limit will not lapse but will be adjusted against the Earned leave availed / encashed during the period of next credit of Earned leave and only un-availed / un-encashed portion of leave credited

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in advance will lapse at the end of the period of six months. (Vide Office Order No.49/97 dated 07.10.97).

- (iii) Earned leave accumulation will be allowed upto 300 days and the same will be effective as under:

IDA Employees

Executives & Supervisors - w.e.f. 1.1.2000.

Workmen - w.e.f. 1.7.2001.

- (iv) At any point of time, total leave shall not exceed 300 days ceiling, after consideration of Para 4.1 (ii).
(Amended vide Part-I O/O No 61/2013, dated- 22.08.2013)
- (v) Unauthorized absence does not qualify for Earned Leave. However, in case of Extra ordinary Leave sanctioned to regularize the unauthorized absence, credit afforded in respect of EL to individual's account shall be reduced proportionately from the leave account @ 1/10 of the period of EOL during the previous half year subject to maximum of 15 days.
(Amended vide Part-I O/O No 61/2013, dated- 22.08.2013)
- (vi) In respect of employees who have joined the service of the Company afresh, earned leave will be credited at the rate of 2-1/2 days for every completed calendar month of service till the close of the half-year in which the employee is appointed. The period of earned leave so calculated will be rounded off to the next higher figure at the close of the half-year. From next half year onward, the employee shall be governed by the provision indicated at (i) above.
- (vii) The Trainee Officers / Trainee Engineers, during the period of their training i.e. one year or any extended period, will be entitled for EL as per Rule 4 above.
- (viii) **On Retirement & Resignation**

The credit for the half year in which an employee is due to retire or resigns will be afforded at the rate of 2-1/2 days for Earned leave and 1-5/8 days for half-pay leave for every completed calendar month up to the month in which the employee retires / resigns, the number of days being rounded off in the manner indicated in Para (vi) above. In case, leave has already been credited for the whole of the half year in the manner indicated in Para (i) above, proportionate calculations should be made for the period upto the month in which the employee retires/resigns and if the employee had availed of more leave than what was due to him, deductions for the over-paid leave salary should be made from the settlement bill.

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4.2. Half Pay Leave

20 days in respect of each completed year of service.*

Note: *There is no ceiling on accumulation of HPL in respect of employees on IDA Scales of Pay w.e.f 06.11.2000.(Amended vide Part I Office Order No.08/2001 dated 05.02.2001.)

4.3. Commuted Leave

An employee is entitled to commuted leave not exceeding half the amount of half pay leave due.

In respect of employees on IDA scale of pay, there is no ceiling on amount of commuted leave that can be availed during entire service.

(Amended vide Part-I O/O 99/2002 dated 09.12.2002)

Maximum 3 days of commuted leave on each occasion without production of medical certificate, subject to maximum ceiling of five days in a calendar year can be allowed. The said leave will not be combined with any other kind of leave.

(Amended vide part –I Office Order No. 91/2016 dated 09.12.2016)

4.4 MATERNITY AND PATERNITY LEAVE:

4.4.1 Maternity Leave:

Maternity Leave may be granted to female employees (including an apprentice) for a period of 180 days from the date of its commencement.

Maternity Leave may be granted to a female employee for a period upto 180 days w.e.f. the date of commencement (before delivery but not earlier than 45 days from the expected date of delivery) subject to the condition that prior permission is obtained by the employee and she fulfills all other prescribed criteria. The condition for restriction of Maternity Leave to 135 days from the date of confinement can, therefore, be relaxed with the prior approval of Sanctioning Authority.

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

4.4.1.2. Maternity Leave may be combined with leave of any other kind due including commuted leave, if she so desires upto a maximum of sixty days without production of medical certificate from the AMA.

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4.4.1.3. Maternity leave will also be allowed in case of miscarriage/abortion, subject to the condition that the leave on such account does not exceed 45 days in the entire career of a female employee, against the certificate by AMA.

4.4.1.4. In case, requiring longer duration of rest, leave of kind due and admissible (EL, HPL etc.) can be availed in conjunction with Maternity Leave as above.

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

4.4.1.6 Female employees shall be granted Maternity Leave on delivering child through surrogacy for a period of 12 weeks from the date the child is handed over to the commissioning mother. The delivery through surrogacy of the child should be through a proper legal process and the employee should submit a copy of the surrogacy deed with the Company.

This shall be effective from the date of notification of Gazette of India, i.e 27.03.2017. (vide Part-I Office Order No 105/2022 dated 26/10/2022)

4.4.2. Paternity Leave:

4.4.2.1 The male employees (including an apprentice) with less than 2 surviving children shall be granted Paternity Leave for a period of 15 days during the confinement of his wife for childbirth, i.e. within 15 days prior, or within six months after the date of delivery of the child.

4.4.2.2. During the period of such leave he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave. It may not normally be refused under any circumstances.

(Maternity and Paternity leave revised vide Part-I Office Order No. 22/2016, dated 14.03.2016)

4.5. Quarantine Leave

Quarantine leave is a leave of absence from duty necessitated in consequence of the presence of certain infectious diseases (Cholera, Small Pox, Plague, Chicken Pox, Diphtheria, Typhus fever and Cerebrospinal meningitis) in the family or household of the employee. An employee on quarantine leave will not be treated as absent from duty and his pay and allowances will not be affected.

NOTE:

1. The disease Chicken pox included vide Part I Office Order No.24/91dated12.7.91.

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2. The disease "Measles" is not covered for sanction of quarantine leave. (PPL-662 dated 12.3.1998)
 - (a) Such leave may be granted on the certificate of an AMA for a period not exceeding 21 days or in exceptional circumstances 30 days.
 - (b) Can also be granted in continuation of other leave, when necessary.
 - (c) Can be granted to an employee if the employee falls ill at a place other than his Headquarters, provided that he had gone there on duty with the permission of competent authority.

4.6 Extraordinary Leave

4.6.1 Extra ordinary leave without pay and allowances may be granted to an employee in special circumstances when no other leave is admissible or when it is especially applied for to the following extent:

- (i) 3 months on any one occasion on grounds other than illness;
- (ii) 6 months on any one occasion on medical certificate for disease other than TB and Leprosy;
- (iii) 12 months for the treatment of Cancer or mental illness on medical certificate;
- (iv) 18 months for the treatment of TB, pleurisy and Leprosy on medical certificate; or
- (v) 24 months for study in Company's interest, subject to the following conditions:

The concession of extra ordinary leave upto 24 months shall be admissible in cases where the employee has completed three years continuous service on the preceding date from which leave is required.

Clarification

During Extraordinary leave, an employee will be entitled to the following emoluments:-

- (i) **Pay:** No Leave Salary (Pay) will be admissible.
- (ii) **DA/ADA:** No DA/ADA will be admissible.
- (iii) **CCA:** *(dispensed with introduction of revised pay structure w.e.f.26.11.2008 vide Part-I O/O No.46/2000, dated-02.11.2010 in respect of Executives, vide Part-I O/O No.11/2011 dated-05.04.2011 in respect of Supervisors & vide Part-I O/O No.10/2011 dated-05.04.2011 in respect of Workmen.)*

HRA: HRA will be admissible at the rate at which it was admissible before proceeding on leave. For this purpose 'leave' includes all kinds of leave

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excluding EOL and leave preparatory to retirement or terminal leave, whether running concurrently with the notice period, or not. In case of EOL, payment of HRA will be limited to 120 days. If an employee does not join duty after availing himself / herself of such leave and resigns, he / she shall not be eligible for HRA for the entire period. *(Amended vide O/O No. No.51/04 dated 15.10.04)*

- (iv) Special Allowance & North East Allowance during leave will be regulated as per Office Order No. 23/2011 dated 18.05.2011.
- (v) The other allowances which are local in nature will be regulated with reference to the particular order governing each allowance.
(Clarification included vide Circular No. NH/PER (P)/8-27 dated 12.9.1980)

4.6.2 The Heads of Department may sanction extraordinary leave in excess of the leave as indicated above by three months in exceptional cases. Beyond this, the decision will rest with the Chairman and Managing Director.

4.6.3 Where an employee fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him or where an employee who is granted a lesser amount of such leave than the maximum amount admissible, remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit upto which he could have been granted such leave under the provisions of Rules 4.6.1, he shall unless the Chairman and Managing Director, in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall accordingly cease to be in the service of the Company.

Note: In no case the total extra-ordinary leave admissible to an employee during the entire service period shall exceed 5 years in NHPC.
(Vide Office Order no. 10/2006 dated 06.03.2006)

4.7. Study Leave

4.7.1 Study Leave is admissible for a maximum period of three years; only once during the entire service of the employee, subject to the exigencies of work.

4.7.2 Study Leave may be granted to an employee to enable him to undergo a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

4.7.3 Study Leave shall not be granted to an employee unless:

- (a) It is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of Company's interest;

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- (b) It is for prosecution of studies in subjects other than academic or literary subjects;
- (c) He has rendered minimum five years of service under the Company; and
- (d) He is not due to retire, or does not have the option to retire from the Company within five years of the date on which he is expected to return to duty after the expiry of the leave.
- (e) He has successfully completed his probation on initial appointment and selected by Indian Universities/Foreign Universities for higher/professional courses and has been granted full time scholarship/financial allowance by such University/ Institute, which is of definite advantage from the point of view of NHPC.

(Rule 4.7.3(e) added vide Part – I Office Order No.77/2002 dtd.29.08.2002) and shall come into force w.e.f 22.08.02

4.7.4 Study Leave will not be debited to the regular leave account of employee. This leave may be combined with any other kind of leave. However, total leave under Rule 4.7.1 and 4.7.4 will not exceed three years.

4.7.5 The employee will not be entitled to any pay or allowances during the period of study leave. However, CMD considering the merits of each case may sanction study leave with salary subject to the following conditions:

- (i) During the study leave availed in India, an employee shall draw leave salary equal to the pay (without allowances other than Dearness Allowance) that he would have drawn while on duty with the Company immediately before proceeding on such leave, subject to furnishing of a certificate by the employee to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.
- (ii) During the study leave availed outside India, the Company employee shall draw leave salary equal to the pay (without allowances other than Dearness Allowance) that he would have drawn while on duty with the Company immediately before proceeding on such leave.
- (iii) The amount if any received by an employee during the period of study leave in India/outside India as scholarship or stipend or remuneration in respect of any part time employment shall be adjusted against the leave salary payable under this rule, subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half pay leave.

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- (iv) The employee who is granted study leave with salary shall serve the Company for a period of ten years after completion of the course and in case of default he will be liable to pay the Company the entire amount of leave salary paid to him or the balance amount left unadjusted along with interest thereon in addition to Bond Money of Rs. 40,000/- Rs, 80,000/- and Rs. 1, 00,000/- for one, two and three years of study leave respectively.

In case the employee fails to complete the course due to any reason whatsoever, the entire amount of leave salary paid to him shall be recovered along with interest thereon at the rate for the time being in force.

- (v) The employee who is granted study leave with salary to pursue his study either in India or abroad will not be paid any kind of travel expenses.
- (vi) During the period of study leave, the employee will not earn any Earned Leave or Half Pay Leave for the period of his study leave duration, but will be entitled to regular annual increment provided he gets the leave salary.
- (vii) The study leave with salary shall be granted only once during the total service tenure of the employee in the Company.

(Rule 4.7.5 amended vide Part I Office Order No. 81/98 dated 12.11.1998. This is effective from 1.11.98 & modified vide Part-I Office Order No. 94/98 dated 10.12.98)

- 4.7.6 Acceptance of any part time scholarship honorarium or any other payment during this period without prior approval of the Competent Authority is prohibited.

- 4.7.7 No study allowance shall be paid during study leave for courses of study in India and abroad.

4.8 Execution of bond

- (a) The employee is required to execute a Bond immediately before proceeding on study leave to serve the Company for a period of three years after completion of the course. In case of default, he is liable to pay to the Company a sum of Rs. 20,000/- 40,000/-, 50,000/- as Bond Money for one year, two years and three years study leave respectively.
- (b) In case the employee leaves the services of the Company during the period of study leave itself, the entire bond amount is recoverable from him. The entitlement of Gratuity & Provident Fund in such cases will be dealt with in accordance with the rules of the Company from time to time.
- (c) If, however, the employee leaves the service of the Company during the bond period, the bond amount will be payable by him, as per the Rules of the

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Company, as in vogue from time to time. If he joins Public Sector undertaking/ Government Service with the Company's concurrence, the bond may be transferred.

- (d) In case an employee proceeds on study leave under Clause 4.7.3(e) he is required to execute a bond immediately before proceeding on study leave to serve the Company for a period of 10 years after completion of the course. In case of default, he is liable to pay the Company a sum of Rs.8,00,000/-, Rs.16,00,000/- and Rs.20,00,000/- as Bond Money for one year, two year and three years Study Leave respectively. During the above period, under no circumstances shall any application of such employee be forwarded for out side employment.

(Rule 4.8 (d) added vide Part-i Office Order No. 77/2002 dated 29.08.02) and shall come into force w.e.f 22.08.02)

Clarification:

An employee sanctioned Leave under Rule 4.7.3 (e) and 4.8(d) above will not be entitled to pay and allowances.

(Clarified vide Part-I O/O No.89/2002 dated 21.10.02)

4.9 Effect of Study Leave on promotion & seniority:

- (a) During the study leave period, the employee shall not be considered for promotion. However, the period will count for eligibility for promotion. The employee will be considered for promotion, as per the Company's Policy, after rejoining duties on expiry of study leave.
- (b) The duration of study leave availed without completing the study will not be reckoned for the purpose of eligibility for promotion, or for earning increments. The employees will also not be eligible for grant of study leave again.
- (c) The study leave period will not be considered for the purpose of earning any kind of leave.

4.10 The employee is required to vacate Company's accommodation / leased accommodation provided to him, if any, within six months of his proceeding on study leave, failing which market rent will be charged.

4.10.A Procedure for grant of Study Leave

- (i) The employee will apply through proper channel to his head of Department / Project for permission to join the course as soon as the advertisement / notification is issued by the concerned Institution in the prescribed format. This will be examined by the Head of Department / Project and forwarded to

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the concerned HR Department with recommendation for onward transmission to Corporate HR Department. Wherever possible, a copy of the application form prescribed by the Institution must also be attached.

- (ii) The sanctioning authority for study leave shall be as notified from time to time.
- (iii) On completion of the course, the employee shall submit to the sanctioning authority a certificate / degree / paper in support of his having passed the examination, which should indicate the dates of commencement and completion of the course, with the remarks, if any, of the authority in charge of the course.
- (iv) In case the employee fails to complete the course satisfactorily, rejoining the service of the Company will require specific approval of the Director (Personnel).

Note: Rule 4.7 to 4.10 except rules 4.7.5 as above have been revised with effect from 27.3.1998 vide Part I Office Order No. 33/98 dated 6.5.1998.

4.11 SPECIAL DISABILITY LEAVE

4.11.1 Special disability leave may be granted to an employee of the Company who suffers a disability as a result of risk of office or special risk of office.

4.11.2 Such leave shall not be granted unless the disability manifested itself within three months of its occurrence to which it is attributed and the employee of the Company who suffers the disability acted with the promptitude in bringing it to the notice of the management. The management may, however, if satisfied as to the cause of disability permit such leave being granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

Explanation I

"Risk of Office" means any risk, not being special risk of accident or disease to which a member of the Company is exposed in the course of and as a consequence of his duties but nothing shall be deemed to be a risk of office which is a risk common to human existence in modern conditions in India, unless such risk definitely enhanced in kind or degree by the nature, conditions, obligations or incidents of Company and includes any risk of injury, illness, disease or accident (whether caused or occasioned by riots, civil disorders or commotions and other extra-ordinary circumstances) arising out of and in the course of discharge of his duties by an employee on working day or holiday. An employee who is proceeding to or returning from any place to which he has to go in the course of his duties or in order to discharge his duties shall be acting in the discharge of his duties.

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Explanation II

"Special risk" of office means:-

- (1) (a) A risk of suffering injury by the act of a person who inflicts an injury on an employee of the Company.
 - (i) by assaulting him in the discharge of his duties, or in order to deter or prevent him from performing his duties;
 - (ii) because of anything done or attempted to be done by such employee in the lawful discharge of his duty as such; or
 - (iii) because of his official position;
- (b) A risk of injury by accident to which an employee is exposed to the course of, or as a consequence of the performance of any particular duty which has the effect of materially increasing his liability to such injury beyond the normal risk of his office ; and
- (c) A risk of contracting disease in the performance of any particular duty which has the effect of increasing his liability to illness beyond the ordinary risk attaching to the post which he holds.
- (2) The period of leave granted shall be such as may be certified by an authorized Medical Attendant to be necessary and shall in no case exceed 24 months. It shall not be extended except on a certificate from an Authorised Medical Attendant.
- (3) Where an employee suffers a disability by an injury accidentally incurred in or in consequence of his official position or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.

The grant of special disability leave is subject to further conditions that :-

- (i) The disability, if due to a disease, must be certified by an Authorised Medical Attendant to be directly due to the performance of the particular duty; and
- (ii) The disability contracted during service must be in the opinion of the Company be so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave.

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- (iii) A period of absence recommended by an Authorised Medical Attendant may be covered in part by special disability leave and in part by any other kind of leave and the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.

4.11.3 Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months of such leave shall be granted in consequence of any one disability.

4.11.4 Special disability leave shall be counted as duty in calculating service for gratuity and shall not except the leave granted under sub rule 4.11.4.2 be debited against his leave account.

4.11.4.1 For the first 120 days of any period including a period of such leave granted under sub rule 4.11.3 be equal to leave salary while on earned leave, and;

4.11.4.2 For the remaining period of any such leave, be equal to leave salary during half pay leave.

Provided that a Company employee may at his option be allowed leave salary as in sub rule 4.11.4.1 for the period not exceeding another 120 days and in that event the period of such leave shall be debited to half pay leave account.

4.12 Cash payment in lieu earned leave not utilized on the date of retirement

Cash equivalent of earned leave standing to the credit of an employee at the time of retirement/superannuation not exceeding 300 days shall be paid to him as one time payment. The cash payment would be equal to the leave salary as admissible for earned leave and Dearness Allowance admissible on that leave salary at the rates in force on the date of retirement/ superannuation. No HRA would be payable.

4.13 Special Leave in respect of employees posted at Nimmo Bazgo and Chutak Power Station

The employees shall be granted Special Leave upto a maximum duration of 30 every year to visit home town/place of residence of the family. The employees posted at Nimmo Bazgo and Chutak PS may be allowed to avail the special leave anytime during the year. 'Year' for this purpose shall mean 12 months from date of joining the Project. The aforesaid benefit of Special Leave shall be in lieu of the existing benefit of special LTC every year for employees, who are retaining family in a place other than the place of their posting.

The total quantum of Special Leave can be availed in maximum two spells, with prior approval, subject to each spell being not less than five days.

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4.13.1 The employee shall earn the aforesaid Special Leave @ 2 ½ days for every completed month of tenure at the project and he shall be allowed to avail Special Leave in his credit on the last day of preceding month, in which such leave is applied. However, no Special Leave shall be granted in advance, during the tenure of an employee. A separate leave account in respect of Special Leave shall be maintained by HR department based on which such leave shall be granted.

4.13.2. For proceeding on Special Leave / joining back, employee will be reimbursed traveling expenses (only to & fro fares) from place of duty to his hometown / place of retention of family, as per TA rules. In case, an employee overstays the period of sanctioned leave, then the leave so sanctioned shall stand cancelled and the period shall be regularized by leave of the kind due from employee. Besides, entire amount of traveling expenses under the Special Leave shall be recovered from the salary of employee. However, in case of situation beyond the control of employee, overstay may be allowed on production of documentary evidence and the period shall be regularized by regular leave of the kind due from employee with the approval of concerned ED. *(Revised vide Part-I O/O No.78/2020 dated-06.10.2020.)*

Note:

Employees in the grade code E-1 and below can travel by air between Leh – Jammu – Leh while availing Special Leave

(Introduced vide Part-I Office Order No. 41/2007 dated 08.08.2007 and effective from 01.04.2007 and modified vide Part-I O/O No.52/2008 dated 24.11.2008& Part –I O/O No. 55/2016 dated 13.07.2016)

4.14.1. Special Leave in respect of Employees posted at Gurez Dam Site of Kishanganga H.E. Project.

Employees posted at Gurez Dam Site shall also be entitled to Special Leave upto a maximum duration of 30 days during the peak winters i.e between **October to June** every year to visit home town/place of residence of the family. 'Year' for this purpose shall mean 12 months from date of joining the Project. The total quantum of Special Leave can be availed in maximum two spells, with prior approval, subject to each spell being not less than 5 days.

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The employee shall earn the aforesaid Special Leave @ 2 ½ days for every completed month of tenure at Gurez site of the project and he shall be allowed to avail Special Leave in his credit on the last day of preceding month, in which such leave is applied. However, no Special Leave shall be granted in advance, during the tenure of an employee. A separate leave account in respect of Special Leave shall be maintained by HR department based on which such leave shall be granted. The

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Special Leave shall be strictly granted based on the employee's stay at the Gurez site during the consideration of entitlement period.

For proceeding on Special Leave/joining back, employee shall be reimbursed traveling expenses (only to & fro fares) from place of duty to his hometown / place of retention of family, as per TA rules. In case, an employee overstays the period of leave beyond 30 days, then Special Leave sanctioned shall stand cancelled and he shall regularize by leave of kind due. Besides, entire amount of traveling expenses under the Special Leave shall be recovered from his salary.

(Introduced vide Part-I Office Order No.10/2008 dated 10.03.2008 & modified vide Part-I O/O No.58/2013 dated-06.08.2013& Part-I O/O No. 55/2016 dated 13.07.2016)

4.14.2. Special Leave in respect of Employees posted at Tawang HE project Stage- I and II

It has been decided to extend following Benefits and Facilities in respect of employees posted at Tawang HE Project Stage-I&II w.e.f. 20.03.2015:

(i) Special leave with to & fro travel expenses:

The employees shall be granted Special Leave of 30 days per annum as per following terms and conditions:

Terms and Conditions:

1. The employees shall be granted Special Leave upto a maximum duration of 30 days every year to visit home town/place of residence of the family. The Special leave may be availed anytime during the year. 'Year' for this purpose shall mean 12 months from date of joining the project.
2. The total quantum of Special Leave can be availed in maximum two spells, with prior approval subject to each spell being not less than five days.
3. The employee shall earn the aforesaid Special Leave @ 2 ½ days for every completed month of tenure at the project and he shall be allowed to avail Special Leave in his credit on the last day of preceding month, in which such leave is applied. However, no Special Leave shall be granted in advance, during the tenure of an employee. A separate leave account in respect of Special Leave shall be maintained by HR department based on which such leave shall be granted.

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4. For proceeding on Special Leave/ joining back, employee will be reimbursed traveling expenses (only to & fro fares) from place of duty to his hometown / place of retention of family, as per TA rules. In case, an employee overstays the period of sanctioned leave, then the Leave so sanctioned shall stand cancelled and the period shall be regularized by leave of the kind due from employee. Besides, entire amount of traveling expenses under the Special Leave shall be recovered from the salary of employee.

Note: Employees in the grade code E-1 and below can travel by Air upto Guwahati/Delhi/Kolkata

The above benefits and facilities shall be reviewed in every three years or at the time of change of category. The special leave shall be non-encashable and non-accumulable

(Introduced vide Part-I O/O No. 10.04.2015 and modified vide Part-I O/O No. 55/2016 dated 13.07.2016)

4.14.3. Special Leave in respect of Employees posted at Dugar HEP

It has been decided to extend following Benefits and Facilities in respect of employees posted at Dugar HEP w.e.f 02.02.2022

(i) Special leave

Special Leave of 30 days per annum (@ 2 ½ for every completed month) to be availed in maximum of two spells any time during the year with to & fro travel expenses (as per TA Rules) to visit home town/place of residence of family including travelling by Air in Kullu-Pathankot/Jammu/Chandigarh sector.

Terms and Conditions:

1. The employees shall be granted Special Leave upto a maximum duration of 30 days every year to visit home town/place of residence of the family. The Special leave may be availed anytime during the year. 'Year' for this purpose shall mean 12 months from date of joining the project.
2. The total quantum of Special Leave can be availed in maximum two spells, with prior approval subject to each spell being not less than five days.
3. The employee shall earn the aforesaid Special Leave @ 2 ½ days for every completed month of tenure at the project and he shall be allowed to avail Special Leave in his credit on the last day of preceding month, in which such leave is applied. However, no Special Leave shall be granted in advance,

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during the tenure of an employee. A separate leave account in respect of Special Leave shall be maintained by HR department based on which such leave shall be granted.

4. For proceeding on Special Leave/ joining back, employee will be reimbursed traveling expenses (only to & fro fares) from place of duty to his hometown / place of retention of family, as per TA rules. In case, an employee overstays the period of sanctioned leave, then the Leave so sanctioned shall stand cancelled and the period shall be regularized by leave of the kind due from employee. Besides, entire amount of traveling expenses under the Special Leave shall be recovered from the salary of employee.

Note: Employees in the grade code E-1 and below can travel by Air between Kullu- Pathankot/Jammu/Chandigarh sector while availing Special Leave .

The above benefits and facilities shall be reviewed in every three years or at the time of change of category. The special leave shall be non-encashable and non-accumulable.

(Introduced vide Part-I O/O No. 21/2022 dated 02.02.2022)

4.15 Special Additional Leave to employees posted at Projects / Stations:

A Special Additional Leave (non-encashable) based on the classification of Projects/ Power Stations shall be introduced, as under:

Classification of Projects / Stations for purpose of leave	No. of days of Leave
A	10
B	8
C	7
D & Unclassified	5

Terms & Conditions –

- (i) The employees posted in Projects / Power Stations only shall be granted non-encashable "Special Additional Leave" upto maximum duration as shown in the table above in a calendar year. The leave shall be credited in advance on 1st January of each calendar year.
- (ii) In case of transfer/ separation in between the calendar year, excess leave availed shall be converted in the leave of kind due in the credit of the employee. A separate leave account shall be maintained by HR Department based on which the leave shall be granted.

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- (iii) The employees joined or relieved in between the calendar year shall be entitled to the above leave on monthly pro-rata basis. 15 days and above shall be treated as full month. The leave in fraction of 0.5 day & above shall be counted as full day and below 0.5 day shall be ignored.
- (iv) The leave can be combined with casual leave or any other regular leave or official holiday.
- (v) The leave shall stand lapsed at the end of calendar year. The leave shall stand lapsed at the end of calendar year. However, in case of employees posted at Hard Location, may be allowed to carry forward the un-availed portion of leave to another 06 months after the end of each calendar year.

(Introduced vide Part-I O/O No.10/2011, 11/2011 & 12/2011 dated 05.04.2011 amended vide Part I Office Order No 70/2024 Dated 14.06.2024)

4.16. Introduction of Lieu Leave in Projects/Power Stations/Units:

Terms and conditions:

- (a) Employees shall be allowed 16 (sixteen) days of Lieu Leave in a Calendar Year.
- (b) Lieu leave shall be credited to the employees in advance each year on 1st January.
- (c) Lieu leave is not encashable.
- (d) The lieu leave should be availed within the relevant calendar year after which it shall lapse. This leave shall not be carried forward due to any reason whatsoever. However, in case of employees posted at Hard Location, may be allowed to carry forward the un-availed portion of leave to another 06 months after the end of each calendar year. (Amended vide Part-I Office Order No. 70/2024 Dated 14.06.2024).
- (e) Lieu leave shall be credited on pro-rata basis in the calendar year for the period of service rendered at Project/Power Station/Units in case of transfer/separation.
- (f) Lieu leave can be suffixed or pre-fixed with any other kind of leave.

With the introduction of lieu leave, the facility of availing 2nd Saturday as holiday is withdrawn.

(Introduced vide Part-I Office Order No. 68/2016 dated 16.08.2016)

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4.17 Special Leave connected to inquiry of Sexual Harassment

Special Leave connected to inquiry of sexual harassment upto a period of 90 days may be granted to an aggrieved female employees on the recommendation of Internal Committee during the pendency of inquiry under Sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal;) Act, 2013 and the leave granted to the aggrieved female employee under this rule shall not be debited against the leave account.

(Section 12(1)(b)& 12(2) of Sexual Harassment of Women at workplace (Prevention, Prohibition & Redressal) Act, 2013)

5.0 LEAVE ADMISSIBLE TO TRAINEES/APPRENTICES

5.1 **Earned Leave** : 1/12th of the period of service spent with the Company on stipend. Accumulations are allowed upto 40 days.

Extra Ordinary Leave: without stipend upto 20 days on any one occasion.

5.2 The trainees and apprentices are allowed to carry forward the earned leave at their credit on their absorption as regular employees after completion of training, if there is no break in service, subject to the maximum limit of accumulation of leave laid down in these rules.

Note

1. Departmental candidates selected as trainees will continue to be governed by the leave rules applicable to them at the time of their selection as trainees.
2. Leave of the Trainee Officers/Trainee Engineers on regular scales of pay shall be regulated in terms of Rule 4 of these Rules.
(Circular No. 10/97 dated 17.2.1997)

5. A Leave admissible to employees appointed on ad hoc basis

5. A.1 Earned Leave would be admissible at the rate of 1/12th of the period of duty with the Company. Accumulation upto 40 days would be allowed.

5. A.2 Ad hoc employees are allowed to carry forward the earned leave at their credit if they are appointed on regular basis without break in service.

Note

- (i) Departmental candidates appointed to any post on ad hoc basis with the approval of competent authority will continue to be governed by the leave rules applicable to them before such adhoc appointment.

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- (ii) Ad-hoc employees will not be entitled to any kind of leave other than earned leave.

(Rule 5A effective from 25.8.81 vide Office Order No.V/25/81 dated 9.9.1981)

6. LEAVE ADMISSIBLE TO PERSONS RE-EMPLOYED AFTER RETIREMENT

The provisions of these rules shall apply as if the persons had entered the service of the Company for the first time.

7. TERMINAL LEAVE BENEFITS

The benefit of terminal leave may also be allowed to re-employed pensioners who are treated as new entrants for purposes of earning leave.

8. LEAVE SALARY

An employee on earned leave shall be entitled to leave salary on full pay and other admissible allowances. Full pay for purposes of this rule shall be the pay drawn immediately prior to proceeding on leave. During HPL employee will be entitled to half pay and DA as admissible on their half pay/leave salary.

9.0 ADVANCE OF LEAVE SALARY

- 9.1 The advance in lieu of leave salary to a Company employee who proceeds on leave for a period not less than 30 days may be sanctioned by the competent authority. The amount of advance should be restricted to the net amount of leave salary for the first month of leave that is clearly admissible to a Company employee after deduction on account of Income Tax, Provident Fund, House Rent, repayment of advances etc. so that there is no financial risk involved. The advance so paid shall be adjusted in full in the leave salary bill. In case where the advance cannot be so adjusted in full the balance will be recovered in the next payment or/and leave salary.

- 9.2 The advances may be sanctioned by the leave sanctioning authority in respect of the employees working under them. Heads of Department will be the sanctioning authority for advances for themselves.

10. SETTING OFF OF LEAVE TOWARDS NOTICE PERIOD

Where an employee resigns his post of his own volition and is required to give notice under the terms and conditions of his appointment or deposit pay and allowances for the specified period in lieu thereof, the employee may be permitted, at the discretion of the Company, to set off the earned leave admissible to him on the date of leaving service towards the notice period to the extent possible.

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Clarification: Pay & Allowances as mentioned in the above rule means Basic Pay, Personal Pay, Special Pay, any other emoluments classified as Pay as defined under clause 2.1(h) of Leave Rules and Dearness Allowance by whatever name know. (*Vide office order no. 16/2006 dated 24.03.2006*)

11. (a) The form in which application for leave or extension of leave is given is at Annexure A.
- (b) Certificate to be given by the Authorised Medical Attendant is given in Annexure B.
- (c) The form in which leave account in respect of employees is to be maintained is given in Annexure C.
- (d) Medical certificate of fitness to return to duty is given in Annexure D.

12. CARRY FORWARD OF LEAVE

12.1 On appointment in the Company

Employees of Central/State Governments who are absorbed in the Company and employees of other Public Sector Undertakings who join the Company will be allowed to carry forward their earned leave/leave on average pay at credit in their previous organization on their appointment in the Company, provided the previous organisation has paid a lump sum leave salary equal to pay to the Company.
(*Rule effective from 17.10.81 vide O/O no.44/81 dated 10.11.1981*)

12.2 On appointment in another Public Sector Undertaking:

Employees of the Company, who join another Public Sector Undertaking with the consent of both the employers, will be allowed to carry forward their earned leave from the Company to the new employer. In such cases a lump sum leave salary equal to pay, for the earned leave due to them from the Company would be payable by the Company to the new employer.
Note:* omitted

- 12.3 (i) Employees of the Company who join another Public Sector Undertaking with the consent of both the employers will be allowed to carry forward the half pay leave standing at their credit from the Company to the new employer. In such cases a lumpsum leave salary equal to half pay leave due to them from the Company would be payable by the Company to the new employer. Similarly, employees of other Public Sector Undertakings who are absorbed/join the Company will be allowed to carry forward their half pay leave standing at their previous organization on their appointment in the Company, provided the previous organization agrees to pay a lumpsum leave salary equal to half pay due to the Company.
(*Rule 12.3(i) introduced vide Part I Office Order No. 10/91 dated 18.3.1991*)

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13. Leave while on Deputation to a Foreign Country.

An employee proceeding on tour abroad on official business /under transfer of technology programme to attend seminar / workshop / training programme etc.may be allowed leave as may be required by him on personal grounds.CMD ,if satisfied may sanction leave.

(Added vide Office Order No.72/99 dated 12.11.99)

Note: *Work charged employees have been converted into regular cadre w.e.f. 01.01.2000, in reference to Circular no. 67/99 dated 23.12.1999.

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ANNEXURE-A

NHPC LTD.

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of applicant : _____
1. A Employee No. : _____
2. Post held : _____
3. Office and Section : _____
4. Pay : _____
5. House rent and other Compensatory Allowance drawn in the present post : _____
6. Nature and period of leave applied for and date from which required : _____
7. Sundays and holidays, if any, proposed to be prefixed / suffixed to leave : _____
8. Grounds on which leave is applied for : _____
9. Date of return from last leave and the nature and period of that leave : _____
10. I propose / do not propose to avail myself of leave travel concession for the block year _____ during the ensuing leave : _____
11. Address during leave period : _____
Tel. No. (if any)

Signature of the applicant (with date)

12. Remarks and/or recommendation of the Controlling Officer.

Signature (with date) Designation

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CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

13. Certified that _____ (nature of leave) for _____ from _____ to _____ is admissible under rule _____ of the Company.

Signature (with date)

Designation.....

14. Orders of the authority competent to grant leave.

Signature (with date)

Designation.....

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ANNEXURE-B

NHPC LTD.

**MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION OF
LEAVE OR COMMUTATION OF LEAVE**

Signature of the employee : _____

I, _____ after careful personal examination of the case here by certify that Shri / Smt./ Kumari _____ whose signature is given above, is suffering from _____ and I consider that period of absence from duty of _____ with effect from _____ is absolutely necessary for the restoration of his / her health.

Authorised Medical Attendant

_____ Hospital/Dispensary or

Registered Medical Practitioner

Date: _____

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ANNEXURE-C

NHPC LTD.

FORM OF LEAVE ACCOUNT IN RESPECT OF EMPLOYEES

Name of the Employee _____ Employee No. _____

Designation _____ Date of Birth _____

Date of Retirement _____

Opening Balance as on	Earned Leave Account											
	Particulars of service in the half year of a Calendar Year		Completed months of service in the half year of a calendar year	Earned Leave credited at the beginning of half yr. plus EL brought forward, if any	Number of days of Extra Ordinary Leave availed of during the previous calendar yr.	EL to be deducted	Total EL	Leave Taken		No. of days	Leave encashed	Balance of E L
Earned Leave	From	To						From	To			
1	2	3	4	5	6	7	8	9	10	11	12	13

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ANNEXURE-C (continued)

Date of Commencement of continuous service_____

Date of Regular Employment_____

Length of Service			Credit of Leave including leave brought forward, if any		Half Pay Leave Against the earning of half pay			Commutated Leave on medical certificate			Commutated leave converted into half pay leave (twice of CML)	Total Half Pay Leave taken (Col.21+24)	Balance of HPL on return from Leave (Col.18-24)	Other kinds of leave taken
From	To	No. of complete d years	Leave earned (in days)	Leave at credit	From	To	No. of days	From	To	No. of days				
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

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ANNEXURE-D

NHPC LTD.

MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

Certificate No.:_____

Signature of the Employee :_____

We, the members of Medical Board _____

I, _____ (Civil Surgeon / Staff Surgeon / Authorised Medical Attendant of the _____ / Regd. Medical Practitioner do hereby certify that we have carefully examined Shri / Smt./ Kumari _____ whose signature is given above, and find that he/ she has recovered from his/ her illness and is now fit to resume duties in Govt. / Company Service. We / I also certify that before arriving at this decision, we/I have examined the original medical certificate(s) and statements of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our / my decision.

Members of the Medical Board /

Civil surgeon / Staff Surgeon /

Authorised Medical Attendant /

Regd. Medical Practitioner with Stamp.

Date: _____

LEAVE RULES

Annexure-E							
Competent Authority for sanctioning of Leave							
SI No.	Type of Leave	E1 and below	E-2,E-3, E-4, and E-5	E-6 & E-7	E-8(GM)	HOD, HOP, E-8(GGM)	Regional EDs and GGM Incharge of Region(s)
1	CL/EL/HPL	Sr. Manager	Deputy General Manager	GM at Corporate Office/Region/ Project/Power Station/Unit	HOD at Corporate Office /Head of Region/Pr oject/Pow er Station/U nit.	Next Higher Authority	Concerned Director
2	Commuted Leave/Quarantine Leave/JT/EOL/ Special Casual Leave to differently abled Employees/ Special Additional Leave, Lieu Leave /Transit Leave	Sr. Manager	Deputy General Manager	HOD at Corporate Office /Head of Region/Project/Power Station/Unit.		Next Higher Authority	CMD
3	Special Casual Leave/Child Care Leave	HOD at Corporate Office /Head of Region/Project/Power Station/Unit.				Next Higher Authority	CMD
4	Maternity Leave/Paternity Leave/Special Disability Leave/Study Leave/Child Care Leave on adoption/Special Leave connected to inquiry of Sexual Harassment	HOD at Corporate Office /Head of Region/Project/Power Station/Unit.				Next Higher Authority	CMD
5	Special Leave in respect of employees posted at hard locations	Head of Projects/Power Stations				Next Higher Authority	CMD

Revised Vide Part-I O/o No. 107/2022 dated 04.11.2022

LEAVE RULES

NHPC CASUAL / SPECIAL CASUAL LEAVE RULES

1. CASUAL LEAVE

1.1 Admissibility –

- (a) Twelve days Casual Leave and two days Optional Holidays would be admissible in a calendar year to all employees .

The admissibility of Casual Leave & Optional Holiday to employees joining afresh from the calendar year 2014 and onwards will be as under.

S.No.	Date of Joining	Admissibility of CL
1.	Between 1 st Jan to 31 st March	12 CL + 2 OH
2.	Between 1 st April to 30 th June	9 CL + 2 OH
3.	Between 1 st July to 30 th Sept.	6 CL + 1 OH
4.	Between 1 st Oct. to 31 st Dec.	3 CL + 1 OH

(Introduced Vide O/O No. 04/2004 dated 16.01.20004 & revised vide Part-I Office Order No. 38/2004 dated 04.08.2014)

Admissibility of Casual Leave to a departmental candidate selected for higher post against open advertisement:

Clarified that there will be no change in the entitlement of CL/OH where an internal candidate is selected to a higher post against open advertisement.

(Circular No.07/07 dated 03.04.07)

- (b) Employees appointed on contract / adhoc basis shall be entitled to casual leave on prorata basis i.e.. @ of 1 day for each month. The total leave admissible will be worked out on the basis of duration of appointment in a calendar year.
- (c) In respect of deputationists and lien holders casual leave to their credit in their parent departments will be ascertained and only balance admissible as per NHPC rules will be admissible. Those who join NHPC on resignation, casual leave will be granted as per the Rules of the Company.
- d) *In case of Retirement/ Superannuation& Resignation, Casual Leave entitlement shall be proportionate to the period of service in the Calendar Year. (Introduced vide Part-I Office Order No. 11/2014 dated 10.03.2014.*

1.2 Conditions for grant of Casual Leave

- (a) Ordinarily casual leave for not more than 8 days at a time may be granted. However, the sanctioning authority may grant /C/L for such period as may be required, in excess of 8 days on the merits of the case.

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- (b) Casual leave will be granted in units of half day or full day as may be applied for, if taken in units of half day, the lunch interval will be taken as the dividing line. Casual leave will not be permitted to be combined with any other kind of leave except the two optional holidays admissible in a calendar year, compensatory off and special casual leave.
- (c) Sundays and Holidays falling in between the period of Casual leave will not be taken into account for calculating the period of casual leave availed of.

Note

- (i) Casual leave is not recognized as leave under the Leave Rules of NHPC and shall not be combined with any other kind of leave, admissible under the leave rules of NHPC.
- (ii) Compensatory off, if any, may be combined with any kind of leave.
- (iii) The form in which application for casual leave is to be given is at Appendix A.

2.0 SPECIAL CASUAL LEAVE

- 2.1 Special casual leave not exceeding 30 days in a Calendar year may be granted to an employee as under:

(A) Sports and Cultural Activities.

- (i) For participation in National / International Sports / games.
- (ii) For participation in cultural activities like dance, drama, music, etc. Organised at Inter State / All India Level.
- (iii) For participation in inter project Sports events.
- (iv) For participation in District / State level Sports.
- (v) For Participation in Mountaineering and Trekking expeditions approved by the Indian Mountaineering Foundation / Government of India.
(Item No. (V) added vide Part I Office Order No. 19/87 dated 11.3.1987)

The period of absence in excess of the 30 days Special casual leave should be treated as regular leave of the kind admissible under the leave rules applicable to the employees concerned or ordinary Casual Leave as applied for by the employee. Besides:

- (a) Sundays and closed holidays intervening in a period of special casual leave are not to be ignored for calculating special casual leave.
- (b) Combination of special casual leave may be permitted with regular leave of the kind applicable under the leave rules.
- (c) A competent Authority may grant casual leave in combination with special casual leave but in cases where it is permissible to grant regular leave in combination with

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special casual leave, casual leave should not be granted in combination with both special casual leave and regular leave.

(B) Meetings/Seminars etc.

- (i) Special Casual Leave may also be granted to employees wishing to attend in their individual capacities meetings of technical scientific or professional institutions of which they are members (Full details should be given and the grant of special Casual Leave will be decided according to the merits of the case). But when the Company nominates any of its employees as Company's representatives to attend such meetings or to attend training courses conducted by such bodies, the absence will be treated as duty and not as special casual leave and traveling allowance and daily allowance will be paid as on duty.
- (ii) To teachers and pupils of Unit level classes under the Workers' Education Scheme for educational tours undertaken as part of the scheme, no TA/DA will be paid by the Company.

(C) Special Casual Leave to Office bearers of a Recognized Union

- (a) Special casual leave upto maximum of 20 days in a calendar year may be granted to office bearers of a recognized union for participation in the activities of the Union.
- (b) Special casual leave upto 10 days in a calendar year may be granted to outstation delegates/members of the executive committee of the recognized All India Association/Federation to attend its meetings.
- (c) Local delegates/local members of the executive committee of recognized Union/Association may be granted five days special casual leave in a calendar year to attend its meetings.

Note

- (i) Office bearers of a recognized Union means its President, Vice-President, General Secretary, Secretary, Joint Secretary, Cashier only.
- (ii) Those who would be availing of Special Casual Leave in their capacities as Office Bearers under (a) above will not be entitled to avail of special casual leave separately in their capacities as delegate/member of the executive committee under (b) &(c).
- (iii) In case where a Union/Association follows a year other than a calendar year for the purpose of its annual elections, the grant of special casual leave shall be regulated in terms of the year actually followed by such Union/Association in place of the calendar year.
- (iv) If the office bearers come into office during the course of a year in casual vacancies, a competent authority may at his discretion grant special casual leave upto the

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maximum extent in a full year having regard to the genuineness and merits of each particular case.

Clarification

Office Bearer for the purpose of this Rule (as indicated in Note (I) under Rule 2(C) shall mean only one President, one Vice President, one General Secretary, one Secretary, one Joint Secretary and one Cashier. Further the eligible office bearers may be sanctioned special casual leave for settling grievances/issues of the workmen/Company and not for attending activities outside the Company.
(Clarification included vide Part I Office Order No. 39/93 dated 4.11.1993)

(D) Donation of Blood and Family Welfare Programme Blood Donation

For donation of blood on a working day one day, Special Casual Leave may be granted.

Family Welfare

Special Casual Leave for undergoing sterilization operation etc. will be granted in accordance with NHPC Family Welfare Scheme (Refer Section V of this Manual)

2.2. During Bandh / Curfew etc.

Where the Competent authority is satisfied that the absence of employee was entirely due to the reason(s) beyond his control e.g. due to failure of transport or disturbance or picketing or imposition of curfew, he may be sanctioned "Special Casual Leave" on the individuals application as detailed below.

The absence of the employees on a day or days of bandh may fall under one of the following categories:-

- i. Where the employee had applied or applies for leave for the day or days of the Bandh for genuine reasons e.g medical ground, of which the competent authority is satisfied in such cases leave of the kind due and admissible including casual leave may be granted to the employee concerned,
- ii. If the competent authority is satisfied that the absence was due to failure of transport facilities, special casual leave may be granted to the employees who had to come from a distance of more than three miles of their place of duty.
In cases where the competent authority is satisfied that the absence of the individual concerned was entirely due to reasons beyond his control e.g. picketing or disturbances or curfew, special casual leave could be granted to regularize the absence without insisting on the condition that the distance between their place of duty and their residence should be more than three miles.

LEAVE RULES

- iii. In cases where condition mentioned in (i) or (ii) above are not satisfied the absence is to be treated as unauthorized absent and dealt accordingly.
(Vide circular no. NH/PER/(P)/8-185 dated 19.11.1984)

2.3. Special Casual Leave to differently abled Employees

- (a) Special Casual Leave upto a maximum of 10 days in a calendar year may be granted to differently abled employees with disabilities as defined in the Persons with Disabilities (equal opportunities, protection of rights and full participation) Act 1995 for participating in the Conferences/ Seminars/ Trainings/ Workshops related to disability and development related programmes organized at National & State level agencies to be specified by the Ministry of Social Justice & Empowerment.
- (b) The period of absence in excess of 10 days is to be treated as a Regular Leave of the kind due and admissible. Special Casual Leave will be allowed to be combined with Regular Leave as a special case.”(Inserted Vide Part-I O/O No. 08/2008 dated 05.03.08)
- (c) Additional Special Casual Leave of 4 days per year may be granted to differently abled employees with disabilities for specific requirements relating to disabilities in a calendar year. The Special Casual Leave will be credited in the leave account of the concerned employee and unutilized leave at the end of the year will lapse and for all practical purpose the leave will be treated as casual Leave.

3.0 SANCTIONING AUTHORITY

3.1 Casual Leave

Chief General Manager concerned may notify sanctioning authority in respect of employees in his Project/Division.

(Designation has been updated as per Part-I Office Order No. 53/2018 dated-15.11.2018).

3.2 Special Casual Leave

Head of Department / Division / Project.

4.0 DOCUMENTATION OF CASUAL LEAVE /SPECIAL CASUAL LEAVE

Each Wing/Department/Section will maintain a leave register as per the specimen given in Appendix B to these rules. The responsibility for maintenance of the leave register in the required format, keeping it upto date and putting it upto the leave sanctioning authority will be that of officer/supervisor nominated to carry out this job.

5.0 RECORDING OF LEAVE

Except for unforeseen circumstances, the employees will take prior sanction for casual leave from the authority competent to sanction it. This authority may be delegated by the Department/Section to Coordinating Officer for sanctioning Casual Leave to the Subordinate employees. The abbreviations used for recording of Casual Leave, Special Casual Leave, etc. In the leave register will be as follows :

- a) C.L.: Casual Leave.
- b) Spl.C.L.: Special Casual Leave.

LEAVE RULES

APPENDIX A

NHPC LIMITED

APPLICATION FOR CASUAL LEAVE

1. Name and Designation of the Employee _____
2. No. Of days for which C.L. is required _____ days
from _____ to _____
3. No. of days for which C.L. has already been availed of _____
4. Reason of Leave _____
5. Leave Address _____

Date : _____

Signature _____

Emp. No. _____

The C.L. applied for is sanctioned, if due.

Signature of the Competent Authority

LEAVE RULES

APPENDIX - B

CASUAL LEAVE REGISTER

Name & Employee No. _____

Designation _____

Wing /Department / Section _____

Details of Leave

Legend

C/L = Casual leave

Spl. C.L. = Special Casual Leave

Duration		Type of leave				Signature of Competent Authority
From	To	Casual Leave		Spl. C.L. Availed	Balance	
		Availed	Balance			

LEAVE RULES

COPY OF IMPORTANT INSTRUCTIONS / OFFICE ORDER

COPY OF LETTER NO. NH/PER/(P)/ 662 DATED 17.4.86

SUBJECT: DOCUMENTATION OF CASUAL / SPECIAL CASUAL LEAVE / OPTIONAL HOLIDAY IN RESPECT OF EMPLOYEES POSTED AT CORPORATE OFFICE.

1. The earned leave account of Executive and Non-executive categories of employees posted in Corporate Office is maintained in the Personnel Department in the Corporate Office. However, the Casual /Special Casual Leave account of the employees posted in Corporate Office is maintained by the respective Department / division.
2. As per Rule 4 of NHPC Casual / Special Casual Leave Rules, each Wing / Department / Section will maintain a leave register as per the specimen given in Appendix B to these rules. The responsibility for maintenance of the leave register in the required format, keeping it upto date and putting it up to the leave sanctioning authority will be that of officer / supervisor nominated to carry out this job.
3. With a view to rationalising the procedure of maintenance of casual /special casual leave account by various Departments / Divisions in the Corporate Office, the following working procedure is suggested to all concerned.
 - (a) On receipt of a leave application / intimation, the Controlling Officer will make an entry in the attendance register. Such entry should be in red ink and initialled by the Controlling Officer.
 - (b) The leave application will be entered in the leave register mentioned in Para 2 above and will be put up to the leave sanctioning authority alongwith the register.
 - (c) The leave sanctioning authority while sanctioning leave will make sure that relevant entry has been made in the Leave register and this will be authenticated by his signatures.
 - (d) While forwarding the monthly absentee statement to Accounts Department, it has to be ensured that entries in the Attendance Register and the Register for Casual leave are tallied / checked. However, the Casual Leave / Special Casual leave availed need not be mentioned in monthly statement to be sent to Accounts Department.

LEAVE RULES



NHPC Limited
(A GOVT. OF INDIA ENTERPRISE)

NHPC Office Complex,
Sector-33, Faridabad.

No.PPL-662

Dated: 28.12.2012

Part – I Office Order No. 64 / 12

Sub: Introduction of "Two-Hourly Leave" under NHPC's Casual/Special Casual Leave Rules.

In order to cater to employee's requirement for short-term absence from work place arising out of urgency for a short duration, a provision of "Two-Hourly Leave" is introduced to benefit the employees to balance their Work & their Personal life better.

2. Accordingly, Clause 1.2 (b) of NHPC's Casual/Special Leave Rules is modified as under:

Existing	Modified
<p>1.2 Conditions for grant of Casual Leave:</p> <p>(b) Casual leave will be granted in units of half day or full day as may be applied for, if taken in units of half day, the lunch interval will be taken as the dividing line. Casual leave will not be permitted to be combined with any other kind of leave except the two optional holidays admissible in a calendar year, compensatory off and special casual leave.</p>	<p>1.2 Conditions for grant of Casual Leave</p> <p>(b) Casual leave will be granted in units of quarters consisting of Two hours or Half day or Full day, as may be applied for. If taken in units of half day, the lunch interval will be taken as the dividing line. Casual leave will not be permitted to be combined with any other kind of leave except the two optional holidays admissible in a calendar year, compensatory off and special casual leave.</p> <p>However, If the leave is availed in a unit of quarter (Two-Hourly Leave), it would be regulated as under:</p> <p>New Clause:</p> <p>(i) "Two-Hourly Leave" is provided to cater to the needs of an employee required for short-term absence from work place and to benefit employees to balance their Work & their Personal life better.</p> <p>(ii) "Two-Hourly Leave" shall be set-off against the Casual Leave (CL) as admissible to an employee in a calendar year. When no Casual Leave is admissible, "Two-Hourly Leave" shall also cease to be admissible to an employee.</p>



LEAVE RULES

Existing	Modified
--	(iii) Two-Hourly Leave would mean absence from place of duty for two hours (i.e. 120 minutes). Availment of any leave beyond two hours shall be treated as Half Day Casual Leave (CL).
--	(iv) For the purpose of management of the provision for Two-Hourly Leave, one day CL has been divided into four quarters (two hours each) i.e. 9-11 AM (Quarter-I), 11-01 PM (Quarter-II), (01-01:30 PM - lunch break), 1:30-3:30 PM (Quarter-III) & 3:30-5:30 PM (Quarter-IV).
--	(v) Two-Hourly Leave shall be set-off against the Casual Leave (CL).
--	(vi) "Two-Hourly Leave" can be availed any time during the day and even if the period of such leave partly falls in two consecutive quarters(as defined at point 'iv' above), the period of absence towards such leave would still be treated as one "Two-Hourly Leave". For instance an employee requiring short term absence from work avails One 'Two-Hourly Leave' from 10:30 A.M(Quarter-I) To 12:30 P.M(Quarter-II) it would be counted as One "Two-Hourly Leave" even though the leave has stretched into two quarters.
--	(vii) "Two-Hourly Leave" availed for First Quarter (commencing from 9 am) & Fourth Quarter (ending at 5:30 pm), cannot be prefixed / suffixed with any kind of leave.

2.1 The above provision of "Two-Hourly Leave" under NHPC's Casual/Special Casual Leave Rules shall be effective from 01.01.2013.

2.2 This issues with the approval of the Competent Authority.

(B B Sethi)
Manager (HR)

28/12/2012

Distribution: Standard.

LEAVE RULES



NHPC Limited
(A GOVT. OF INDIA ENTERPRISE)

NHPC Office Complex,
Sector-33, Faridabad.

No.PPL-662

Dated: 05.3.2013

Circular No. 01/13

Sub: Two-Hourly Leave under NHPC's Casual/Special Casual Leave Rules – Clarifications thereof.

Ref.: Part-I Office Order No. 64/12 dated 28.12.2012.

Some queries have been received on the procedure for implementation of two-hourly leave issued vide above referred office order. The points raised have been examined and the same are clarified as under:

S.No.	Query	Clarification
1.	How many "Two-Hourly Leave" can be availed by an employee in a particular day.	Only One, since Two-Hourly Leave has been introduced to cater to the needs of an employee required for short term absence from workplace. Any increase of One (01) two-hourly leave will either be treated as half day or full day, as the case may be.
2.	In cases of delayed punching in the morning, say when an employee punches at 10AM what would be the his/her timing for availing Two-Hourly Leave for the period 3:30 to 5:30p.m i.e, during (Q4).	As the employee is late by one hour in the morning, the same is required to be compensated by sitting late prior to leaving on two-hourly leave during Q4 i.e, in this case the employee can leave only on or after 4:30p.m.
3.	Whether the period of Lunch Break i.e, 1:00 to 1:30 PM be considered for the purpose of regulating Two-Hourly Leave or not.	For the purpose of calculating the duration for 'Two-Hourly Leave', the period of lunch break i.e, 1:00 to 1:30p.m shall be included. Thus an employee who avails Two-Hourly Leave say from 12:10 p.m shall be liable to report for duty at 2:10 p.m. or before. Where two-hourly leave ends at 1:00p.m or any time during 1:00 to 1:30p.m (lunch break), the employee shall report to duty at the time at which the two-hourly leave ends & not by 1:30p.m. Similarly, employees while availing two-hourly leave for the period 1:30 to 3:30pm i.e, Q3, can leave only by 1:30pm onwards.
4.	In cases when an employee who avails two-hourly leave from 10:30A.M (i.e, leaves during Q1 period) to 12:30 p.m (i.e, comes back in Q2 period), under which quarter, leave would be applied by an employee, Q1 or Q2.	Two-hourly leave availed by an employee should be filled/applied for the 'Quarter' in which the said employee exits from office. For instance if an employee availing two-hourly leave, leaves during Q1 & returns during Q2, leave may be applied for Q1 under ERP System.

2. This issues with the approval of the competent authority.

Distribution: Standard

(B.B. Sethi)
Manager (HR)

05/3/2013

LEAVE RULES

NHPC CHILD CARE LEAVE (CCL) FOR WOMEN/SINGLE MALE EMPLOYEES

1.0 Objective:

To facilitate women employees and single male employees for taking care of upto two children (including legally adopted children) upto the age of 18 years for rearing or to look after any of their needs like examination, sickness etc.

Explanation: 'Single male employee' means –an unmarried or widower or divorcee employee.

(Amended vide Part-I O/O No. 07 /2019 dated-28.01.2019)

2.0 Coverage:

Women employees / Single Male Employees on the regular rolls of the Company excluding trainees.

3.0 Quantum of Child Care Leave:

3.1 Women employees/Single Male Employees may be granted Child Care Leave (CCL) for a maximum period of 2 years i.e. 730 days with pay during their entire period of service for taking care of upto two children (including legally adopted children) whether for rearing or to look after any of their needs like examination, sickness etc.

3.2 Child care Leave can be availed in not more than 3 spells in a calendar year.

3.2.1 In case of a single female employee, the grant of leave in three spells in a calendar year shall be extended to six spells in a calendar year.

(Amended vide Part-I O/O No. 07 /2019 dated-28.01.2019)

3.3 Child Care Leave shall not be admissible if the child is 18 years of age or older.

3.4. In case of disability in a child (with minimum disability of 40% as specified in Ministry of Social Justice and Empowerment's Notification No. 16 -18/97-NI.I dated 01.06.2001), Child Care Leave may be availed by a women employee/single male employee irrespective of the age of child. However, total child care leave will not exceed 730 days during the entire service period. Women employee/single male employee who has a child with 40% disability or more of the following disabilities will be entitled for above concession:

- (i) Visual impairment
- (ii) Locomotor /Orthopaedic disability
- (iii) Speech & Hearing disability
- (iv) Mental Retardation
- (v) Multiple disabilities.

LEAVE RULES

The authorities to give disability certificate will be a Medical Board duly constituted by the Central and/or the State Government. The Medical Board should consist of at least one specialist in the particular field for assessing locomotor / visual including low vision/ hearing and speech disability. The child care leave would be permitted only, if the child is dependent on the employee.

(Clause 3.4 amended vide Part-I Office Order No. 41 /2018 dated-02.08.2018).

- 3.5. The employee need not adjust /avail entire quantum of Earned Leave (EL) before availing Child Care Leave.
- 3.6. Child Care Leave may be combined with leave of any kind due and admissible except Casual Leave.
- 3.7. Child Care Leave cannot be demanded as a matter of right. Under no circumstances can any employee proceed on Child Care Leave without prior approval of the leave by the leave sanctioning authority.
- 3.8. Sundays, declared holidays etc. falling during the period of leave will also count for the total period of Child Care Leave as in the case of Earned Leave.
- 3.9. Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.

4 Entitlement during leave:

- 4.1. During the period of such leave, the women employees and single male employees shall be paid 100% of leave salary equal to the pay drawn immediately before proceeding on leave for first three hundred and sixty five days & 80% for the next three hundred and sixty five days.
(Amended vide Part-I O/O No. 07 /2019 dated-28.01.2019)
- 4.2. During the period of Child Care Leave, the employee will not be allowed to take up any remunerative / honorary service elsewhere.
- 4.3. During the period of Child Care Leave, the employee shall not be considered for promotion. However, the period will count for eligibility for promotion.

5 General:

- 5.1 The Competent Authority for sanctioning of this leave shall be respective HOD at Corporate Office /Head of Region/Project/Power Station/Unit.
- 5.2 CMD is authorized to make amendments / modifications in any of the provisions in the Scheme from time to time.

(Revised vide Part I Office Order No.22 /2016 dt. 14.03.2016 and effective from 14.03.2016. Women employees who have availed / availing CCL in accordance with the existing rules will henceforth be regulated in accordance with the revised rules for availing balance period of CCL.

LEAVE RULES

Child Care Leave on Adoption of a Child

1.0 Title

NHPC Special Child Care Leave on adoption of a child.*

2.0 Objective

To facilitate employees, with less than two surviving children, to take care of their legally adopted child upto one year of age.

3.0 Coverage

All regular employees of the Company (excluding Apprentices) who have completed one year service. In case of Trainees, the period of training will be taken into account for one year service condition where training has been declared to be successfully completed.

4.0 Quantum of Leave

4.1 Female employees shall be granted Special Child Care Leave on adoption of a child for a period of 180 days from the date of valid legal adoption of child.

(Part-I Office Order No. 51/2014 dated 29.09.2014)

Note: A female employee in whose case the period of 135 days of Special Child Care Leave on adoption has not expired on the date of issue of above order shall also be eligible for Special Child care leave for 180 days.

4.2 Male employees shall be granted the Special Child Care Leave on adoption of a child for a period of 15 days, to be availed within a period of 180 days from the date of valid legal adoption.

5.0 Other terms and conditions :

5.1 The Special Child Care Leave on adoption of a child may be granted on full pay.

5.2 Special Child Care Leave may be combined with leave of any other kind.

5.3 In continuation of 'Special Child Care Leave' the adoptive mothers may also be granted, if applied for, leave of the kind due and admissible (including commuted leave not exceeding 60 (sixty) days without production of Medical certificate) for a period upto one year reduced by the age of the adopted child on the date of legal adoption, without taking into account the period of Special Child Care Leave, subject to the following conditions:

***(Introduced vide Part-I O/O Order No.38/2007 dated 31.07.2007 effective from 13.07.2007)**

LEAVE RULES

- 5.3.1 This facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption.
- 5.3.2 The maximum period of one year leave of the kind due & admissible (including commuted leave upto 60 days without production of Medical Certificate) will be reduced by the age of the Child on the date of adoption without taking into account Special Child Care Leave as in following illustrations :
- If the age of the adopted child is less than one month on the date of adoption, leave upto one year may be allowed.
 - If the age of child is six months and above but less than seven months, leave upto 6 months may be allowed.
 - If the age of the child is 9 months and above but less than ten months, leave upto 3 months may be allowed.
- 5.4 Special Child Care Leave shall not be debited against the leave account.
- 6.0 General**
- 6.1 The adoption of the child should be through a proper legal process and the employee should submit a copy of the adoption deed with the Company.
- 6.2 The Sanctioning Authority for this leave shall be the same as that for Maternity / Paternity Leave under NHPC Leave Rules.
- 6.3 On merits of the case CMD may grant relaxation on case to case basis.

LEAVE RULES

PPL-662

Date: 11.10.2002

PART - I OFFICE ORDER NO. 85/2002

It has been decided to grant Compensatory Off to Executives/Supervisors, performing shift duties in the Projects/Power Stations and Control Room *as well as Computer / Data Centre, IT&C* Division* at Corporate Office, who work on weekly holidays or closed holidays. The Compensatory Off to Executives/Supervisors shall be regulated in the following manner:

- i) Compensatory off will be admissible to the Executives/ Supervisors in lieu of declared holidays/weekly off upto and including the level of Senior Manager (E-6) provided that they attend to their duty in the Project/Stations and offices on such a declared holiday/weekly off. Prior intimation of such duty to be performed shall be given to HOD/HOP.
- ii) The executives/Supervisors will be allowed one day compensatory off if they work in an extra shift in addition to their normal shift duty (where shift duty system prevails).
- iii) In case of Executive/Supervisor, doing shift duty in Projects/Stations and Offices, whose weekly holiday is on a day other than Sunday but coincides with a declared holiday, one day's compensatory off would be allowed though the Executive/Supervisor does not work on such a day.
- iv) The compensatory off may be availed of within six months.** For availing of compensatory off prior permission and sanction shall be necessary and the same cannot be availed of on medical grounds. The sanctioning authority for compensatory off in the case of executive/supervisor shall be the HOD/HOP only.

Compensatory Off, as granted above, can be combined with all types of leaves viz Casual Leave, Earned Leave, and Half Pay Leave etc.

2. Compensatory Off in respect of workmen shall be regulated in terms of Certified/Model Standing Orders as applicable.
3. This issues with the approval of Competent Authority.

****(Incorporated vide Part-I Office Order No.09/09 dated 03.03.09)***

***** (Modified vide Part-I Office Order No./ 31/2014 dated 30.06.2014)***

LEAVE RULES

NHPC LIMITED (A GOVT. OF INDIA ENTERPRISE)

NHPC Office Complex,
Sector-33, Faridabad.

No.PPL-662

Dated: 19.06.2009

Office Order NO.22/09

Sub : Compensatory Off

Ref : **Office Order No.85/2002 dated 11.10.2002, Circular No.15/03 dated 22.07.03 and Office Order No.09/09 dated 03.03.09**

It has been decided to grant Compensatory Off to workmen working at Corporate Office, in the following manner:

Workmen

- i) If a workman works on his weekly off / rest day which is not a National Holiday (although it may be a paid closed holiday), he will be allowed one day's compensatory off in lieu of this extra one day / shift work.
- ii) If a workman works on a weekly off / rest day which is also a National Holiday, he will be allowed two days single wage (Basic plus DA).
- iii) The Compensatory Off can be allowed to be availed of, within the month in which the holidays were due to him or within the **Six months*** immediately following that month after which it will lapse.
- iv) If extra duty as mentioned above is regulated in terms of these provisions, no other payment (such as overtime) will be admissible.
- v) The workmen will be entitled to avail of Compensatory Off / Holiday admissible to them at their choice after making prior application and obtaining sanction for the same.
- vi) No workmen shall be allowed to avail of Compensatory Off / Holiday more than two days in a month. Maximum 12 days Compensatory Off / Holiday will be admissible in a year.

LEAVE RULES

- vii) In no case, except as has been indicated in provision (ii) above, un-availed / lapsed Compensatory Off shall be allowed to be compensated in a pecuniary form.
- 2. The other conditions as laid down in Office Order dated 11.10.2002 shall apply *pari passu*.
- 3. The Sanctioning Authority for grant of Compensatory Off will remain the same as in the case of other types of Leave. However, a proper record of Compensatory Off will be maintained in a Register with proper justification etc by the concerned Section / Department. In case where the number of Compensatory Off exceeds four in a year to an employee in that case such Compensatory Off shall be countersigned by an authority not below the level of Head of Division.
- 4. This issues with the approval of Competent Authority.

**** (Modified vide Part-I Office Order No.34/2017 dated 12.05.2017)**