



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur-302005
Website: www.jaipurmetrorail.in Tel. 0141- 2385790, 2385791

No.-F.1 (68)JMRC/DCA/HR/Leave/2013-14/3487 Dated: 30th September, 2016
03, OCT, 2016

NOTIFICATION

As per the concurrence of Finance Department, GoR and pursuant to the decision of Board of Directors taken in its 28th meeting held on 7th September, 2016 vide agenda item No. 28.14, the JMRC Leave Rules, 2016 are hereby approved and issued, as enclosed.

Rajesh Kr. Agerwal
Director (Corporate Affairs)

Encl : as above.

Copy for information to: 3488-94

1. PS to CMD, JMRC,
2. All Directors, JMRC,
3. All Executive Directors/General Managers/JGM/DGM/Managers-
through JMRC intranet & email,
4. IT Cell, JMRC for uploading on JMRC Intranet and also on the RTI page
of JMRC website(s),
5. Company Secretary, JMRC; for information and necessary records in
compliance of Board Resolution(No. 28.14),
6. All employees of JMRC through JMRC website & intranet,
7. Policy /Guard File.

JMRC LEAVE RULES, 2016



JAIPUR METRO

September, 2016

Jaipur Metro Rail Corporation Ltd.

(A Govt. of Rajasthan Undertaking)

Khanij Bhawan, Tilak Marg, C-Scheme, Jaipur -302005

Website: www.jaipurmetrorail.in

CIN No.: U60221RJ2010SGC030630

TABLE CONTENTS

1.	OBJECTIVE _____	4
2.	APPLICABILITY _____	4
3.	GENERAL PRINCIPLES TO GOVERN GRANT OF LEAVE _____	5
4.	COVERAGE _____	7
4.1	CASUAL LEAVE (CL) _____	7
4.2	SPECIAL CASUAL LEAVE (SCL) _____	8
4.3	PRIVILEGE LEAVE (PL) _____	8
4.4	HALF PAY LEAVE _____	10
4.5	COMMUTED LEAVE _____	11
4.6	EXTRA ORDINARY LEAVE (EOL) _____	12
4.7	SPECIAL DISABILITY LEAVE _____	13
4.8	HOSPITAL LEAVE _____	14
4.9	MATERNITY LEAVE _____	15
4.10	PATERNITY LEAVE _____	16
5.	ENCASHMENT OF PRIVILEGE LEAVE _____	16
6.	RECALL FROM LEAVE _____	17
7.	PROCEDURE FOR AVAILING LEAVE BY EMPLOYEES _____	17
8.	INTERPRETATION AND RELAXATION _____	18
9.	COMMENCEMENT _____	19
	<u>ANNEXURE- I</u> _____	20
	APPLICATION FOR CASUAL LEAVE (CL) _____	20
	<u>ANNEXURE- II</u> _____	21
	APPLICATION FOR LEAVE (Other than CL and Ex. India Leave) _____	21
	<u>ANNEXURE- III</u> _____	22
	APPLICATION FOR EX-INDIA LEAVE _____	22
	<u>ANNEXURE- IV</u> _____	23
	APPLICATION FOR ENCASHMENT OF PRIVILEGE LEAVE FOR FINANCIAL YEAR _____	23
	<u>End of the Document</u> _____	24

1. OBJECTIVE

The objective of these rules is to –

- 1.1. Periodically afford mental and physical rest and relaxation to employees.
- 1.2. Grant freedom to employees from official duties during periods of their sickness, maternity, etc..
- 1.3. Provide time off to them for attending to essential personal tasks and family responsibilities.

2. APPLICABILITY

- 2.1. These rules shall apply to all employees of the Corporation, excluding probationer trainees to whom the provisions for leave mentioned in JMRC Recruitment Rules, 2012 shall be applicable during their period of probation. In case of probationer trainees, who get confirmed on completion of probation period, these rules shall apply from the date of confirmation or appointment in regular pay scale, with no benefit accruing for the period of probation.
- 2.2. In case of deputationists from various government departments/organisations, leave rules of their parent department shall be applicable, in general. However, these rules shall be applicable in case of deputationists also, in respect of:
 - (i) Casual Leave
 - (ii) Special Casual Leave
 - (iii) Special Disability Leave
 - (iv) Hospital Leave/ IOD (Injury on Duty) Leave
- 2.3. Leave allowable under 2.2 (iii) or (iv) in case of deputationists shall be limited to the remaining period of deputation.
- 2.4. Gazetted/ National Holidays and Restricted Holidays shall be allowed as may be decided and notified by management from time to time for different categories of staff.

3. GENERAL PRINCIPLES TO GOVERN GRANT OF LEAVE

- 3.1. No kind of leave can be claimed as a matter of right. When the exigencies of service so require, the direction to refuse, postpone, curtail or revoke leave of any description or to recall from leave any employee already on leave, is reserved to the authority competent to grant it.
- 3.2. No leave can be availed without prior sanction of the competent authority. An employee compelled to absent himself from duty without prior sanction on account of unforeseen circumstances shall apply at the earliest possible opportunity for sanction of leave and the competent authority shall be free to grant the leave ex post or refuse it.
- 3.3. Competent authority for sanctioning of leave shall be according to Schedule IV of Schedule of Powers (SOP).
- 3.4. Unauthorized absence from duty, i.e., absence without prior sanction of leave, will render an employee liable to disciplinary action and attract the principle of 'no work no pay'. An authority competent to sanction him/her leave may, however, regularise his/her absence as leave with or without pay if he/she is satisfied that the absence was due to reasons beyond the employee's control.
- 3.5. An employee remaining absent after the expiry of sanctioned leave shall not be entitled to any leave salary for the period of such absence. The period of overstay shall be declared as unauthorised absence from duty and shall be treated as leave without pay, unless otherwise decided by the competent authority. An employee wilfully absenting from duty after the expiry of sanctioned leave shall also be liable to disciplinary action.
- 3.6. A holiday may be prefixed and/or suffixed to leave, but holidays intervening during the period of leave shall (except in the case of casual leave) count as part of leave.
- 3.7. Any kind of leave, other than Casual Leave, may be granted in

combination with any other kind of leave.

- 3.8. An employee on leave shall not take up any other service or accept any other employment.
- 3.9. An employee before proceeding on leave shall intimate to the competent authority his/her address and contact phone numbers while on leave and shall keep the said authority informed of any change in the address/ contact numbers from time to time.
- 3.10. The nature of the leave cannot be altered, in general. However, this can be considered by the sanctioning authority depending upon justification.
- 3.11. The authority which granted the leave to an employee may commute retrospectively one kind of leave sanctioned into another kind of leave, which was due and admissible to him/her at the time of granting the leave, provided that request for commutation is submitted within a period of three months of expiry of the said leave.
- 3.12. Commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the employee and any amount paid in excess shall be recovered or any arrears due to him/her shall be paid.
- 3.13. Prior permission to leave headquarters, if applicable, shall have to be obtained during the course of all kind of leave.
- 3.14. Leave will be granted after leave record/certificate is obtained from the office maintaining leave record.
- 3.15. Except in an emergency, applications for leave shall be made sufficiently in advance (normally seven days) of the date from which it is required, to enable arrangements to be made for handling the job of the applicant during the period of leave.
- 3.16. Applications for extension of leave, if required due to unavoidable circumstances, shall similarly be made well in advance of the expiry of leave already granted.
- 3.17. An employee on resuming duty after expiry of the sanctioned leave

(except the Casual Leave) will advise the date of resumption to the office maintaining his/her leave account.

- 3.18. If an employee intends to visit any foreign country during leave, Ex India Leave for such visit should be got sanctioned from the competent authority as per SoP.

4. COVERAGE

Following different kinds of leave can be availed by employees of JMRC:

4.1 CASUAL LEAVE (CL)

- 4.1.1. Casual leave may be granted to an employee upto a maximum of 15 days in each calendar year subject to limit of 5 days at any one time.
- 4.1.2. Gazetted/National or other holidays, or any weekly off, which immediately precede the period of casual leave or come at the end may be prefixed or suffixed to such leave, those falling within the period of casual leave will also not be counted as part of casual leave. However, casual leave cannot be granted in combination with any other kind of leave.
- 4.1.3. An employee joining service during the course of the year shall be entitled to avail Casual Leave as per following:
- (i) Upto 5 days for service of three months or less.
 - (ii) Upto 10 days for service of more than three months, but less than six months.
 - (iii) Upto 15 days for service of more than six months.
- 4.1.4. If the absence of an employee is extended beyond the limit laid down in this rule or if any of the conditions laid down in the rule is not fulfilled, the employee shall be treated as on leave without pay, for the entire period of his/her absence, unless otherwise directed by the competent authority.
- 4.1.5. Casual leave not availed in a calendar year shall lapse and shall not be carried over to subsequent calendar years.

4.1.6. The period of casual leave will be treated as period spent on duty.

4.2 SPECIAL CASUAL LEAVE (SCL)

4.2.1. This leave, over and above the entitlement of 15 days of casual leave, may be sanctioned with the approval of Director concerned, in special circumstances as indicated below, for a total of not more than 30 days in a year in all:

- (i) Attendance in meeting of technical and scientific institutions.
- (ii) For undergoing sterilization operation under small family norms
 - 5 days for male employees,
 - 10 days for woman employees
 - 5 days for male employee whose wife undergoes sterilization operation
- (iii) Declaration/ imposition of curfew disrupting the transport system, etc.

4.2.2. Special Casual Leave may be combined with any other kind of leave (except C.L.). Holidays intervening during a spell of special casual leave will be counted as part of leave.

4.3 PRIVILEGE LEAVE (PL)

4.3.1. Privilege Leave is the leave granted on full pay and allowances. It is credited to all eligible employees at the rate of 30 days in a calendar year. This will be done in advance; 15 days of privilege leave being credited on 1st January and 15 days on 1st of July, in each calendar half year.

4.3.2. During the half yearly period, in which an employee is appointed in regular pay scale (after completion of probation period, if any), credit of privilege leave will be at the rate of 2½ (two & a half) days for each month of service in a half year.

4.3.3. Similarly, during the calendar half year in which an employee resigns from service or is removed or dismissed from service or dies,

recalculation will be made for crediting leave for that half year at the rate of 2½ (two & a half) days for each completed calendar month up to the month in which he ceases to be in service.

- 4.3.4. The credit of 15 days privilege leave afforded in any calendar half year will be reduced by 1/10th (one tenth) of the period of extraordinary leave during the previous half year subject to a maximum of 15 days. For this purpose, fraction of a day below half will be ignored and that of half or more will be reckoned as one day.
- 4.3.5. The maximum privilege leave that can be granted at a time will be 120 days, but in case the privilege leave is taken for the purpose of undergoing treatment for T.B., leprosy or cancer or a mental disease in a recognised Sanatorium/ Hospital, the maximum period for which privilege leave can be taken shall be 300 days at a time.
- 4.3.6. 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 does not exceed the maximum limit of 300 days.

Provided that where the privilege leave at the credit of the employee on the last day of December or June is 300 days or less but more than 285 days, the advance credit of 15 privilege leave on the first day of January or July shall be as per Clause 4.3.1. The leave account of such advance credited privilege leave shall be kept separately and against which privilege leave taken by an employee during the half year shall first be adjusted during that half year and balance, if any, shall be credited to the leave account at the end of the half year, subject to the condition that balance of such privilege leave plus privilege leave already at credit do not exceed the maximum limit of 300.

- 4.3.7. While affording credit, fractions of a day should be rounded off to the nearest number of days, e.g. 7½ (seven & a half) days to be rounded off as 8 days.

4.3.8. An employee on privilege leave will be paid leave salary equal to the pay, deputation pay, personal pay, etc., drawn by him/her immediately before proceeding on leave and perks, allowance including dearness allowance and special allowance applicable to that pay.

4.3.9. Privilege leave shall be credited to the account of the employee to the extent he/she does not avail joining time on out station transfer.

4.4 HALF PAY LEAVE

4.4.1. Half pay leave will be credited to all eligible employees at the rate of 20 days per year. However, in the first instance, 20 days, or whatever proportionately accrues at the rate of 20/365 of the days, will be credited at the end of the year after regular appointment/confirmation and then for the subsequent years, half pay leave will be credited on completion of the calendar year at the rate of 10 days in advance on 1st January and on 1st July of the year. A fraction of half a day or more will be rounded off to the next higher number, less than half a day being ignored.

Similarly, during the calendar year, in which the employee resigns from service or is removed or dismissed from service or dies, recalculation will be made and proportionate number of days of half pay leave calculated at the rate of 20/365 of the days of service during the year will be credited to the employee's half pay leave account.

4.4.2. During the period of extra ordinary leave (EOL), the employee will not earn any half pay leave. The half pay leave credit to him/her at the end of respective half year shall be reduced in proportion to the extra ordinary leave taken by him/her in that half year. For this purpose, fraction of a day below half will be ignored and that of half or more will be reckoned as one day.

4.4.3. There is no limit to the accumulation of half pay leave.

4.4.4. An employee on half pay leave will be entitled to leave salary equal to half of the pay, deputation pay, personal pay, etc, drawn by him/her immediately before proceeding on leave and dearness and other allowances applicable to that amount of pay.

4.5 COMMUTED LEAVE

4.5.1. Commuted leave is the leave granted to eligible employees on medical grounds or to enable them to pursue an approved course of study, i.e., a study accepted by the sanctioning authority to be in the Corporation's interest.

4.5.2. Commuted leave is granted by charging on the half pay leave account of the employee to the extent of double the amount of leave. The employee on commuted leave will thus draw leave salary to the same extent during commuted leave as in the case of privilege leave.

4.5.3. Except in case of hospitalisation as indoor patient, Commuted Leave may be granted only when the employee has no credit of privilege leave in his/her account.

4.5.4. Commuted leave will not be granted unless the sanctioning authority has reason to believe that the employee will return to duty on its expiry. On medical grounds, commuted leave will not be granted unless a certificate of hospitalisation or of sickness is obtained from a medical officer or institution authorised by the Corporation for the purpose. If the employee does not return to duty after expiry of the leave or the veracity of his/her sickness is not confirmed by the medical officer or institution authorised by the Corporation for the purpose, the commuted leave sanctioned will be treated as half pay leave and the excess amount drawn on leave salary will be recovered.

4.5.5. Leave on medical grounds wherever admissible will be granted only on the recommendation and certificate obtained from a medical officer or institution as authorised by the Corporation for this purpose. The leave sanctioning authority may sanction leave on

medical grounds as has been applied for upto a maximum of 3 days without production of medical certificate, if he/she is satisfied as to the genuineness of the request for leave.

4.5.6. An employee who is granted leave on medical grounds will be permitted to return to his/her duties only if he/her produces a certificate of fitness to resume duty, issued by the authorised medical officer who recommended his/her leave in the first place or any other authorised medical officer/Institution whose certificate is acceptable to the Corporation. Extant provisions of the Indian Railway Medical Manual, on resumption after leave on medical ground shall be applicable for employees under Operations & Systems Directorate.

4.5.7. If an employee falls sick outside Jaipur and cannot travel to Jaipur due to hospitalisation or otherwise the Corporation on its discretion will be free to depute the medical officer or a representative of medical institution authorised by it to travel outstation and examine the employee there to examine the employee and verify his/her sickness.

4.5.8. The maximum number of days of commuted leave that will be sanctioned for pursuing an approved course of study is 30 days (60 days of half pay leave to be commuted during the entire period of employment).

4.6 EXTRA ORDINARY LEAVE (EOL)

4.6.1. Extra ordinary leave may be granted in case of exigencies by the competent authority when no other leave is by rule admissible or on the application of an employee to regularise the period of his/her absence without leave. Extra Ordinary Leave is granted to an employee without any leave salary. Taking up any private employment during period of extraordinary leave will not be permissible.

4.6.2. When an employee fails to resume duty on the expiry of the Extra Ordinary Leave actually sanctioned to him/her, he/she shall be deemed to have resigned from the service of Corporation unless concerned Director (for non managerial staff) or the Managing Director (for managerial staff) determines otherwise in view of the exceptional circumstances of the case.

4.6.3. During the period of Extra Ordinary Leave, the date of next increment shall be as under:

- a. In case an employee availed EOL between 1st July to 30th June of the year for a period upto six months, he/ she will be entitled to next annual increment on 1st July of the next year.
- b. In case an employee availed EOL between 1st July to 30th June of the year for a period of more than six months, he/ she will be entitled to next annual increment on 1st July of the subsequent year. Meaning thereby that an employee is required to complete a minimum period of service of six month in a particular year.
- c. In case where an employee has availed EOL for a period of more than six months, but some of the period of the EOL availed is before 1st July and rest is after 1st July and any spell is not more than six months, in such cases, next date of increment shall remain unchanged even though the period of the EOL is continuously for more than six months.
- d. The EOL availed by an employee on medical ground shall count as duty for grant of next annual increment.
- e. For the aforesaid purpose 'year' shall mean the incremental year commencing from 1st of July and ending on 30th of June following.

4.6.4. The maximum amount of Extra Ordinary Leave (in addition to other leave) that can be granted at a time is 1 year.

4.7 SPECIAL DISABILITY LEAVE

4.7.1. Special disability leave may be granted to an employee to the maximum extent of 24 months, when he/she is disabled by injury

accidentally inflicted or caused by or in consequence of the performance of his/her official duties for the Corporation or in consequence of his/her official position in the Corporation.

4.7.2. Special disability leave will not ordinarily be granted unless the disability manifests itself within three months of occurrence of the event to which it is attributable and the person disabled acted to get relief from the disability with promptitude. However, under special circumstances departure from this rule can be made by MD for the reasons to be recorded in writing.

4.7.3. Leave salary, as for privilege leave, will be granted upto 120 days and as for the half pay leave for the remaining days of the leave. In later case, the employee will have an option to get average pay and in that case, half the period of such leave shall be debited to his/her privilege leave account. In the case of persons covered by the Employee's Compensation Act, 1923, the amount of leave salary payable for the special disability leave will be reduced by the amount of compensation payable under that Act. The amount of compensation received by the employee from the insurance company against the insurance policy taken by the Corporation, if any, will also be reduced from such leave salary.

4.7.4. The recommendation and the period of special disability leave should be certified by a medical officer or institution authorised by the Corporation.

4.7.5. Special disability leave is not charged against any other leave account but it can be combined with any other leave.

4.8 HOSPITAL LEAVE

4.8.1. Hospital leave is admissible to non-executive staff whose duty involves handling of dangerous machinery, heavy material, climbing on height, or the performance of hazardous task for medical treatment in a hospital or otherwise for illness or injury

directly due to injury suffered in the course of official duty.

4.8.2. Medical certificate from a medical officer or institution authorised by the Corporation is necessary for the grant of this leave. It may be granted for such period at a time as the authority granting the leave may consider it necessary.

4.8.3. Hospital leave may be combined with any other kind of leave due and admissible provided the total period of leave does not exceed 24 months. The leave salary for the first 120 days will be the pay last drawn and for the remaining period it will be equal to leave salary during half pay leave. Hospital leave is not to be debited to the leave account.

4.9 MATERNITY LEAVE

4.9.1. Female employees with less than two surviving children shall be granted maternity leave up to a period of 180 days from the date of its commencement. However, if there is no surviving child even after availing it twice, maternity leave may be granted on one more occasion. During such period, she will be entitled to leave salary equal to pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account, but such entry should be made in the service book separately.

NOTE: Maternity leave may also be granted to a female employee with less than two surviving children, in case of miscarriage including abortion either once or twice subject to total of six weeks during the entire service provided that the application for leave is supported by a certificate from a medical officer or institution authorized by the Corporation. However, maternity leave is not admissible in case of incomplete abortion.

4.9.2. Maternity leave may be granted on production of a certificate from a recognised hospital or authorised medical officer or institution. It can be availed even from 45 days before childbirth,

as per suitability of the employee.

- 4.9.3. Maternity Leave can be combined with any other kind of leave (except for Casual Leave).

4.10 PATERNITY LEAVE

- 4.10.1. Male employees with less than two surviving children may be granted paternity leave (maximum two times) for a period of 15 days during confinement of his wife, i.e., 15 days before to three months after childbirth and if such leave is not availed of within this period, it shall be treated as lapsed. During the period of such leave, the employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Such leave shall not be allowed in case of miscarriage, including abortion of the employee's wife.

- 4.10.2. This leave can be combined with any other kind of leave as in the case of maternity leave.

5. ENCASHMENT OF PRIVILEGE LEAVE

- 5.1. An employee can encash the Privilege leave available in his/her leave account once in a financial year within ceiling of 15 days (or as per rules applicable from time to time to the employees of Government of Rajasthan). An employee has to surrender his/her privilege leave to avail the benefit of leave encashment.
- 5.2. For the period of leave encashed, an amount equal to the total of Basic Pay plus Grade Pay & Dearness Allowance admissible on the date of application will be paid.
- 5.3. The amount payable for encashment of leave will not be reckoned as wages/salary for purpose of overtime, provident fund, bonus, etc.
- 5.4. No deduction other than income tax and Corporation's dues will be made from the amount payable on encashment of leave to an

employee.

- 5.5. Employee should have atleast 30 Privilege leaves in their account even after encashment of leave.

6. RECALL FROM LEAVE

- 6.1 In case the sanctioning (or higher) authority finds it necessary to recall an employee to duty before the expiry of the sanctioned leave, the employee shall return from leave to duty. If he/she is availing of his/her leave outside his/her headquarters, then he/she shall be eligible to be paid the cost of travel and other allowances as applicable for tours on duty from the time of the commencement of his/her journey and till his/her return to the headquarters and the period of leave not availed of shall be restored to his/her account. However he/ she is entitled to be treated as on duty from the date on which he/ she starts for the station to which he/ she is ordered but he/ she will be entitled to get leave salary until he/ she joins his/ her post.

7. PROCEDURE FOR AVAILING LEAVE BY EMPLOYEES

The procedure for availing leave by employees is laid down as under:

- 7.1. An application is to be submitted in the prescribed format appropriate to the kind of leave applied for, as per annexure-I, II or III. Application for encashment of leave will be made in the format prescribed in Annexure- IV.
- 7.2. Employee should proceed on leave/ leave Headquarters, only after obtaining sanction from his/her controlling officer/ authority competent (as per Schedule IV of SOP) to sanction the leave, failing which period of absence will be treated as unauthorized absence, amounting to 'break in service', and leading to no work no pay and disciplinary action.

7.3. In case of personal emergency, employee can avail CL with telephonic permission from his/her controlling officer to be followed by written application on resumption of duty. In such cases, reason of emergency must be provided with proof.

7.3.1. In case of sickness, employee will immediately inform his/her controlling officer over telephone and if his/her sickness is likely to last for more than 3 days, employee will send/ produce "Sick Certificate" within 24 hours of his/her sickness to his/her controlling officer, failing which the employee will be treated as 'ABSENT' and the period will be marked as Leave Without Pay or EOL. The sickness certificate issued by a medical officer or institution authorised by the corporation shall be accepted. In case of outstation the Corporation on its discretion will be free to depute the medical officer or a representative of medical institution authorised by it to travel outstation and examine the employee there to examine the employee and verify his/her sickness.

7.4. If an employee remains absent on medical grounds for more than 15 days at a stretch or frequently (more than 3 times in a year) and the reason given is unsatisfactory/ unconvincing, the employee may be directed to a medical officer or institution authorised by the corporation for second medical opinion and their judgment on veracity of the sickness certificate.

8. INTERPRETATION AND RELAXATION

8.1. The decision of the Managing Director of the Corporation, on all interpretations of these Rules, will be final. He may also relax any of the provisions of these Rules in individual cases of hardship for reasons to be recorded in writing.

9. COMMENCEMENT

These rules shall be deemed to have come into force from the date the JMRC Recruitment Rules, 2012 came into force i.e., w.e.f. 12th September, 2012.

ANNEXURE- I**JAIPUR METRO RAIL CORPORATION****APPLICATION FOR CASUAL LEAVE (CL)**

1.	Name of applicant	
2.	Post held	
3.	Dept. and Directorate	
4.	Employee ID	
5.	No. of days of CL applied for and duration of CL	
6.	Sunday and holidays, if any, proposed to be prefixed/suffixed to leave or availed in the course of leave	
7.	Reason/ ground on which leave is applied for	
8.	Whether Leaving HQ	Yes/ No
9.	Casual Leave due as per employee's self record.	Yes (..... C.L. due)

1. It is certified that C.L. requested is due to me.
2. Leave Address - (If leaving H.Q.)
& contact Nos.
3. It is requested to grant permission to leave headquarters for period –
from _____ to _____

Signature of applicant
(With date)

4. Remark and/or approval by the sanctioning authority.

Signature/Designation (Sanctioning Authority)

ANNEXURE- II

JAIPUR METRO RAIL CORPORATION

APPLICATION FOR LEAVE (Other than CL and Ex. India Leave)

Name.....

Emp. Id.

Designation..... Div/ Office.....

S. No.	Kind of leave	From	To	No. of Days

Reason / Justification for leave.....

.....

Address during leave & contact Nos.

Signature of the Employee

.....

Date.....

.....

1. The applicant has..... (PL) & (HPL) at his/her credit.
2. The applicant (Deputationist) has so far availed (PL)&(HPL)days of leave after joining JMRC.

HR Deptt

Sanctioned/Not Sanctioned.

Name.....

Designation.....

(Sanctioning Authority)

Forwarded to HR Dept. for necessary action.

ANNEXURE- III**JAIPUR METRO RAIL CORPORATION****APPLICATION FOR EX-INDIA LEAVE**

1.	Name, Designation & Employee Id.	:	
2.	Date of Birth	:	
3.	Date of appointment to the Present post	:	
4.	Whether post held in personal or in a regular capacity	:	
5.	Name(s) of city (ies)/ country (ies) proposed to be visited	:	
6.	Purpose of visit	:	
7.	Address & contact numbers during leave	:	
8.	Nature & period of leave	:	
9.	Proposed duration of the visit	:	
10.	How the expenditure on the visit abroad will be met	:	
11.	Details of previous visits abroad, if any	:	

UNDERTAKING

I undertake that I will return to India on the expiry of my leave and will not accept any job or join any course of study during the period of my stay abroad, failing which I will be liable to disciplinary action under rules of the Corporation.

Place :
Date :

Signature of applicant

ANNEXURE- IV

JAIPUR METRO RAIL CORPORATION

**APPLICATION FOR ENCASHMENT OF PRIVILEGE LEAVE FOR
FINANCIAL YEAR _____**

(TO BE SUBMITTED IN DUPLICATE)

1. Name _____
2. Employee Id. _____
3. Designation: _____
4. Basic pay (Pay + GP): _____
5. Dept./ Office : _____

Please sanction me Privilege leave for days. I have not availed encashment facility during this financial year.

Date :

Signature of the employee

Sanctioned subject to eligibility. The employee has been sanctioned days privilege leave/refused days leave from to due to

Dated:

Signature & Designation
(Sanctioning Authority)

Forwarded to: HR Deptt.

Applicant is having days of Privilege Leave at his/her credit. As per rules, he/she is allowed to encash days as requested. Necessary entry in this respect has been made in the leave record/ service book. Forwarded to Sr. EO (Accts.) for arranging payment.

Dated:

Signature & Designation

HR Cell

Forwarded to: Sr. EO (A/CS)

(FOR ACCOUNTS OFFICE RECORD)

No. of days of Privilege leave encashed	_____
Rate of pay	_____
Amount due to be paid	_____
Income Tax & recoveries, if any	_____
Net amount payable: - in Figures Rs.	_____
- in Words Rs.	_____

Entered in the Leave encashment register for the financial year

End of the Document

All rights reserved. Copyright in the whole and any part of this document belongs to Jaipur Metro Rail Corporation Limited, Jaipur. This work may not be used, sold, transferred, adapted, abridged, copied or reproduced in whole or in part, in any manner or form, or in any media, without the prior written consent of Jaipur Metro Rail Corporation Limited, Jaipur

www.jaipurmetrorail.in



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

2nd Floor, RSIC Building, Udhayog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

Phone: 0141-5192408, E-mail: edca@jaipurmetrorail.in



No. F.1 (68) JMRC/DCA/HR/Leave/2013-14/ 1166

Dated: 18 May, 2018

NOTIFICATION

Pursuant to concurrence received from Finance Department, Government of Rajasthan the Rule no.4.5.3 of JMRC Leave Rule, 2016 is hereby deleted with immediate effect and replaced by following: "4.5.3 Deleted"

(Neeraj Naruka)

Executive Director (Corp. Affairs)

Copy to: 1167-72

1. PS to CMD, JMRC
2. All whole time Directors, JMRC
3. All Executive Directors, JMRC
4. Company Secretary, JMRC: for placing the same for ex-post approval of Board of Directors in next Board meeting.
- ✓ 5. IT Cell, JMRC for uploading on the JMRC Intranet
6. Policy/ Guard File.

(Sunil Kumar Yadav)

Dy. General Manager (HR)



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

2nd Floor RSIC Wing, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005

E-mail: edca@jaipurmetrorail.in

No. F.1 (H-68)/JMRC/DCA/Leave/2013-14/7503

Dated: 1st January, 2019

01 JAN 2019

NOTIFICATION

Pursuant to the approval of Board of Directors in its 37th meeting held on 08th October, 2018 & concurrence of the Finance Department, Government of Rajasthan vide ID No. 101806446 dated 20th December, 2018, insertion of new Rule 4.11 in JMRC Leave Rules, 2016 is notified, as under:

4.11. CHILD CARE LEAVE (CCL)

4.11.1. A female employee may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years, i.e., 730 days during her entire service for taking care of her two-eldest surviving children whether for rearing or for looking after any of their needs, such as examination, sickness, etc.

Explanation: For the purpose of this Notification, 'Child' means:

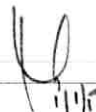
- (a) A child below the age of eighteen years; or
- (b) A child upto the age of twenty two years with a minimum disability of forty percent as elaborated in the Ministry of Social Justice and Empowerment, Government of India, notification number 16-18/97-NI. I dated 01.06.2001

4.11.2. Grant of Child Care Leave under this rule shall be subject to the following conditions, namely:

- (i) During the period of Child Care Leave, a female employee shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- (ii) Child Care Leave may be combined with leave of any other kind due and admissible.
- (iii) Application for Child Care Leave, in the form specified by the Corporation (Annexure-V), Shall have to be submitted to leave sanctioning authority well in time for sanction.
- (iv) Child Care Leave cannot be claimed as a matter of right. Under no circumstance can any female employee proceed on Child Care Leave without prior approval of the leave sanctioning authority.
- (v) Child Care Leave shall not be granted under any circumstances to a female employee, who remains on an unauthorised absence from duty and applies for it thereafter.


1/1/19

- (vi) Leave already availed or being availed of by a female employee shall, under no circumstances, be converted into Child Care Leave.
- (vii) Child Care Leave shall not be debited against any other kind of leave account. The leave account of Child Care Leave shall be maintained in the form specified by the Corporation (Annexure-VI), from time to time and it shall be pasted in the service book.
- (viii) Leave sanctioning authority can deny the leave applied for on the ground of proper and smooth functioning of Corporation work or achievement of departmental targets.
- (ix) It shall not be granted for more than three spells in a calendar year. A spell, which begins during a calendar year and ends in the next calendar year, shall be deemed as a spell pertaining to the calendar year in which the spell begins.
- (x) It shall ordinarily not be granted to a Probationer Trainee during the probation period. However, in special circumstances if the leave is granted during the probation period the probation period shall be extended by the period equivalent to the period for which the leave has been granted.
- (xi) The leave is to be treated like the Privilege Leave and sanctioned as such, i.e., the maximum period of CCL that can be granted at a time will be 120 days, but in case the CCL is taken for the purpose of undergoing treatment for T.B., leprosy or cancer or a mental illness of any child, in a recognized Sanatorium / Hospital, the maximum period for which the CCL can be taken shall be 300 days at a time.
- (xii) Sunday and holiday can be prefixed or suffixed to Child Care Leave. Consequently, Sunday, Gazetted holiday(s) or any other holiday(s) notified by the Government falling during the period of leave would also count for Child Care Leave, as in the case of Privilege Leave.
- (xiii) A certificate of dependency of the disabled Child will be obtained from the female employee before sanctioning Child Care Leave along with document of disability issued by the competent authority/Medical Board.
- (xiv) Child Care Leave in connection with the examination or illness of a minor child living abroad, shall be sanctioned on the basis of a certificate issued in this regard by the educational institution concerned or by an authorized doctor, as the case may be. The female employee, who avails Child Care Leave in respect of a minor child living abroad, shall have to comply with all the rules/instructions for proceeding on ex-India leave and eighty percent period of such leave shall have to be spent in the country where the child is living.
- (xv) Before Child Care Leave is sanctioned relating to the examination of a minor child, who lives in a hostel in India or abroad, the female employee shall have to clarify how the needs of such a minor child will be looked after by her.



- (xvi) At a time, not more than 10% female employees will be allowed to avail CCL in a particular Department / Cadre. While deciding so, priority shall be given to the widow employees and the female employees whose child is sick and need care at home.



(Neeraj Naruka)

Executive Director (Corp. Affairs)

- Encls : (i) Format for Application of Child Care Leave (Annexure-V)
(ii) Form for maintaining Leave Account of Child Care Leave in Service Book (Annexure-VI)

Copy to: 7504-12

1. PS to CMD, JMRC
2. All whole time Directors, JMRC
3. All Executive Directors/ General Managers, JMRC
4. All JGMs/DGMs/Managers, JMRC
5. Company Secretary, JMRC
6. Manager (HR), JMRC to maintain Service Record in Annexure-VI
7. All employees of JMRC through JMRC Intranet
8. IT Cell, JMRC to upload JMRC Intranet along with the format Annexure-V
9. Policy/Guard File.



(Sunil Kumar Yadav)

Dy. General Manager (HR)



JAIPUR METRO

JMRC LEAVE RULES - 2016

ANNEXURE - V

JAIPUR METRO RAIL CORPORATION
APPLICATION FOR CHILD CARE LEAVE

1.	Name of the Applicant		
2.	Designation		
3.	Directorate/ Deptt./ Office		
4.	Detail of Child / Children	Name	Date of Birth
		_____	_____
		_____	_____
		_____	_____
5.	Name of Specially abled Child		
6.	Name of Child for whom Child Care Leave is applied for		
7.	Date of Birth of the Child		
8.	Date on which child will be attaining age of 18 years		
9.	Is the Child among the two eldest Children	Yes / No	
10.	Period of Leave & Number of Days Prefix / Suffix of holidays, if any	From _____ to _____ Days: _____	
11.	Reason(s) for leave applied for		
12.	Total Child Care Leave availed till date		
13.	(a) Whether permission to leave station is required	Yes / No	
	(b) If Yes, Address during leave period		
14.	Date of return from last leave & nature and period of that leave		

Date: _____

Signature of the Applicant
Employee ID No.:

Leave Sanctioning Authority

Remarks of Controlling Officer : Leave Recommended / Leave Not Recommended

Signature: _____

Designation: _____ Date: _____

Remarks of Sanctioning Authority : Sanctioned/Not Sanctioned

Designation: _____ Date: _____



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

(A Government of Rajasthan Undertaking)

2nd Floor, Wing-A, Admin Building, Metro Depot, Bhrigu Path, Mansarovar, Jaipur-302020

Tele: 0141-2822752, E-mail: edca@jaipurmetrorail.in

No. F.1 (H-68)/JMRC/DCA/Leave/2013-14/177

Dated: April, 2021

NOTIFICATION

08 APR 2021

{3rd amendment in JMRC Leave Rules, 2016 since September, 2016}

Pursuant to the approval of Board of Directors in its 47th meeting held on 26th February, 2021 & concurrence of the Finance Department, Government of Rajasthan vide ID No. 102005610 dated 22nd December, 2020, the Rule 4.11 in JMRC Leave Rules, 2016 is hereby replaced by the following amended Rule:

"4.11 Child Care Leave (CCL):

- 4.11.1 A female employee and a single male employee may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years, i.e., 730 days during his/her entire service for taking care of his/her two eldest surviving children whether for rearing or for looking after any of their needs, such as examination, sickness, etc.

Explanations : For the purpose of this Notification :

1. Single male employee means an unmarried or widower or divorcee employee.
2. Child means:
 - a) A child below the age of eighteen years; or
 - b) A child with a minimum disability of forty percent as elaborated in the Ministry of Social Justice and Empowerment, Government of India, notification number 16-18/97-NI. I dated 01.06.2001

- 4.11.2 Grant of Child Care Leave under this rule shall be subject to the following conditions, namely :

- I. During the period of Child Care Leave, a female employee or a single male employee, as the case may be, shall be entitled to leave salary for the first 365 days equal to 100% of the pay drawn immediately before proceeding on leave and equal to 80% of the pay for the next 365 days.
- II. Child Care Leave may be combined with leave of any other kind due and admissible.
- III. Application for Child Care Leave, in the form specified by the Corporation (Annexure-V), shall have to be submitted to leave sanctioning authority well in time for sanction.
- IV. Child Care Leave cannot be claimed as a matter of right. Under no circumstance can any female employee or a single male employee, as the case may be, proceed on Child Care Leave without prior approval of the leave sanctioning authority.

[Signature]
8/4/2021

- V. Child Care Leave shall not be granted under any circumstances to a female employee or a single male employee, as the case may be, who remains on an unauthorised absence from duty and applies for it thereafter.
- VI. Leave already availed or being availed of by a female employee or a single male employee, as the case may be, shall, under no circumstances, be converted into Child Care Leave.
- VII. Child Care Leave shall not be debited against any other kind of leave account. The leave account of Child Care Leave shall be maintained in the form specified by the Corporation (Annexure-VI), from time to time and it shall be pasted in the service book.
- VIII. Leave sanctioning authority can deny the leave applied for, on the ground of proper and smooth functioning of Corporation work or achievement of departmental targets.
- IX. It shall not be granted for more than three spells in a calendar year. A spell, which begins during a calendar year and ends in the next calendar year, shall be deemed as a spell pertaining to the calendar year in which the spell begins. Child Care Leave shall not be granted for a period less than five days at a time.
- X. It shall ordinarily not be granted to a Probationer Trainee during the probation period. However, in special circumstances if the leave is granted during the probation period the probation period shall be extended by the period equivalent to the period for which the leave has been granted.
- XI. The leave is to be treated like the Privilege Leave and sanctioned as such, i.e., the maximum period of CCL that can be granted at a time will be 120 days, but in case the CCL is taken for the purpose of undergoing treatment for T.B., leprosy or cancer or a mental illness of any child, in a recognized Sanatorium / Hospital, the maximum period for which the CCL can be taken shall be 300 days at a time.
- XII. Sunday and holiday can be prefixed or suffixed to Child Care Leave. Consequently, Sunday, Gazetted holiday(s) or any other holiday(s) notified by the Government falling during the period of leave would also count for Child Care Leave, as in the case of Privilege Leave.
- XIII. A certificate of dependency of the disabled Child will be obtained from the female employee or a single male employee, as the case may be, before sanctioning Child Care Leave along with document of disability issued by the competent authority/Medical Board.
- XIV. Child Care Leave in connection with the examination or illness of a minor child living abroad, shall be sanctioned on the basis of a certificate issued in this regard by the educational institution concerned or by an authorized doctor, as the case may be. The female employee or a single male employee, as the case may be, who avails Child Care Leave in respect of a minor child living abroad, shall have to comply with all the rules/instructions for proceeding on ex-India leave and eighty percent


period of such leave shall have to be spent in the country where the child is living.

XV. Before Child Care Leave is sanctioned relating to the examination of a minor child, who lives in a hostel in India or abroad, the female employee or a single male employee, as the case may be, shall have to clarify how the needs of such a minor child will be looked after by him/her.

XVI. At a time, not more than 10% female employees and single male employees will be allowed to avail CCL in a particular Department/Cadre. While deciding so, priority shall be given to the widow / widower employees and the female employees or single male employees whose child is sick and need care at home.


4.11.3 The Child Care Leave upto 120 days shall be approved by the Competent Authority as per JMRC Schedule of Powers. In case of Child Care Leave is clubbed with other kind of Leave as per cause 4.11.2 (II), then approval of Managing Director, JMRC is required for the duration of Leave beyond 120 days."

Enclosed: Annexure V & VI


(Neeraj Naruka)
Executive Director (Corp. Affairs)

Copy to: 178 - 185

1. PS to CMD, JMRC,
2. All whole time Directors, JMRC
3. All Executive Directors, JMRC
4. Company Secretary, JMRC with reference to BoD meeting dated 26th Feb., 2021, item no. 47.8
5. Manager (HR), JMRC to maintain Service Record in Annexure-VI
6. All employees of JMRC through JMRC Intranet
- ✓ 7. IT Cell, JMRC to upload JMRC Intranet along with the format Annexure-V
8. Policy/Guard File.


(Sunil Kumar Yadav)
Dy. General Manager (HR)

ANNEXURE - V

JAIPUR METRO RAIL CORPORATION
APPLICATION FOR CHILD CARE LEAVE

1.	Name of the Applicant									
2.	Designation									
3.	Directorate/ Deptt./ Office									
4.	Detail of Child / Children	<table border="1"> <thead> <tr> <th>Name</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name	Date of Birth	_____	_____	_____	_____	_____	_____
Name	Date of Birth									
_____	_____									
_____	_____									
_____	_____									
5.	Name of Specially abled Child									
6.	Name of Child for whom Child Care Leave is applied for									
7.	Date of Birth of the Child									
8.	Date on which child will be attaining age of 18 years									
9.	Is the Child among the two eldest Children	Yes / No								
10.	Period of Leave & Number of Days Prefix / Suffix of holidays, if any.	From _____ to _____ Days: _____								
11.	Reason(s) for leave applied for									
12.	Total Child Care Leave availed till date									
13.	(a) Whether permission to leave station is required	Yes / No								
	(b) If Yes, Address during leave period									
14.	Date of return from last leave & nature and period of that leave									

Date: _____

Signature of the Applicant
Employee ID No.:

Leave Sanctioning Authority

Remarks of Controlling Officer / Leave Recommended / Leave Not Recommended

Date: _____ Signature _____

Designation: _____ Office: _____



Performa for maintaining Child Care Leave Account

[illegible]

Kepner