



नेशनल प्रोजेक्ट्स कन्सट्रक्शन 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/Leave Policy/1843

Dated: 05.02.2015

OFFICE ORDER

It has been decided in the 290th Board of Directors' Meeting that benefit of advance credit of 15 days **Earned Leave**, at the beginning of the half year i.e. 1st January & 1st July will be allowed w.e.f. 01.01.2015.

Accordingly, earned leave will be regularized as follows for all employees of NPCC :-

1. EARNED LEAVE (EL)

- 1.1 An employee will be allowed credit of **Earned Leave**, in advance, in two instalments of 15 days each on the first day of January and July of every calendar year.
- 1.2 An employee who joins service in the course of the year the leave will be credited at the rate of two and half days for every completed calendar month, fraction of leave will be rounded to next higher integer.
- 1.3 When an employee dies while in harness credit of **Earned Leave** shall be allowed at the rate of two and half days per completed calendar month upto the date of harness.
- 1.4 In case an employee joins at the place of posting on transfer without availing full joining time by the reason that:
 - (i) He/She joins at the place of posting without availing full joining time for which he is entitled to, or
 - (ii) He/She proceeds alone to the place of posting and joins the new place of posting without availing full joining time and takes his family later within the permissible period of time for claiming travelling allowance for the family.

The number of days of joining time as admissible under joining time rules, subject to the maximum of 15 days reduced by the number of days availed, shall be credited to his **Non-Encashable EL account**.

- 1.5 The total **Earned Leave**, together with un-availed joining time allowed to be credited to the leave account as per 1.4 and carry forward leave from the previous employer of an employee, if any, shall not exceed 300 days at any time.

1.6 Exceptions:

- a) The leave at the credit of an employee at the close of the previous half-year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half-year does not exceed 300 days.
- b) **In case earned leave at the credit of an employee as on the last date of June or December is 300 days or less but more than 285 days, 15 days earned leave creditable in advance on 1st day of January or July to be afforded as per the rule shall instead of being actually credited in leave account, is kept separately and first adjusted against the earned leave an employee avails during that half of the year and the balance, if any, shall be credited to the leave account at the close of the half year subject to the condition that balance of such Earned Leave already at credit does not exceed the maximum of 300 days. Such facility is not, however, admissible for the unavailed portion of journey time to be credited to the earned leave account.**

The Encashment of leave as above shall be allowed provided request is made by an employee before the leave lapses. No request for Encashment of lapsed leave shall be considered in a subsequent year.

- 1.7 In case an employee has availed leave on Half Pay or Extra Ordinary Leave, such leave may be converted into **Earned Leave** at the specific request of an employee (within one month of issue of sanctioned leave office order) to change the title of leave sanctioned, subject to admissibility and overall limit of 300 days. Conversion of leave of one type into leave of another type cannot be done after the employee ceases to be in service.
- 1.8 The maximum **Earned Leave** that may be granted to an employee at a time shall be 180 days.
- 1.9 If an employee has availed Extra Ordinary Leave and or some period of absence has been treated as dies-non in half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by 1/10th of the period of such leave and/or dies-non subject to a maximum of 15 days. This will be applicable for the purpose of recasting the leave account when an employee ceases to be in service in the course of a particular half-year, due to retirement, resignation, death or any other cause. In case the leave at the credit of an employee at the commencement of a half-year is 'NIL' no reduction will be effected towards 1/10th of the period of extra ordinary leave availed during the previous half-year and same will be ignored.
- 1.10 During the period of **Earned Leave** an employee shall receive leave salary at the rate of pay drawn by him immediately before his proceeding on leave.
- 1.11 **Earned Leave** of an employee would be maintained in two accounts,
 - (i) Encashable Leave Account
 - (ii) Non-Encashable Leave Account

Fifty percent (50%) of the accrued **Earned Leave** will be credited to the Non-Encashable Leave Account and fifty percent (50%) to the Encashable Leave Account. An employee is allowed credit of earned leave in advance in two installments of 15 days each on the first day of January and July of every calendar year. The advance credit on 1st day of January is given in the Non-encashable and the second credit of 15 days is given in Encashable Leave account.

- 1.12 An employee can avail **Earned Leave Encashment** only once in a calendar year, maximum upto 30 days.
- 1.13 For **Encashment of Earned Leave** from the Encashable Leave account, an employee is required to actually avail matching days of **Earned Leave**. The requirement of actually availing matching period of leave can be relaxed in case the **Earned Leave** applied for is not granted or its duration is reduced by the Competent Authority on account of exigencies of work.
- 1.14 Cash equivalent payable for the encashed leave would be restricted to last pay and dearness allowance only and the ceiling on accumulation of **Encashable Leave** is 150 days i.e. 50% of the total limit of accumulation of **Earned Leave**.
- 1.15 An employee who resigns or quits service would be allowed encashment of 50% of **Non-Encashable Earned Leave** subject to a maximum of 75 days at his/her credit on the date of cessation of service in addition to encashment of **Encashable Earned Leave** lying at his/her credit.
- 1.16 On termination/removal/dismissal of services of an employee on disciplinary grounds, encashment of leave will not be admissible.

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(JASMINE DHAR SINGH)
SR. MANAGER(HR)

DISTRIBUTION :-

1. Shri K. K. Sharma, GGM(CM&W)/Shri A. K. Gupta, GGM(PM&C)/Nodal Officers, NPCC Limited, Corporate Office, Faridabad.
2. All Zonal Managers, NPCC Limited – with a request to circulate the same to all Project Managers under their control for compliance please.
3. All Divisional Heads, NPCC Limited – with a request to circulate the same to all employees under their control for compliance please.
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SPS TO CMD / PS TO CVO