



**नेशनल प्रोजेक्ट्स कन्स्ट्रक्शन कारपोरेशन लिमिटेड**  
(भारत सरकार का उद्यम)  
NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED  
( A GOVT. OF INDIA ENTERPRISE )  
PLOT NO. 67-68, SECTOR-25, FARIDABAD – HARYANA.  
CORPORATE OFFICE

Ref: No. 500160/M&P Leave Policy/1868

Dated: 18.02.2015

OFFICE ORDER

Sub: Maternity & Paternity Leave to the Employees of NPCC Limited.

Pursuant to approval of Board of Directors of NPCC Limited in its 291<sup>st</sup> meeting held on 23.01.2015, Management is pleased to revise Maternity Leave & grant Paternity Leave as per details given below with immediate effect:-

**MATERNITY LEAVE**

- i) A female employee with less than 2 surviving children will be allowed Maternity Leave for a period of 180 days from the date of its commencement (subject to production of Medical Certificate).
- ii) Maternity leave not exceeding 45 days in the entire career of a female employee may be granted in case of miscarriage, including abortion on production of medical certificate.
- iii) Abortion induced under the Medical Termination of Pregnancy Act, 1971 will also be considered as a case of abortion for the purpose of granting Maternity Leave under these rules.
- iv) Abortion does not include threatened abortion and Maternity Leave will not be granted in case of threatened abortion.
- v) A female employee under-going salpinectomy operation alongwith medical termination of pregnancy will be eligible for 45 days Maternity Leave subject to the condition that such employee who avail the facility of Maternity leave will not be entitled to additional 14 days of Special Casual Leave.
- vi) During Maternity Leave, the employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- vii) Maternity Leave can be combined with any type of leave due/ admissible (including commuted leave) and Leave Not Due up to a maximum period of 2 years, if otherwise admissible.
- viii) Maternity Leave shall count for service and shall not be debited against the leave account.

**P.T.O.**

**PATERNITY LEAVE**

i) An employee of the Corporation (including a Management Trainee / Apprentice) with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife for child birth (Subject to production of Medical certificate). 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 (as in the case of Maternity Leave). It may not normally be refused under any circumstances. Paternity leave will be regulated in the following manner :-

- a) Pre-delivery period - 15 days including the date of delivery.
- b) Post delivery period - 15 days including the date of delivery.
- c) Period comprising two segments of any number of days before or after delivery but not exceeding 15 days.

This is issued with the approval of the Competent Authority.

Sd/-  
(JASMINE DHAR SINGH)  
SENIOR MANAGER(HR)

**Distribution:-**

1. All Zonal Managers, NPCC Limited – with a request to circulate the same to all Project Managers under their control.
2. All Divisional Heads, NPCC Limited, C.O. – with a request to circulate the same to all Sectional Heads under their control.
3. GGM(IT), NPCC Limited, C.O. Faridabad – with a request to host the same on NPCC website.
4. CS/Sr. M(HR)/M(P&A), EE/Disc./M(HR)-IR/APAR/TS(CPF)/IA/Govt. Audit/PM(CS&W), NPCC Limited, Regd. Office/Corporate Office.
5. Notice Board.

**SPS to CMD / PS to CVO**