

HPPTCL LEAVE RULES

1.0 Short Title:

These Rules may be called HPPTCL Leave Rules.

2.0 Commencement:

These Rules will be effective with immediate effect.

3.0 Scope of Application:

These Rules shall apply to:

- i) All regular employees of the Company;
- ii) Probationers;
- iii) Trainees/Apprentices, other than Apprentices under the Apprentices Act 1961;
- iv) Employees engaged on contract but shall not apply to employees on deputation/Foreign Service to the Corporation or engaged on Daily/Casual, temporary or work charged basis.

4.0 Definitions:

In these Rules, unless there is anything repugnant in the subject or context:

- a) "The Corporation"- means Himachal Pradesh Power Corporation Limited.
- b) "Board"- means the Board of Directors of the Corporation.
- c) "Management" - means the Board of Directors of the Corporation, the Managing Director or any other Officer of the Corporation authorized by the Managing Director to act on their behalf.
- d) "Competent Authority"- with reference to the exercise of any powers under these Rules means the Officer or authority to whom such powers are delegated either in general or in particular.
- e) "Employee" - means a person appointed to any position in the Corporation and will include a probationer and employees appointed on contract basis for specified period.
- f) "Regular Employee" -means an employee who has been engaged in a vacancy on the regular establishment of the Corporation.
- g) "Probationer"- means an employee who is provisionally employed with a view to being considered for appointment on the regular establishment of the Corporation.
- h) "Temporary Employee"-means an employee who has been engaged on temporary basis for a specified period or for work which is of an essentially temporary nature likely to be completed within a stipulated period
- i) "Apprentice/Trainee"-is a learner who is paid a stipend during the period of his apprenticeship/training.

Note: The terms and conditions of employment and the period of training of all Apprentices/Trainees will be governed by the apprenticeship contract and/or any special rules or orders framed by the Corporation from time to time.

- j) "Foreign Service"-when an employee of some other organization is deputed for service in the Corporation at its request, he is said to be on "foreign service".

- k) "Notice"-means a notice in writing required to be given or affixed on the Notice Board for the purpose of these Rules.
- l) Notice Board-means the Notice Board specially maintained in a conspicuous place at or near the main entrance or entrances of the establishment or time office(s) for the purpose of displaying notices.
- m) "Registered Medical Practitioner" and "Attending Medical Officer"-means, for these Rules, any MBBS/MD qualified doctor. However, the sickness certificate given by outside Registered Medical Practitioner shall not hold good at places where Company has its own hospitals and employee falls sick there.
- n) "Authorized Medical Officer"-means a doctor authorized by Company to treat its employees.
- o) "Government Hospital"-means any hospital established by any authority under the control of Central or State Government, Municipal Authorities, Autonomous Body, Public Sector Undertakings or a hospital recognized by Company as such.
- p) "Executive"-means an employee who is employed mainly in a managerial and administrative capacity.
- q) "Supervisor"-means an employee who is employed in a supervisory capacity, draws wages as approved by the board from time to time or exercises, either by nature of his duties or by reason of powers vested in him, functions mainly of a managerial nature.
- r) "Workmen"-means an employee other than a Supervisor or an Executive. Management will publish a list of posts categorized as Executives/Supervisors.
- s) "Uniform Dates"-In these Rules would mean 1st January and 1st July of every year.

5.0 Exhibition of Leave Rules:

A copy of these Leave Rules shall be displayed on the Notice Board.

6.0 Amendments to and Interpretation of the Leave Rules:

- 6.1 These Leave Rules may be amended or modified from time to time by the Management and the same shall take effect in accordance with the orders issued by the Corporation.
- 6.2 All amendments or modifications made to these Leave Rules and any notices, orders or instructions issued there under shall be circulated from time to time and displayed on the Notice Board.
- 6.3 If any doubts arise relating to the correct interpretation of these Leave Rules, the decision of the Management thereon shall be final and binding.

7.0 Entitlement:

- 7.1 Entitlements to leave in respect of Casual Leave, Earned Leave, Half-Pay Leave, Sick Leave for various categories of employees will be as shown in [Annexure -I](#).
- 7.2 Entitlement in respect of other kinds of leave, such as extra-ordinary leave, maternity leave/paternity leave and special disability leave etc. for various categories of employees shall, however, be as given in these rules below:

8.0 Casual Leave:

- 8.1 Casual Leave is intended to cover casual absence of the employees for personal reasons.
- 8.2 Casual Leave can be granted for half day also. If half day's leave is taken, the lunch interval will be taken as the dividing line.
- 8.3 The employees joining the service of the Corporation during the first quarter of the calendar year shall be entitled for full quantum of casual leave. In all other cases, casual leave entitlement would be calculated on prorata basis.
- 8.4 Unavailed casual leave would lapse at the end of each calendar year.
- 8.5 Sundays and holidays will not be debited to the casual leave account. While Sundays and holidays can be prefixed/suffixed to casual leave, the total absence including intervening Sundays and holidays should not exceed four days on anyone occasion.

9.0 Special Casual Leave

Special Casual leave falls outside the normal leave and can be granted to meet special situations but not for domestic or personal reasons as in the case of casual leave. Cases in which Special Casual Leave can be granted are mentioned below:

- 9.1 Periods spent in camp by employees permitted to join the Territorial Army, not exceeding 14 days, which can be combined with other leave, wherever necessary.
- 9.2 Special Casual Leave not exceeding 30 days in calendar year may be granted:
 - a) to employees selected to represent the Company in tournaments recognized by the State/National Associations for the game concerned;
 - b) to employee selected to represent the District or the State or All India in the recognized tournaments/expeditions;
 - c) to employees selected to participate in training/Coaching camps by State Associations;
 - d) to employees required to act as Umpires in tournaments of National/International importance;
 - e) to employees who wish to attend in their individual capacity meetings/ training courses organized by professional sports institutes of which they are members.

If the period exceeds 30 days in any calendar year, the employees can be permitted by the competent authority to combine special casual leave with earned leave as a special case, but not with casual leave.

- 9.3 Employees participating in inter-unit or inter-departmental tournament can also be granted special casual leave not exceeding 10 days at a time which can also be permitted by competent authority to be combined with earned leave.
- 9.4 Employees who donate blood on working days may be granted Special Casual Leave for that day.
- 9.5 Employees who undergo sterilization operation under the family welfare scheme may be granted special casual leave not exceeding six working days in case of male employees and 14 days in respect of female employees.
- 9.6 Employees who are ex-servicemen when called by Ministry of Defense to participate in the Republic Day Parade can be granted special leave for the period of their stay in Delhi and the minimum period spent on journey to and from Delhi by direct route.
- 9.7 Special Casual leave can be granted to an employee if he is called as witness by the courts towards the days of absence i.e. attendance day and minimum travelling time by shortest route. This leave will only be allowed to the employees when they are

called as witnesses in cases where the Government is a party or Government calls the incumbent for evidence even when the Corporation has nothing to do in these cases, provided, however, that the employee himself is not a party being prosecuted or defended. Where the Corporation is a party and the employee is called for evidence by the Corporation, the said period will be treated as on duty and employee would be paid the usual TA/DA.

9.8 For an employee who is not permitted to avail of full joining time in Company's interest when transferred from one station to another, specific executive orders will be issued in this respect by Management converting joining time into special leave.

9.9 To regularize the absence on account of natural calamities and civil/political disturbances and infectious diseases. Each case will be considered on merits by competent authority.

10.0 Earned Leave:

10.1 Earned Leave means leave earned in respect of periods of service with the Corporation and granted on full pay

10.2 Every employee's earned leave account will be credited in advance each year. This will be done in two installments namely 50% of the entitlement on 1st January and 1st July every year. The leave at credit of the employee at the close of the previous half year will be carried forward subject to the condition that the total credit at the beginning of each half year does not exceed the limit of accumulation as allowed under these rules.

10.3 In respect of an employee who joins the service of the Company at any time between the uniform dates i.e. 1st January and 1st July, earned leave account will be credited on pro-rata basis for every completed month of service till the close of the half year in which he is appointed. The period of earned leave so calculated will be rounded off to the next higher figure. From the next half year onwards, the employee will be governed by the Rules as above.

10.4 Intervening Sundays and Holidays falling within the spell of earned leave will be counted as earned leave. However, the holidays preceding and/or succeeding the leave period shall not be counted as leave.

11.0 Half-pay Leave:

(Not admissible to Trainees/Apprentices and employees on contract).

11.1 Half-pay Leave, means leave on half-pay earned in respect of service with the Company and can be granted to an employee for any reasons including on medical grounds. The half-pay for this purpose shall be treated as half of the basic pay. All other allowances would be paid in full.

11.2 Every employee's half-pay leave account will be credited in advance as in the case of earned leave.

11.3 In respect of those who join service at any time between the two uniform dates i.e. 1st January and 1st July, half-pay leave account will be credited in the same manner as in the case of earned leave.

11.4 Intervening Sundays and Holidays falling within the spell of HPL will be counted as HPL. However, the holidays preceding and or succeeding the leave period shall not be counted as leave.

12.0 Commuted Leave:

12.1 Half-pay leave can be commuted into full pay leave on medical grounds, subject to production of Medical Certificate from a Registered Medical Practitioner. The total

commuted leave admissible in the entire service of the employee shall not exceed 240 days.

- 12.2 Total amount of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.
- 12.3 Commuted leave will be allowed to regular employees only. It will not be admissible to Trainees/Apprentices/Probationers, temporary employees and employees engaged on contract.
- 12.4 When commuted leave is granted, the half-pay leave account of the employee will be debited with twice the period of such commuted leave.
- 12.5 Intervening Sundays and Holidays falling within the spell of commuted leave will be counted as commuted leave. However, the holidays preceding and or succeeding the leave period shall not be counted as leave.

13.0 Sick Leave:

(Not admissible to Executives and Supervisors and Workmen)

- 13.1 Sick leave will be admissible to the Trainees/ Apprentices at the rate of 10 days per year on full pay.
- 13.2 Sick leave account will be credited in advance with five days on 1st January and the balance five days on 1st July every year.
- 13.3 In respect of those who join the service of the Corporation at any time between the two uniform dates sick leave account will be credited at the rate of 5/6 days for each complete month of service till the close of the half year in which he is appointed. The period of leave so calculated will be rounded off to the next higher figure, if the fraction is not less than half. From the next half year onward, five days of sick leave will be credited in advance.
- 13.4 The sick leave at the credit of a Trainee/Apprentice if absorbed as Executive/Supervisor/Workmen on the date of absorption will not be accumulated.
- 13.5 Intervening Sundays and Holidays falling within the spell of Sick leave will be counted as Sick leave. However, the holidays preceding and or succeeding the leave period shall not be counted as leave.

14.0 Special Disability Leave:

(Maximum limit 24 months)

- 14.1 Employees who are disabled and become temporarily unfit to work on account of injuries arising out of accidents in the course of duty shall be allowed Special Disability Leave with full wages/salary provided that such disability leave shall not be granted in respect of any injury, not resulting in death, caused by an accident which is directly attributable to:
 - i) The employee having been at the time thereof under the influence of drink or drugs; or
 - ii) The willful disobedience of the employee to an order expressly given, or to a rule expressly framed, for the purpose of securing the safety of employees; or
 - iii) The willful removal or disregard by the employee of any safety guard or other device which he knew to have been provided for the purpose of securing the safety of employees.

And provided further that no additional compensation for the absence from duty due to accident as may be admissible under Workmen Compensation Act or GPAIS will be payable. However, the employees covered under the Workmen Compensation Act can choose between the two benefits given under the rule and allowed under this Act.

14.2 For this purpose, wages/salary shall consist of the following:

- a) Basic Pay, Special Pay and Personal Pay, if any;
- b) Dearness Allowance;
- c) House Rent Allowance, City Compensatory Allowance, Special Compensatory Allowance, Non- Practicing Allowance and Deputation Allowance, if any.

All the above payments would be regulated in a manner as if the employee was not out of duty because of the injury due to accident and accordingly usual increment, variable DA etc. would be taken into account while calculating wages/salary in terms of the above provisions.

15.0 Extra-ordinary Leave:

15.1 Extra-ordinary leave means leave sanctioned under special circumstances without any pay and allowances to the following extent when no other kind of leave is due, or when the employee specifically applies for extra-ordinary leave:

- i) Upto three months on any one occasion other than on grounds of illness.
- ii) Upto six months on any one occasion on Medical Certificate for disease other than T.B., Leprosy and Cancer.
- iii) Upto eighteen months on anyone occasion in Cases of treatment for T.B., Leprosy and Cancer.

15.2 Entitlement of extra-ordinary leave if given in respect of employees engaged on contract shall not exceed 20 days on any one occasion.

15.3 The Managing Director may sanction extra- ordinary leave in excess of the above mentioned limits by three months in exceptional cases.

15.4 In no case the total extra-ordinary leave admissible to an employee during the entire service period shall exceed five years.

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

15.6 Intervening Sundays and Holidays falling within the spell of EOL will be counted as EOL. However, the holidays preceding and or succeeding the leave period shall not be counted as leave.

15.7 The period of sanctioned EOL is not to be treated as break in service. However, for the period of EOL, the employee is not entitled any EL or HPL as he has not earned the same.

15.8 When an employee proceeds on EOL either on medical ground or otherwise he/she is not eligible for probation/increment for the period of EOL, and thus, direct postponement of probation/increment for the period he/she remains on EOL for whatever reasons.

15 (A) STUDY LEAVE

(Admissible to Regular Employees only)

15(A)1.1 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.

- 15(A)1.2 Study Leave may be granted to an employee to enable him to undergo a special course of study as notified as prescribed qualification for the purpose of Promotion Policy. In addition to above, employee in the field of Engineering & Medical may be granted leave for Post Graduate Degree in respective line.
- 15(A)1.3 Study Leave shall not be granted to an employee unless :
- (a) It is certified by the HOD that the proposed course of study or training shall be of definite advantage from the point of view of Corporation's interest, with reasons thereof.
 - (b) It is for pursuing of studies in subjects other than academic or literary subjects;
 - (c) He/She has rendered minimum five years of service under the Corporation. However, Study Leave may be granted after rendering minimum two years in the Corporation for pursuing of PG/M. Tech/M.S.(Tech.) Programme in respective discipline/ stream relevant to the business of Power sector.
 - (d) He/She is not due to retire, or does not have the option to retire from the Corporation within five years of the date on which he is expected to return to duty after the expiry of the leave.
- 15(A)1.4 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 Sub Rule 1.1 and Sub Rule 1.4 will not exceed three years.
- 15(A)1.5 The employee will not be entitled to any pay or allowances during the period of study leave.
- (i) The employee who is granted study leave to pursue his/her study either in India or abroad will not be paid any kind of travel expenses.
 - (ii) During the period of study leave, the employee will not earn any Earned Leave, Half Pay Leave and any other kind of leave for the period of his study leave duration.
 - (iii) The study leave shall be granted only once during the total service tenure of the employee in the Corporation.
- 15(A)1.6 Acceptance of any part time scholarship honorarium or any other payment during this period without prior approval of the Competent Authority is prohibited.
- 15(A)1.7 No study allowance shall be paid during study leave for courses of study in India and abroad.
- 15(A)2 Execution of Bond
- (a) The employee is required to execute a Bond ([Annexure – V](#)) immediately before proceeding on study leave to serve the Corporation for a period of five years after completion of the course. In case of default, he is liable to pay to the Corporation a sum of Rs.30,000/-, 60,000/-, 1,00,000/- as Bond Money for one year, two years and three years study leave respectively. However, employee who has been granted study leave after serving 2 years but before rendering 5 years service in the corporation will require to pay sum of Rs.2 Lakhs in case of default.
 - (b) In case the employee leaves the services of the Corporation 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 Corporation from time to time.

- (c) If, however, the employee leaves the service of the Corporation during the bond period, the bond amount will be payable by him, as per the Rules of the Corporation, as in vogue from time to time. If he joins Public Sector undertaking/Government Service with the Corporation's concurrence, the bond may be transferred.

15(A)3 Effect of Study Leave on promotion & seniority

15(A)3.1 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 Corporation's Policy, after rejoining duties on expiry of study leave.

15(A)3.2 The duration of study leave availed without completing the study will not be reckoned for the purpose of eligibility for promotion. The employees will also not be eligible for grant of study leave again.

15(A)3.3 Leave period will be counted to determine eligibility for advances/loans as per HPPTCL rules.

15(A)4 Employee is required to vacate corporation'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.

15(A)5 The employee is entitled to the benefit of continuity of service for CPF and Gratuity and if the employee chooses to contribute to his Provident Fund account, the Company will not make a matching contribution.

15(A)6 Procedure for grant of Study Leave

15(A)6.1 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 ([Annexure –VI](#)). This will be examined by the Head of Department/Project and forwarded to the concerned personnel Department with recommendation for onward transmission to Corporate Personnel Department. Wherever possible, a copy of the application form prescribed by the Institution must also be attached.

15(A)6.2 The sanctioning authority for study leave shall be Managing Director.

15(A)6.3 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.

15(A)6.4 The Managing Director have power to interpret/modify/amend the rules pertaining to study leave. The decision of Managing Director shall be final and binding.

16.0 Maternity Leave:

This may be granted to married female employees (excluding Apprentices/ Trainees), with less than two surviving children in accordance with the following rules:

16.1 The Leave may be granted on full pay for a period which may extend up to the end of three months from the date of its commencement or to end of six weeks from the date of confinement, whichever is earlier, subject to production of medical certificate from the Attending Medical Officer.

- 16.2 It may be combined with leave of any other kind, but only if the request for such leave is supported by a medical certificate from the Medical Officer.
- 16.3 Maternity Leave will also be allowed in case of miscarriages/abortion subject to the condition that the leave does not extend beyond six weeks from the date of miscarriage or abortion. Request for leave must be supported by a medical certificate from Authorized Medical Officer of Govt. Hospital.
- 16.4 In respect of matters, not specified above, the provisions of Maternity Benefit Act, 1961 shall apply.

Maternity leave may be granted to a female married employee for a period upto 135 days with effect from the date of commencement (before delivery but not earlier than 6 weeks from the expected date of delivery) subject to the condition that prior permission is obtained by the employee and she fulfils other prescribed criteria. The condition for restriction of maternity leave to six weeks from the date of confinement can, therefore, be relaxed with the prior approval of sanctioning authority.

In view of the provisions at Section 5(2) of the Maternity Benefit Act, 1961, Maternity Leave may be granted to a female married employee who has actually worked in the Company for period of not less than 160 (One hundred and sixty) days in the twelve months immediately preceding the date of her expected delivery. In other words, a married female employee with less than one year's service may be granted Maternity Leave provided she has actually worked for minimum period of 160 days before her expected delivery date; and in case of a married female employee with one year's service or more in the Company, Maternity Leave may be granted provided she has actually worked for 160 days in the 12 months immediately preceding her expected delivery date. For the purpose of calculating the number of days actually worked, the number of days on which an employee has physically worked only are to be taken into account. In other words the days on which she might have been on leave and holidays (including Sundays), of whatever nature, are to be treated as days not actually worked. However, the days, if any, on which she might have been laid off during the period under consideration are to be deemed as days actually worked by her.

16(A) Paternity Leave:

- 16(A)1 A male employee with less than two surviving children (excluding Apprentices/ Trainees) of the Corporation with less than 2 surviving children may be granted "Paternity Leave" for a period of 15 days, which can be availed 15 days before or within six months from the date of delivery of the child.
- 16(A).2 Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave (as in case of Maternity leave).
- 116(A).3 Subject to the above, it shall be granted only twice in the entire period of service.

17.0 Quarantine Leave:

- 17.1 Quarantine Leave is leave of absence from duty necessitated as a consequence of the presence of certain infectious diseases in the family or household of the employees. Such leave may be granted by the leave sanctioning authority on the certificate of the Authorized Medical Officer for a period not exceeding 21 days, or in exceptional circumstances, 30 days. Any leave necessary in excess of this period shall be treated as leave of the type that may be available to the credit of the employees. Quarantine leave can also be granted in continuation of any other kind of leave other than casual leave. An employee on quarantine leave will not be treated as absent from duty and his pay will not be affected.

17.2 Cholera, Small-pox, Plague, Diphtheria, Typhus fever and Cerebro-spinal meningitis may be treated as infectious disease for which quarantine leave can be granted.

17.3 Quarantine leave can be granted to an employee at a place other than his Headquarters also provided that he had gone there on duty or authorized leave with permission of competent authority.

18.0 Compensatory Offs:

Regular non-executive employees if required to work on weekly holidays or a closed holiday may be granted compensatory off within the next three months. Compensatory off will not be accumulated. The procedure for availing and maintaining record of Compensatory Off is detailed at [Annexure-VII](#).

19.0 Setting off of Leave towards Notice Period:

Where an employee resigns his post of his own volition and is required to give notice under 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 at his credit on the date of leaving service towards the notice period.

20.0 Transfer of Leave:

20.1 "Earned Leave" transferred from other Public Undertaking/Government Department/Semi –Government /Autonomous Body by virtue of service put in by the employee in the Organization shall be kept as a separate credit to be availed by him provided a lump-sum equivalent of leave salary is paid to this Corporation by the Organization concerned.

20.2 In case any employee of the Corporation joins another Public Sector undertaking/ Semi-Government/Govt. Organization or Autonomous Body, earned leave at his credit alongwith the amount of leave salary may be transferred at the discretion of this Corporation if acceptable to the new employer provided he has forwarded his application through proper channel.

20.3 In respect of regular HPPTCL employees leaving the services of the Corporation and joining another Public Sector Undertaking/Govt. Organization, transfer of the accumulated Half Pay Leave standing to the credit of the employee in HPPTCL/to the borrowing organization shall be permitted, provided the application of the employee for employment in the concerned PSU was forwarded through proper channel/a No objection certificate was issued to the employee for his employment in the said organization. The procedure for transfer of HPL shall be the same as for Earned Leave.

21.0 Leave Salary:

An employee on earned leave shall be entitled to leave salary on full pay. Full pay for purpose of these Rules shall be the pay drawn immediately prior to proceeding on leave. Employees proceeding on earned leave for more than 30 days will be entitled to draw leave salary advance limited to one month.

22.0 Combination and Conversion of Leave:

Subject to the other relevant provisions, any kind of leave other than casual leave and Compensatory off may be granted in combination with or in continuation of any other kind of leave.

23.0 General Conditions for Grant of Leave:

23.1 It shall be the endeavor of the Management to grant all reasonable requests for leave which should be submitted well in time. However, leave cannot be claimed as a

matter of right. The sanctioning authority, may at his discretion revise, curtail or revoke leave at any time according to the exigencies of service.

- 23.2 In a case where an employee on leave is recalled to duty in the interest of the Corporation's work, single railway fare of the entitled class will be paid from the station of leave to station of duty. The leave in such case shall end on the day the return journey commences.
- 23.3 Except when leave is taken on medical grounds duly supported by medical certificate issued by Registered Medical Practitioner, the number of times leave (other than casual leave) may be availed by an employee during a calendar year shall not exceed three and the employees must proceed on leave only after it has been sanctioned provided that there is no restriction as regards the number of times in a year an employee can avail of Earned Leave.
- 23.4 The limit as to how many employees may be granted leave at one time in each section/department shall be fixed or decided by the competent authority from time to time.
- 23.5 An employee returning from leave shall ordinarily report back to the post wherefrom he/she proceeded on leave, unless otherwise intimated by the competent authority.
- 23.6 All applications for leave for three days or less shall be made at least 24 hours before the time from which leave is required. Applications for leave for more than three days shall be made at least 7 days before the date from the day the leave is required, except in special cases.
- 23.7 Request for extension of leave in all cases may be considered only if the same has been received from an employee giving reason for such extension, sufficiently in advance of the expiry of the leave granted to him. Extension of leave so requested by an employee shall not be considered as sanctioned unless a communication to that effect is received by that employee from the Competent Authority.
- 23.8 If the request for extension of leave is on grounds of illness of the employees, it shall be accompanied by medical certificate from a Registered Medical Practitioner.
- 23.9 The sanctioning authority on receiving the application for extension of leave may at its discretion, grant the extension asked for, or grant it for a lesser period or refuse the extension. Decision so arrived at, shall be communicated to the employees as soon as possible.
- 23.10 Where the extension of leave has been granted once, on the grounds of illness, second or subsequent requests for further extension on grounds of illness shall be accompanied by a certificate from a medical officer of Government Hospital.
- 23.11 Where an employee has been sanctioned leave or an extension of leave on medical grounds the employee will be required to produce FITNESS CERTIFICATE from the Authorized Medical Officer at the time of resuming duty.

24.0 Other Employment during the Leave:

An employee on leave shall not take up any service or accept any employment.

25.0 Return to Duty:

No employee on leave shall return to duty before the expiry of the period of leave granted to him except with the permission of the authority competent to grant leave.

26. Leave/Cash payment in lieu of leave beyond the date of retirement, compulsory retirement or quitting of service.

(1) No leave encashment shall be granted to an employee beyond:-

(a) the date of his retirement, or

(b) the date of his final cessation of duties, or

(c) the date on which he retires by giving notice to Corporation or he is retired by Corporation by giving him notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of his service, or

(d) the date of his resignation from service.

(2) (a) Where an employee retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall *suo motu* issue an order granting cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of his retirement, subject to a maximum of 300 days.

(b) The cash equivalent under Clause (a) shall be calculated as follows and shall be payable in one lump sum as a onetime settlement.

No House Rent Allowance or Compensatory (City) Allowance shall be payable:-

Cash Equivalent =	Pay admissible on the date of retirement plus dearness <u>allowance</u> <u>admissible on that date</u> X 30	Number of days of unutilized earned leave at credit on the date of retirement subject to the maximum of 300 days(including the number of days for which encashment has been allowed along with Leave Travel Concession while in service).
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(3) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of an employee who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Corporation dues, if any.

(4) (a) Where the service of an employee has been extended, in the interest of public service beyond the date of his retirement, he may be granted :-

(i) during the period of extension, any earned leave due in respect of the period of such extension *plus* the earned leave which was at his credit on the date of his retirement subject to a maximum of 180 days/ 300 days.

(ii) after expiry of the period of extension, cash equivalent in the manner provided in sub- rule (2) in respect of earned leave at credit on the date of retirement,

plus the earned leave earned during the period of extension, reduced by the earned leave availed of during such period, subject to a maximum of 300 days.

(b) The cash equivalent payable under sub-clause (ii) of Clause (a) of this sub-rule shall be calculated in the manner indicated in Clause (b) of sub-rule (2) above.

(5) An employee who retires or is retired from service in the manner mentioned in Clause (c) of sub-rule (1), may be granted *suo motu*, by the authority competent to grant leave, cash equivalent of the leave salary in respect of earned leave at his credit subject to a maximum of 300 days and also in respect of all the half pay leave at his credit, provided this period does not exceed the period between the date on which he so retires or is retired from service and the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent shall be equal to the leave salary as admissible for earned leave and/or equal to the leave salary as admissible for half pay leave *plus* dearness allowance admissible on the leave salary for the first 300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service) at the rates in force on the date the employee so retires or is retired from service. The pension and pension equivalent of other retirement benefits and *ad hoc* relief/ graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any for which the cash equivalent is payable. The amount so calculated shall be paid in one lump sum as a onetime settlement. No House Rent Allowance or Compensatory (City) Allowance shall be payable:

Provided that if leave salary for the half pay leave component falls short of pension and other pensionary benefits, cash equivalent of half pay leave shall not be granted.

(6) (a) (i) Where the services of an employee are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he may be granted, *suo motu* by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date on which he ceased to be in service subject to a maximum of 300 days.

(ii) If an employee resigns or quits service, he may be granted, *suo motu*, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of [150 days].

(iii) An employee, who is re-employed after retirement may, on termination of his reemployment, be granted, *suo motu*, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of termination of re-employment subject to a maximum of 300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service) including the period for which encashment was allowed at the time of retirement.

(b) The cash equivalent payable under Clause (a) shall be calculated in the manner indicated in Clause (b) of sub-rule (2) and for the purpose of computation of cash equivalent under sub-clause (iii) of clause (a), the pay on the date of the termination

of re-employment before adjustment of pension and pension equivalent of other retirement benefits, and the Dearness Allowance appropriate to the pay.

26-A. Cash equivalent of leave salary in case of death in service.

In case an employee dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave that would have been due and admissible to him but for the death on the date immediately following the death and in any case, not exceeding leave salary for 300 days shall be paid to his family in the manner specified in Rule 26-C without any reduction on account of pension equivalent of death-cum-retirement gratuity.

Note: - In addition to the cash equivalent of leave salary admissible under this rule, the family of the deceased employee shall also be entitled to payment of Dearness Allowance only as per orders issued in this behalf separately.

26-B Cash equivalent of leave salary in case of invalidation from service.

An employee who is declared by a Medical Authority to be completely and permanently incapacitated for further service may be granted, *suo motu*, by the authority competent to grant leave, cash equivalent of leave salary in respect of leave due and admissible, on the date of his invalidation from service, provided that the period of leave for which he is granted cash equivalent does not extend beyond the date on which he would have retired in the normal course after attaining the age prescribed for retirement under the terms and conditions governing his service. The cash equivalent thus payable shall be equal to the leave salary as calculated under sub-rule (5) of Rule 26. An employee not in permanent employ or quasi-permanent employ shall not however, be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service.

26-C. Payment of cash equivalent of leave salary in case of death, etc., of Government servant

In the event of the death of an employee while in service or after retirement or after final cessation of duties but before actual receipt of its cash equivalent of leave salary payable under Rule 26, 26-A and 26-B, such amount shall be payable :-

- (i) To the widow, and if there are more widows than one, to the eldest surviving widow if the deceased was a male employee, or to the husband, if the deceased was a female employee;

Explanation:- The expression “eldest surviving widow” shall be construed with reference to the seniority according to the date of the marriage of the surviving widows and not with reference to their ages;

- (ii) failing a widow or husband, as the case may be, to the eldest surviving son; or an adopted son;
- (iii) failing (i) and (ii) above, to the eldest surviving unmarried daughter;
- (iv) failing (i) to (iii) above, to the eldest surviving widowed daughter;

- (v) failing (i) to (iv) above, to the father;
- (vi) failing (i) to (v) above, to the mother;
- (vii) failing (i) (vi) above, to the eldest surviving brother below the age of eighteen years;
- (viii) failing (i) to (vii) above, to the eldest surviving unmarried sister;
- (ix) failing (i) to (viii) above to the eldest surviving widowed sister;
- (x) failing (i) to (ix) above, to the eldest surviving married daughter; and
- (xi) failing (i) to (x) above, to the eldest child of the eldest pre-deceased son.

26-D. Cash equivalent of leave salary in case of permanent-absorption in Public Sector Undertaking/Autonomous Body wholly or substantially owned or controlled by the Central/State Government.

An employee who has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or State Government or in or under a body controlled or financed by one or more than one such Government shall be granted *suo motu*, by the authority competent to grant leave cash equivalent of leave salary in respect of earned leave at his credit on the date of absorption subject to maximum of 300 days (including the number of days for which encashment has been allowed along with Leave Travel Concession while in service) This will be calculated in the same manner as indicated in Clause (b) of sub-rule (2) of Rule 26.

27.0 Deductions:

No deduction other than income tax and over payments, if any, will be made from the amount of leave encashment payable to a serving employee. In cases of retirement/ Retrenchment/ resignation or death, Company's dues if any, should be recovered from the amount of encashment.

28.0 Application for Leave:

- 29.1 Employees will be required to submit applications on Leave Book (**Annexure – III**) for Earned Leave, Half-pay, Commuted, Sick Leave, EOL, Maternity Leave/ Paternity Leave and for CL on Casual Leave Card (**Annexure-IV**)
- 29.2 Establishment Deptt./time Office will issue on 1st of every year Casual Leave Card to each employee and Leave Book at the time of joining.
- 29.3 For entry into the Leave Book each employee will submit Leave Book to Establishment Deptt./time Office on 30th June and 31st December each year for advance recording of leave.
- 29.4 Every time leave, other than casual leave sanctioned, the employee will present the card to Estt./Time Office for entry and for purposes of drawing pay. Procedure for presentation of card and making entry is detailed at [Annexure-VIII](#).
- 29.5 Estt. Deptt./time Office will keep account of all leave except casual leave which will be kept by concerned Head of the Departments section wise.

ANNEXURE- I

ENTITLEMENT OF LEAVE (rule 7.1)

Type of Leave	Executive & Supervisor	Accumulation	Workmen & Trainees#/ (Other than Act Apprentice)	Accumulation
1.Casual	12 days in a Calendar year	Nil	12 days in a calendar year	Nil
2. Earned Leave	1. 30 days per year for regular employees 2. 15 days per year for contract employees	1. 300 days 2. 60days	1. 30 days per year for regular workmen employees 2. 15 days per year for contract employees	300 days 60 days
3.HPL	20 days per year	180 days	20 days per year for workmen	180 days
4.Sick Leave	Nil	Nil	10 days on full pay per year (Trainees/Apprentices only)	Nil

Note:# Entitlement of leave during training period shall be as indicated above. However, if leave (except RH) for more than 20 days is sanctioned in such cases the training period of the Trainees will be extended to the extent of leave period sanctioned.

HIMACHAL PRADESH POWER CORPORATION LIMITED

Application for encashment of earned Leave

Name Staff No

Designation Department

Please sanction me encashable Leave fordays. I have not availed of encashment facility during this calendar year.

Date: Signature of Employee

Sanctioned Subject to eligibility.

Date:

Signature & Designation

To

Personnel Department (Authority Competent to Sanction Earned Leave)

To be Completed by Personnel Department

Applicant is having..... days of Encashable Leave at his Credit. He is allowed to encash,..... days as requested. Necessary entry in this respect has been made in the leave record.

Date:

Signature & Designation

To

Dy. Manager (Finance)

To be Completed by Account Department.

Bill No Date

Payment Admitted for Rs.

Accountant Dy. Manager (Finance)

Number Date .-----

Your Application for encashment of leave has been forwarded to Sr. Accounts Officer for Payment of leave Salary for days. The Balance that stands to your credit on date after allowing encashment as above, is as follows.

(a) Encashable earned leave days

(b) Non-encashable Earned leave days

To

Name Staff No.

Designation Department

Signature & Designation

BOND

(To be executed on Non-judicial stamp paper of Rs.20/-)

KNOW ALL MEN BY THESE PRESENTS THAT I _____
S/o/D/o _____ residing at _____

(hereinafter called the “First Party”) do hereby bind myself to the Himachal Pradesh Power Corporation Limited (A State Govt. undertaking) constituted under the Companies Act, 1956, having its registered office at Himfed Building, Shimla-5 (hereinafter called the “Company”) which expression shall include its successors administrators and assigns, to pay Rs. _____ on its demand without demur, reservation contest recourse or if payment is made from a country other than India then amount equivalent to the said sum of Rs. _____ in the currency of that country converted at prevailing official rate of exchange between the country and India in the event of committing breach of the terms laid down in the Study Leave Scheme

WHEREAS the First Party, who has been sanctioned Study Leave for course/qualification _____ at _____ for a period of _____ **AND WHEREAS** on account of the aforesaid Study Leave to First Party the Company has to bear heavy liability.

AND WHEREAS the First Party has agreed that during the period of Study Leave for a period of _____ years he/she will observe good behaviour during Study Leave and to serve the Company or any department of Industrial Undertaking of Government of India, if so directed by the Company to the fullest satisfaction of the Company for a minimum period of 5 (five) years after resuming duty on completion of course.

AND whereas it is necessary for the observance of conditions set out above and for the purposes mentioned below, the First Party execute a bond in favour of the Company.

NOW THE BOND WITNESSETH AS FOLLOWS:

That in the event of the above Shri/Smt. _____
S/o/Di _____ (First Party).

- (a) Failing to report forthwith on arrival in India, after successful completion of his course and to rejoin the post originally held by him/her in the company on the existing terms and conditions of his service; or
- (b) Failing to serve the Company or any other department or Industrial Undertaking of Government of India, as directed by the Company; for a minimum period of 5 (five) years after resuming duty on the successful completion of Course;
- (c) Failing to observe the rules and regulations governing the terms and conditions of service for the time being in force during his Study Leave or service period as aforesaid; or
- (d) Failing to refund to the Company any payment made to him/her.

- (e) Failing to intimate to the Company the amount and other particulars in respect of any honorarium or other monies earned or received by him/her during the period of his course.

The first bonded party Shri/Smt. _____ shall forthwith refund to the Company on demand and without demure reservation, context, recourse or protest the bond money not exceeding Rs. _____ (Rupees _____ only) together with interest thereon calculated at Government rates applicable at that time in market from the date of demand

by the Company and upon his/her making such payment to the Company the above obligation shall be discharged and shall not be enforceable, otherwise the same shall remain in full force and virtue.

The Company's rights to other claim or remedies open under law shall not however be prejudiced.

It is hereby agreed and declared that the decision of the Company as to whether the above bounden First Party has or has not performed and observed the obligations and conditions herein before contained shall be final and binding on the First Party.

The Company shall have the right to take any action against the First Party in accordance with the Rules and Regulations governing the terms and conditions of service of its employees, in addition to its right under these presents.

The Company reserves the right in the event of breach of any conditions mentioned above, to demand payments from First Party or sue the First Party

All suits and actions arising out of, connected with or relating to these presents shall be instituted only in the courts at Shimla having jurisdiction over the Company's Office.

Signed this _____ day of _____ 200 .

Signed in the presence
of Shri _____

Signature of the First Party
Full Address:

Address:

IN THE PRESENCE OF
(Name & Address of Witness)

ACCEPTED FOR AND ON BEHALF OF HPPTCL

PROCEDURE FOR AVAILING & MAINTAIN RECORD OF COMPENSATORY OFF

- a) Whenever a Non-Executive employee is required to work on weekly/Closed Holiday for the full day or a part thereof but exceeding 5 hours in a day, he will be granted Compensatory Off for maximum one day. However, in exceptional circumstances if an employee is required to work for less than 5 hours or before lunch break he shall be entitled for ½ day Compensatory Off. The Compensatory Off shall not be sanctioned for half day. Two half day Compensatory Off shall be combined together for sanctioning of one day Compensatory Off and to be availed within stipulated period.
- b) Written permission of Head of the Division not below the rank of Senior Manager should be obtained before deploying an employee for any job on a closed holiday/weekly holiday indicating the urgency & nature of job. If it is not possible to obtain written permission, verbal permission over telephone should be obtained which invariably should be followed with the written approval of the Head of the Department for engagement of an employee on Compensatory Off in order to avoid misuse of the above facility
- c) Separate attendance record for having worked on a weekly/closed holiday should be maintained by the concerned department. The format of attendance record is given at [Appendix - I](#).
- d) The Head of the Division will approve the Compensatory Off on request of concerned employees within three months from the date on which the non-executives has worked, in the prescribed format as given in the [Appendix -II](#). The Compensatory Off to the employees will be staggered so that not more than two employees will be on Compensatory Off on any particular day to avoid non-availability of employees.
- e) The approval shall be forwarded to concerned P&A Department for issuing sanction order. A copy of the sanction order will be marked to F&A for release of payment.
- f) In absentee statement the availing of Compensatory Off has to be reflected by giving the dates on which the Compensatory Off was availed.
- g) F&A will release the payment in respect of Compensatory Off after receipt of the sanctioned order from concerned P&A Department.

PROCEDURE FOR AVAILING LEAVE

1. After approving the leave, Approving Authority will forward the Leave Book to concerned P&A Department.
 2. The Concerned P&A Deptt. will issue the sanction order after making necessary entry in Leave Book and Leave Ledger, and mark a copy to concerned F&A Deptt. Approving Authority and Individual concerned.
 3. The F&A Deptt. will release the salary in respect of leave period after receiving the Sanction Order from P&A Deptt only.
 4. **The leaves approved by the Competent Authority up to 20th day of Calendar month, be intimated to concerned P&A Deptt. by 21st day of the same month. The concerned P&A Deptt. will issue the Sanction Order and ensure that a copy of the same reaches F&A Deptt. by 22nd day of the same month.**
 5. In case leave availed in respect of an employee is not indicated in the sanction order, F&A will not release salary for that period.
 6. Concerned Section/Department will also forward a copy of absentee statement by indicating all kind of leaves/absence including on account of CL/Tour to Concerned P&A Department. The concerned P&A Department will verify the leave sanctioned vis-à-vis entries made in the leave ledger.
 7. The above procedure will be applicable to all the offices of Nigam including projects.
-

No. HFW-B(A)2-6/2000-Part-III
Government of Himachal Pradesh
Department of Medical Edu. & Research

Dated Shimla-171002, the 29th April, 2013

Subject:- Enhancement of rate of fixed medical allowance from Rs.250/-
P.M. to Rs.350/-P.M. to the State Government employees/
pensioners .

OFFICE MEMORANDUM

The matter regarding enhancement of rate of fixed medical allowance to the State Government employees and the Pensioners was under consideration of the Government .In supersession of this department office memorandum dated 27.6.2012, it has been decided by the Government to enhance the rate of fixed medical allowance from Rs.250/-P.M. to Rs.350/-P.M. This would be applicable to only those Government employees/pensioners who have opted for fixed medical allowance .

These orders shall come into force w.e.f. 1.4.2013 .

The other terms and conditions of medical reimbursement etc. shall continue to be in force as per instructions issued by the department from time to time .

This issues with the prior concurrence of the Finance Department obtained vide their Dy.No.Fin.(C)A(3)-15/80 dated 26.4.2013 .

By Order

(Ali R.Rizvi)

Principal Secretary(Health) to the
Government of Himachal Pradesh
dated:29.4.2013

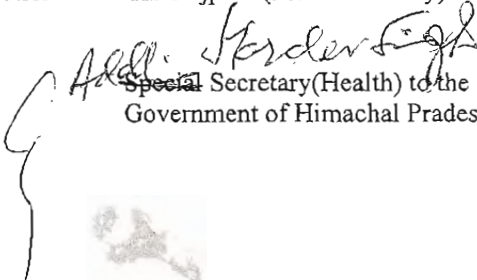
Endst.No.As above.


Copy forwarded to:-

1. All Administrative Secretaries/Addl. Secretaries/Joint Secretaries/Deputy Secretaries/Under Secretaries to the Government of HP.
2. The Secretary to the Governor of Himachal Pradesh, Shimla-2.
3. The Secretary, HP, Vidhan Sabha, Shimla-4 .
4. All Heads of Department in Himachal Pradesh .
5. All Divisional Commissioner in HP.
6. The Registrar, Hon'ble High Court of HP, Shimla-1.
7. All the District & Sessions Judges in Himachal Pradesh .
8. All the M.Ds of Boards/Corporations in Himachal Pradesh .
9. The Registrar, HP Krishi Vishva Vidhalya Palampur/Dr.Y.S.Parmar University of Horticulture & Forestry Farming Solan, HP University , Shimla-5.
10. All the Deputy Commissioner, HP.
11. All the Chief Medical Officers in HP.

Contd./-2.

12. All Treasuries Officers /Sub-Treasuries Officers/Asstt. Treasuries Officers in HP.
13. All the Superintendent of Police in Himachal Pradesh.
14. Resident Commissioner, Govt. of Himachal Pradesh Sikandra Road,Himachal Pradesh Bhawan, New Delhi .
15. The Under Secretary(SAA) to the Government of HP.
16. Private Secretary to the Chief Minister, HP.
17. Accountant General(A & C),HP,Shimla-4.
18. Deputy Secretary (Finance -Regulation) HP,Secretariat,Shimla-2.with reference to their Dy.No.52148827 dated 12.4.2012 for information .
19. Deputy Secretary(Pension Cell),HP,Secretariat,Shimla-2.
20. The Director of Health Services,HP,Shimla-9.
21. The President HP NGOs Federation, Behind Armsdale Building, HP. Secretariat,Shimla-2.
22. The General Secretary, HP NGOs Federation Behind Armsdale Building, HP, Secretariat,Shimla-2.
23. President Joint Consultative for Pensioners, H.No.94-B,Sector-III,New Shimla .
24. Sh.T.D. Thakur, State Secretary General, Himachal Pensioners Kalyan Sangh, Thakur Lodge,Sultanpur Kullu,HP.
25. Sh.Dalip Singh Verma, General Secretary, Govt. retd. Teachers Association, Sirmaur,HP, House No.54/1, Mohalla Ram Kundi, Nahan, Distt.Sirmaur,HP .
26. The Under Secretary (SAA) to the Government of HP.
27. The Controller, Printing & Stationery,HP,Shimla-4 .It is requested kindly to publish this notification in the HP Rajpatra(Extra-Ordinary)
28. Guard file .


Special Secretary (Health) to the
Government of Himachal Pradesh



No. Fin.(Pen)A(3)-1/2023
Government of Himachal Pradesh
Finance (Pension) Department

Dated: Shimla-171002, the 17th January, 2023

OFFICE MEMORANDUM

The Undersigned is directed to say that the Cabinet in its meeting dated 13.1.2023 has decided as under:

“ All Government employees who are presently being covered under the defined Contributory Pension Scheme also referred to as National Pension System (NPS) will be given benefit of Old Pension Scheme(OPS).The Finance Department is directed to notify instructions/Standard Operating Procedure (SOP) to implement the decision.”

In pursuance to Cabinet decision above, the Finance Department will issue terms and conditions and standing operating procedure in due course of time.

By Order

Chief Secretary to the
Government of Himachal Pradesh.

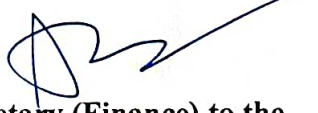
To

All the Administrative Secretaries,
Government of Himachal Pradesh.

Visit Finance Department- www.himachal.gov.in/finance/
No. Fin(Pen)A(3)-1/2023 Dated: Shimla 171002 17th January, 2023

1. The Principal Accountant General (Audit), H.P. Shimla-171003.
2. The Accountant General (A&E) Himachal Pradesh Shimla-171003.
3. The Resident Commissioner, Himachal Pradesh, Himachal Bhawan, 27-Sikandra Road, New Delhi-110001.
4. Executive Director, Pension Fund Regulatory & Development Authority, First Floor, ICADR Building, Plot No. 6 Vasant Kunj Institutional Area, Phase-II, New Delhi-110070.
5. Director, National Securities Depository Ltd., 4th Floor, A-Wing, Trade World, Kamala Mills compound, Senapati Bapat Marg, Lower Parel Mumbai-400013.
6. All Divisional Commissioners in Himachal Pradesh.
7. All Heads of Departments in Himachal Pradesh.
8. All Deputy Commissioners in Himachal Pradesh.

9. The Registrar, H.P. High Court, Shimla-171001.
10. All District and Session Judges in Himachal Pradesh.
11. The Controller, Printing & Stationery, Himachal Pradesh.
12. The Registrar, H.P. University, Shimla-171005/ CSK HP Agricultural University, Palampur, Dr. Yashwant Singh Parmar University of Horticulture and Forestry, Solan, Atal Medical and Research University, Ner Chowk, Mandi, H.P. Technical University, Hamirpur and Sardar Patel University, Mandi.
13. All Managing Directors, Boards and Public Undertakings in Himachal Pradesh.
14. Director Defence Estates, Ministry of Defence, 144/6 Panchkula, Haryana.
15. Cantonment Executive Officer, Jatogh (Shimla)/ Subathu (Solan) Kasauli (Solan)/ Yol Cantt. (Kangra) Bakloh (Chamba)/Dalhousie (Chamba), Himachal Pradesh.
16. Commandant Training Centre, SSB Sarahan (Rampur Bushehar) Distt. Shimla, Himachal Pradesh.
17. Divisional Organizer, Punjab & Himachal Pradesh Division, Directorate of Security, Shimla-4.
18. Deputy Director, Defence Estates and Cantonments Northern Command, Udhampur, Jammu and Kashmir.
19. All Controllers/ Joint Controllers/ Dy. Controllers/ Asstt. Controllers/ Section Officer (F&A) under the Administrative Control of T&A Organization in Himachal Pradesh.
20. All District Treasury Officers/Treasury Officers of sub-Treasuries in Himachal Pradesh.
21. All Sections of Finance Department, HP Secretariat, Shimla-171002.
22. Incharge, NIC, HP Sectt. Shimla with the request that this order of the State Government may kindly uploaded on State Finance Department Website.


**Secretary (Finance) to the
Government of Himachal Pradesh.**

No. Fin (C) A (3)- 1 / 2008
Government of Himachal Pradesh,
Finance (Regulation) Department.

....

Dated Shimla-2, the 22 th January, 2018.

From

The Addl. Chief Secretary (Finance) to the
Government of Himachal Pradesh.

To

- i) All Administrative Secretaries to the
Government of Himachal Pradesh.
- ii) All Heads of the Departments in H.P.

Subject :- **Clarification regarding maternity leave to regular female employees.**

Sir/ Madam,

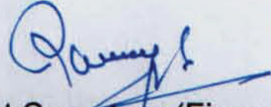
I am directed to invite a reference to this Department Notification No. Fin (C) A(3) – 1/2008-loose dated 21st December, 2017 vide which the Rule 43(1) of the Central Civil Services(Leave) Rules, 1972 has been amended by this Department and the maternity leave has been increased from 135 days to 180 days to the regular female employees of the State of Himachal Pradesh from the date of publication in the Rajpatra (e-Gazette) H.P. This amendment has been published in the Rajpatra (e-Gazette) on 22.12.2017.

2. This department is receiving references from various offices of the State Government seeking clarification with regard to grant the benefit of maternity leave to the regular female employees, who are still availing maternity leave and not joined, are eligible for 180 days maternity leave or they are eligible for only 135 days. It is clarified that those regular female employees, who are still availing maternity leave and not joined their duties till 21.12.2017, are also eligible for 180 days maternity leave. It is further clarified that those regular female employees who have availed maternity leave upto 21.12.2017 and are still availing any other kind of leave in continuation to maternity leave, such female employees are not entitled for 180 days maternity leave.

Contd.....P/2-

3. These instructions may be brought to the notice of all concerned for compliance.

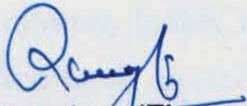
Yours faithfully,


Joint Secretary (Finance) to the
Government of Himachal Pradesh.

Endst. No. As above. Dated Shimla-2, the 22 th January, 2018.

Copy for information and further necessary action to:-

1. The Secretary to Governor, H.P. Shimla.
2. The Secretary, H.P. Vidhan Sabha, Shimla-171004.
3. The Secretary, Lokayukta, Pine Grove Building, Shimla-171002.
4. The Principal Accountant General, H.P. Shimla-171003.
5. The Accountant General (A&E), Himachal Pradesh, Shimla-171003.
6. All the Divisional Commissioners in H.P.
7. The Registrar General, H.P. High Court, Shimla, H.P.
8. All District & Session Judges in H.P.
9. The Secretary, H.P.P.S.C., Nigam Vihar, Shimla-171002.
10. The Secretary, H.P. Electricity Regulatory Commission, Shimla.
11. The Secretary, H.P. Subordinate Service Selection Board, Hamirpur.
12. All Deputy Commissioners in H.P.
13. The Resident Commissioner, H.P. Himachal Bhawan, Sikandra Road, New Delhi.
14. The Resident Commissioner, Pangi, Distt. Chamba, H.P.
15. The Deputy Commissioner, Relief and Rehabilitation, Bias Project, Raja Ka Talab, Kangra, H.P.
16. Guard File.


Joint Secretary (Finance) to the
Government of Himachal Pradesh.