

THE LEAVE RULES

BDL LEAVE RULES - 1988 (WORKMEN)

Authority

PC No.8/88

Dt.16-09-1988

1. These rules shall be known as "THE BDL LEAVE RULES – 1988 (Workmen).

2. These rules are applicable to all workmen of both Hyderabad and Medak Units of the Company except Government employees on deputation, casual employees and Apprentices engaged under the Apprentice Act, 1961.

Authority

PC NO.22/96

Dt.08-04-1996

2.1 These rules are also made applicable to all executives vide PC No.22/96 dt.08.04.1996 as per the practice already in vogue.

GENERAL CONDITIONS:

3. Leave year will commence on 1st January and end on 31st December of the year.

4. Discretion is vested in the Sanctioning Authority regarding grant of leave or otherwise at any time according to exigencies of work.

5. Any kind of leave admissible under these rules may be granted in combination with or in continuation of any other kind of leave except casual leave, which can be combined only with Company holidays. Casual leave cannot be combined with any other kind of leave including leave without pay, except in special cases, when specifically permitted by the Competent Authority.

6. Vacation Leave shall be granted after the Sanctioning Authority has satisfied himself about the Workmen's title to leave. Regulation of leave salary will, however, be after verification of title to leave.

SANCTIONING AUTHORITY:

7. In these rules, the Sanctioning Authorities are the Heads of Departments /Managers and Officers to whom power to sanction leave is delegated by the Competent Authority.



VACATION LEAVE:

8. (i) Workmen are eligible for Vacation Leave at the rate of 2 ½ days for every 30 days of attendance in lieu of Vacation Leave and Sick Leave which they were earlier entitled to. For this purpose, periods of absence on study leave and absence on loss of pay other than absence covered by ESI certificate or certified sickness (in respect of workmen not covered by ESI) up to 91 days plus 15 days absence on leave without pay in a calendar year will not count as service.

(ii) Vacation Leave may be accumulated up to a maximum of 300 days and leave in excess of this limit will automatically lapse on 31st December of every year.

(NOTE : (a) For Executives (i.e. Officer) w.e.f 01.07.1997 PC No.33/1997 dt.22.11.1997 and (b) For Non-Executives (i.e. Workmen) with effect vide PC No.4/98 dt.13.03.1998)

(iii) Grant of Vacation Leave on grounds other than medical, will be restricted to 3 times in a year except in so far as they are specifically authorized by Competent Authority. Vacation Leave on Medical grounds may, however, be granted without such restriction.

9. When a workman needs Vacation Leave, he should apply for such leave to the Sanctioning Authority as early as possible before the date on which he wishes to go on leave. The Sanctioning Authority should inform the should inform the workman before the commencement of leave asked for whether the leave is granted, refused or postponed. In case leave is refused, the reasons for refusal should be stated in the communication to the workman.

10. (i) Vacation Leave on medical grounds, in excess of three days is to be granted on production of Medical Certificate either from Medical Officer of BDL or from Registered Medical Practitioner or Government / ESI Dispensary or Hospitals. No Medical Certificate is necessary where the period of Vacation Leave on medical grounds is 3 days or less.

(ii) A workman joining duty after 15 days or more of Vacation Leave on medical grounds, should produce a certificate of fitness from BDL Medical Officer or from the Medical Officer(s) stated above, who treated him. In case, he fell ill while on leave or on temporary duty away from the headquarters, he should obtain a certificate of fitness from the concerned Medical Officer who treated him during the sickness. The period spent by a workman on a journey



from an outstation, at which he fell ill, to headquarters, will be treated as part of Vacation Leave.

11. Sundays and Company paid holidays falling within the leave period, prefixed or suffixed will not be counted as leave.

12. (i) The Sanctioning Authority may, at his discretion, cancel the leave granted to a workman. If a workman on Vacation Leave away from his headquarters is recalled and ordered to join duty before the expiry of leave due to exigencies of work, he is entitled to single railway fare by the appropriate class by the shortest route from the place where he is spending vacation leave to the place of duty, provided that the leave so curtailed is not less than 15 days. The person compulsorily recalled in this manner will remain on leave till he resumes duty and will draw leave salary till then. The limit of 15 days can be relaxed in exceptional cases by the Competent Authority.

(ii) A workman desiring to join duty before the expiry of the sanctioned leave may do so with the permission of the Sanctioning Authority, but he is not entitled to any special payment for the journey performed to return to the duty station.

EXTENSION OF LEAVE:

13. A workman granted Vacation Leave will not ordinarily be permitted to extend the leave. However, in unavoidable circumstances, applications for extension of leave may be entertained by the Sanctioning Authority.

LEAVE SALARY:

14. Leave Salary of a workman on Vacation Leave will be the salary that he drew immediately before proceeding on leave. If the annual increment of a workman on leave other than leave without pay, falls due during the period of leave, he will be eligible for it on the due date, but will draw arrears of leave salary on this account, on his return to duty.

15. An advance of net leave salary admissible not exceeding one month's net salary may be paid to a workman proceeding on Vacation Leave provided the duration of leave is not less than 15 days as indicated below:

a) The number of days Vacation Leave exclusive of Sundays and Company paid holidays, prefixed / suffixed / intervening should not be less than 15 days.



b) The amount of leave salary advance is to be calculated on the basis of the actual number of days of absence of the workman inclusive of Sundays and Company paid holidays, prefixed/suffixed intervening i.e., the actual period of absence.

c) The amount of net leave salary advance is to be calculated on the basis of total emoluments including pay, DA and Allowances. This advance is to be adjusted in full against the salary due to him on his return to duty.

VACATION LEAVE IN ADVANCE:

16. Managing Director may at his discretion sanction Vacation Leave in advance to workmen up to a maximum of 30 days in a leave year subject to the following conditions:

a) Vacation Leave in advance is to be granted only if the workman does not have to his credit any Vacation Leave.

b) Grant of Vacation Leave in advance is to be restricted to cases of medical treatment of workmen for sickness or accident which requires their absence of not less than 10 days at a time and which cannot be covered by leave at the credit of the workmen. Applications for such leave are to be supported by certificate from the Company Medical Officer/Government Hospital indicating the period of absence recommended.

c) Vacation leave granted in advance is to be adjusted against Vacation Leave earned subsequently by the workman concerned either during the same or subsequent year, before he is granted any further Vacation Leave.

ENCASHMENT OF VACATION LEAVE :

17. Workman can encash Vacation Leave at their credit as laid down in the rules for encashment of Vacation Leave, details of which are at Appendix - I.

LEAVE ENTITLEMENT ON TERMINATION OF SERVICE :

18. Workmen on retirement or whose services are terminated for reasons other than misconduct will be entitled to encash the entire Vacation Leave not exceeding 300 days to their credit on the date of termination. In the case of workmen whose services are terminated for misconduct, Vacation Leave in



excess of 60 days will be forfeited to the company, and encashment of leave will be restricted to 60 days Vacation Leave.

CASUAL LEAVE:

19. Workmen will be eligible for 12 days of Casual Leave on full pay for every calendar year i.e. 1st January to 31st December of the year. Casual Leave will lapse at the end of each leave year.

20. Those who join service in the first half of the calendar year will be eligible for 12 days of Casual Leave (for utilization during the remaining part of the calendar year) and those who join in the second half of the calendar year, will be eligible for 6 days of Casual Leave (for utilization during the remaining part of the calendar year).

21. A workman may utilize Casual Leave in installments of one day or more, but not exceeding 8 days at a time. Sundays, Company paid holidays, and compensatory off days falling within the period of Casual leave will not be counted as part of Casual Leave. These may also be prefixed or suffixed to Casual Leave.

22. Casual Leave is intended to meet urgent/unforeseen circumstances and may also be utilized in the event of minor indisposition. Previous permission to avail of Casual Leave is essential except in unforeseen circumstances.

23. Casual leave records of workmen will be maintained by the respective Departments and Accounts Department of the Unit/Office.

HALF-DAY CASUAL LEAVE:

24. All workmen are permitted to avail of Casual Leave for half a day subject to the following conditions:

a) For purposes of reckoning half day Casual Leave the shift hours will be divided into two halves - the first half commencing with the beginning of the shift till the commencement of the interval for "Rest" and the second half commencing immediately after the interval for "Rest" till the close of the shift.

b) Where the office/factory works only for half a day on any particular day, the Casual Leave taken for that day will be reckoned as a half day.



LEAVE WITHOUT PAY:

25. A workman may be granted leave without pay up to 30 days at a time at the discretion of the Sanctioning Authority. Leave without pay in excess of the limit may be sanctioned in exceptional cases by the Competent Authority.

PROLONGED ILLNESS:

26. If a permanent workman of the Company not covered by ESI Scheme who has put in five years or more service in the Company, suffers from any of the following diseases, he may be given special leave up to 12 months after he has exhausted other entitlement of leave.

- a) Tuberculosis
- b) All forms of malignant diseases
- c) Paraplegia
- d) Hemiplegia
- e) Myocardial Infraction
- f) Aplastic Anoemia
- g) Leprosy
- h) Parkinson Disease
- i) Refractive Cardiac Failure
- j) Fracture of bones-lower limb, pelvic tibia, and unstable fracture spine.
- k) Cirrhosis of liver with complication including ascites.
- l) Immature cataract - vision less than 6/60
- m) Chronic renal failure

During the first six months of such leave, he will be allowed free treatment and hospitalization where he has been hospitalized and he will be paid 50% of basic pay as ex-gratia and the remaining period will be leave without pay. Managing Director may sanction such leave in consultation with the concerned Chief Medical Officer of the Company. Grant of leave to permanent workmen who have put in between three to five years service suffering from any of the above diseases will be restricted to six months, three months of which will be with 50% of basic pay as ex-gratia and the remaining three months will be leave without pay.

27. A workman shall be eligible for such leave again, if he subsequently suffers from any of the diseases mentioned above, provided the period between the two consecutive spells of leave is five years or three years, as the case may be.



28. Where such illness for which special leave has been granted prolongs beyond the period of special leave, such cases should be monitored periodically to assess the possibility of such personnel being restored to normal health with capability for full production work on resumption of duty and leave without pay extended to the extent necessary only on merits of each case. However, cases requiring leave without pay for more than 24 months are to be referred to the Head Office for approval.

29. However, in genuine cases where recovery and restoration of normal health is possible with further treatment beyond the period for which special leave was granted, such cases will be dealt with by the Head Office for grant of special leave with pay at 50% basic pay as ex-gratia upto a maximum of one year including the period of special leave with pay already granted by the Competent Authority.

LEAVE FOR EMPLOYMENT INJURY:

30. a) For workmen covered by the ESI Scheme, leave will be regulated as per provisions of ESI Scheme.

b) for workmen not covered by ESI, but covered by Workmen's Compensation Act, leave will be regulated as per provisions of Workmen's Compensation Act.

However, in respect of cases (a) and (b) above, basic pay + DA admissible to a Workman minus cash benefit/half monthly payment paid by ESI or under Workmen's Compensation Act will be paid by the Company for their absence on account of employment injury based on certification by the Company Medical Officer upto a maximum of 6 months in a block of 5 years. The first block of 5 years will commence on 01.01.1988. Payment made as above to workman covered under the Workmen's Compensation Act will be deducted from the compensation payable, if any, under the Act. However, where a workman meets with an employment injury again before the expiry of 5 years and the total period of absence on this account during the block exceeds six months, his entitlement will be limited to cash benefit from the ESI if he was covered under ESI and half monthly payment if he was covered under Workmen's Compensation Act.

31 Grant of Special Leave to Workmen not covered by ESI Scheme or Workmen's Compensation Act for employment injury.



31.1 The period of absence subject to a maximum of five years caused, by employment injury and certified by the Company Medical Officer, will be treated as Special Leave and leave salary will be admitted at half the rate as for Vacation Leave, in the case of workmen not covered by ESI or Workmen's Compensation Act. However, full salary as for Vacation Leave will be admitted upto a maximum period of six months in a block of 5 years for absence on account of employment injury based on certification by the Company Medical Officer. The first block of 5 years will commence on 01.01.1988. This will be debited to the Workmen's leave account.

NOTE: Leave salary paid as above for the period of absence will be deducted from the compensation, if any, paid to the workmen under the rules.

INCREMENT POSTPONEMENT:

32. Annual increment will be postponed by the period of leave without pay or unauthorized absence in excess of 15 days in a leave year for that year only unless covered by ESI/Medical Certificate from Competent Authority. Such postponement will be effected as per the relevant provision in the Rules.

SPECIAL CASUAL LEAVE:

33 (i) Workmen participating in a representative capacity on behalf of the Company or on behalf of the Labour Welfare Funds, Sports Clubs or other Cultural Associations/Organisations sponsored or assisted by the Company, in the following circumstances, may be allowed special Casual Leave at the discretion of the Competent Authority.

- a) Recognised National and International Tournaments:
- b) Tournaments conducted under the auspices of State/Central Governments or by bodies recognized by State/ Central Governments or by tournaments of local importance in which BDL teams are participating officially;
- c) Practice matches, umpiring or training/coaching activities connected with the tournaments referred to in (a) and (b) above;
- d) Broadcasting, staging dramas or cultural shows etc., and practice/rehearsals connected therewith;



e) Republic Day/Independence Day parades and practice

NOTE: The Manager of teams/parties covered by the above who goes with the teams/parties is also entitled to Special Casual Leave.

(ii) Special Casual Leave to workmen participating in Mountaineering/trekking expeditions.

Workmen participating in Mountaineering/Trekking expeditions may be granted special casual leave not exceeding 30 days in a calendar year subject to the condition that such expeditions are sponsored by BDL Sports Club and approved by the Indian Mountaineering Foundation. In cases where such expeditions are sponsored by Indian Mountaineering Foundation, BDL employee's participation thereof should have been recommended by the Sports Club with the approval of the Competent Authority.

The period of absence in excess of 30 days would be treated as Vacation Leave or Casual Leave available at the credit of the Workmen.

34. SPORTSMEN NOT COVERED BY ESI AND GETTING INJURED :

Sportsmen getting injured during practice or while playing official matches will be eligible for special leave with 50% of basic pay and Dearness Allowance for the period he is off games on account of such injury. However, full salary (basic + DA) will be admitted up to a maximum period of six months in a block of 5 years for absence on account of such injury based on certification by the Company Medical Officer. The first block of 5 years will commence on 01.01.1988. Any compensation that the sports club may give on this account would be in addition to this.

35 MATERNITY LEAVE:

AMENDED VIDE PC No.06/2012 dt.22-05-2012

In accordance with the prevailing Leave Rules in the Company, female employees who are not covered by the ESI Scheme are eligible for grant of Maternity Leave in accordance with the provisions of the Maternity Benefit Act, 1961, the maximum period of which is 12 weeks (84 days). In addition to the Maternity Leave of 12 weeks, female employees are eligible for leave for one more month on account of illnesses arising out of pregnancy, delivery, premature birth of child or miscarriage. Female employees who are covered under the ESI Scheme are eligible for Maternity Benefit as applicable under the ESI Scheme.



2. Keeping in view the provisions of Maternity Leave applicable to Central Govt. employees, the Management is pleased to enhance the quantum of Maternity Leave which will be applicable to female employees in the Company.

3.1 Maternity Leave with Pay applicable to eligible female employees would be a maximum of 180 days (including Sundays & Holidays) provided the employee concerned has actually worked in the Company for a period of not less than 80 (eighty) days in the 12 months immediately preceding the date of her expected confinement.

3.2 Maternity Leave upto 180 days would be granted only to female employees who are having less than two surviving children.

3.3 The Leave will be granted on a maximum of 2 (two) occasions in the entire service of the employee.

3.4 Employees who have already availed Maternity Leave once as per the existing provisions will be eligible for grant of Maternity Leave as at para-3.1, only once again, subject to meeting the conditions at para-3.2. Likewise, employees who have already availed Maternity Leave on 2 (two) occasions as per the existing provisions will not be eligible for grant of further Maternity Leave as at para-3.1 above.

3.5 Female employees who are already on Maternity Leave and who fulfill the conditions stipulated at paras-3.2 & 3.3 above, in whose case Leave as per the existing provisions has not expired [viz. 12 weeks (84 days) under the Rules] as on the date of issue of these Orders, will also be eligible for Maternity Leave upto 180 days. Such employees will be eligible for additional Maternity Leave for the balance period only [i.e., 180 days – 12 weeks (84 days)]

3.6 No changes will be made in cases where Maternity Leave of 12 weeks had already expired as on the date of issue of this Circular.

3.7 With the enhancement of Maternity Leave to a maximum of 180 days, the existing provision for grant of Leave with Wages for a period of one month beyond the ceiling prescribed under the Maternity Benefit Act to women employees suffering from illnesses arising out of pregnancy, delivery, premature birth of child or miscarriage (who will now be eligible for grant of Maternity Leave upto a maximum of 180 days as per this Circular), stands discontinued. In other words, the maximum duration of Maternity Leave + Leave if any, required on account of illnesses arising out of pregnancy, delivery, premature birth of child or miscarriage etc., with Pay would be 180 days only.



4. GENERAL

4.1 All other existing Terms & Conditions applicable for grant of Maternity Leave as specified in the Maternity Benefit Act/ESI Scheme/Company Rules, remain unchanged.

4.2 These orders are effective from the date of issue of this Circular (22-05-2012)

36. Women employees covered by ESI Scheme will be eligible for Maternity Benefits as per the provisions of the ESI Act, 1948.

NOTE : *Under Section 5(3) of the Maternity Benefit Act, 1961 a woman employee shall be entitled for Maternity Benefit for a maximum of 12 weeks, of which not only more than 6 weeks shall precede the date of her expected delivery. Section 10 of the said Act provides for extension of the period of MaternityBenefit for a maximum period of one month "on production of such proof as may be prescribed".*

Authority :
PC No.40/96
Dt.02.08.1996

It is notified for information of all women employees that the extension of maternity benefit is not automatic but shall be supported by a certificate issued by the Medical Officer of the hospital treating the woman employee for the illness arising out of pregnancy etc., such certificate shall also be counter signed by the Medical Officer of the Company.

In all cases of extension of period of maternity benefit, sanction of the Divisional Head is to be obtained as and when the extension becomes necessary, along with the supporting certificates as mentioned above.



STERILISATION OPERATIONS :

37. Workmen undergoing sterilization operations (Vasectomy) under the Family Planning Scheme of the Government of India, may be granted six days Special Casual Leave to undergo the Operations and recoup from it. A certificate from the Surgeon who performed the operation, should be produced by the concerned workman on rejoining after special Casual Leave. A workman whose wife has undergone puerperal/non-puerperal tubectomy operation under the Family Planning Scheme of the Government of India may also be granted seven days Special Casual Leave subject to production of a medical certificate from the surgeon who performed the operation.

38. Female employees undergoing non-puerperal sterilization operation may be granted 14 days special casual leave. A certificate from the surgeon, who performed the operation, should be produced on rejoining after the leave.

(To be read with rules regarding Incentive for promoting Small Family Norms (Family Planning) **at Part-VIII**)

STERILISATION OPERATIONS FOR SECOND TIME:

39 (i) Workmen undergoing vasectomy operation for the second time, on failure of the first sterilization operation earlier undergone by them, under the Family Planning Scheme of the Government of India, should be granted 6 days special casual leave, to undergo the second operation and recoup from it.

(ii) Female employees undergoing non-puerperal tubectomy operation for the second time on failure of the first tubectomy operation earlier undergone by them should be granted 14 days special casual leave, to undergo the second operation and recoup from it.

(iii) A workman whose wife has undergone puerperal or non-puerperal tubectomy operation for the second time, due to failure of the first operation, may also be granted seven days special casual leave.

NOTE : *Grant of Special Casual Leave for the second time as indicated above, will be subject to production of a medical certificate from the Surgeon who performed the second operation to the effect that the first operation was a failure and that the second operation was actually performed.*

(iv) It has been decided that workmen who require special casual leave beyond the limits laid down for undergoing the above sterilization operations



owing to the development of post-operation complications may be allowed Special Casual Leave to cover the period for which he or she is hospitalized on account of post-operation complications subject to the production of a certificate from the concerned hospital authorities. In addition, the benefit of additional special casual leave may also be extended to the extent of 7 days in case of vasectomy operation and 14 days in case of tubectomy operation to such employees who, after sterilization operation do not remain hospitalized but at the same time are not found fit to go to work subject to the production of a medical certificate from the concerned hospital authorities.

RE-CANALISATION OPERATIONS:

40 (i) Workmen who have less than 2 children or desire for substantial reasons (i.e., a person who has lost all male children or all female children after Vasectomy/Tubectomy operations performed earlier) and who undergo such a recanalisation operation may be granted special leave up to a period of 21 days or actual period of hospitalization as certified by the authorized medical attendant whichever is less.

(ii) In addition, Special Casual Leave will also be granted for the minimum journey period actually required and spent for to and fro journeys performed for undergoing this operation.

Grant of the above Special Casual Leave is subject to the following conditions:

i) The operation has been performed in a hospital/medical college/institute where facilities for recanalisation are available.

The request for grant of Special Casual Leave is supported by a Medical certificate from the Doctor who performed the operation to the effect that hospitalization of the concerned workman for period stipulated therein was essential for operation and post-operational recovery.

IUCD INSERTION :

41. The married female employees for undergoing IUCD insertion under the Family Planning Programme will be granted one day Special Casual Leave on the day of such insertion subject to production of a medical certificate from the concerned Medical Officer.



42. The position regarding counting of intervening Sundays / Holidays in a period of Special Casual Leave or prefixing regular leave to Special Casual Leave is as follows :

Sundays and closed Holidays intervening in a period of Special Casual Leave shall be counted for calculating Special Casual Leave.

While Vacation / Casual Leave is not allowed to be prefixed to Special Casual Leave, the workmen may be permitted to suffix Vacation Leave at their credit to the Special Casual Leave.

SPECIAL CASUAL LEAVE TO EX-SERVICEMEN FOR REPLACEMENT/TREATMENT OF ARTIFICIAL LIMBS

43. Disabled ex-servicemen who have been provided with artificial limbs as a result of injuries sustained while in active service and are required to report to Artificial Limbs Centre when their artificial limbs require replacement / treatment will be granted special Casual leave of 15 days or the actual time spent including transit period, whichever is less. Grant of the above special casual leave is subject to production of detention certificate from the concerned from the concerned hospital authorities.

SPECIAL CASUAL LEAVE TO EX-SERVICEMEN FOR APPEARING BEFORE THE MEDICAL RESURVEY BOARD

44. Ex-servicemen boarded out of Defence Service and re-employed as civilians by BDL for appearing before the Medical Resurvey Board for reassessment of their disability will be granted special Casual Leave to the extent of actual time taken for the purpose including transit time both ways up to a maximum of 15 days subject to the production of a detention certificate from the concerned hospital authorities.

SPECIAL CASUAL LEAVE TO OFFICE BEARERS ATTENDING CONCILIATION PROCEEDINGS ETC.

45. 'Special Casual Leave will be granted to Office Bearers of recognized Union attending meetings with the Management, conciliation proceedings, Meetings of the Industrial Tribunal and other statutory bodies where disputes between the Management and Union are pending, Members of Executives Committee of the recognized union are granted Special Casual Leave for attending meetings of the Committee, once a month irrespective of the shift in which such workmen are working.

STUDY LEAVE:

46. Study Leave may be granted at the discretion of the Competent Authority to workmen who have completed two years of service and who apply for such leave, provided that the Company is likely to benefit by the proposed course of study. Study leave will not be granted if the period of study is three months or less. However, if the course of study is outside India, prior approval of the Managing Director is required. Workmen granted study leave should execute a bond for serving BDL for a minimum period of three years on expiry of the study Leave as prescribed by the Company.

47. Applications for study leave with particulars stating the course of study and the institution in which it will be undertaken should be submitted to the Competent Authority at least 6 months before the date of the commencement of the course.

48. The application will not be considered unless the Competent Authority is satisfied about the standard of the institution and the course of study. Application should, therefore, be supported by sufficient evidence in this regard.



49. If the course of study proposed to be undertaken is approved, the workmen proposing to undertake the course will be granted study leave not exceeding 24 months. During the first six months of this leave, the workmen will draw basic pay + allowances and the remaining part of the leave will be without pay. Study leave may be granted in continuation of vacation leave.

50. Study Leave will count as service for Provident Fund benefits, promotion and annual increments, but not for earning leave.

51. No further concessions by way of train fare/ passage or other expenses will be admissible.

52. On completion of study leave, candidates should submit a report on the course of study supported by certificate from the institutions at which they studied.

GRANT OF SPECIAL CASUAL LEAVE TO WORKMEN FOR APPEARING IN HINDI EXAMINATION.

53. For regularization of the absence of the workmen for appearing in Hindi (Prabodh/ Praveen/Pragya) / Hindi Stenography / Hindi Typewriting examinations, the following procedure may be followed

(a) Workmen appearing in the examination on a day both in the forenoon and in the afternoon are not required to attend office either before or after the examination and the absence is to be treated as special Casual Leave.

(b) In case where the examinations are held only in the forenoon, workmen should attend office in the afternoon if the time required for the journey from the place of examination warrants it and no examination is fixed for the next day.

(c) Where the examinations are held only in the afternoon, employees need not attend the office in the forenoon and the absence is to be treated as special Casual Leave.

(ii) The grant of special Casual Leave, as above, for the days in which a workman has to take these Hindi Examination, however is subject to the condition that a workman will not be allowed such special Casual Leave on more than two occasions for the same examination. In case of an employee taking a third chance, no such privilege will be allowed and the concerned



workman will have to make his own arrangements for leave on the date(s) of the examination.

(iii) No conveyance charges or TA will be paid to the examinees.

54. SPECIAL CASUAL LEAVE TO BLOOD DONORS :

Authority Employees of the Company who donate blood in BDL
PC No.49/91 dispensary/Hospital and in a camp organized by the
Dt. 18-4-1991 Company based on certification by the Company
Medical Officer, shall be allowed to avail Special
Casual Leave for One day viz. on the working day on which
he/she donates blood. After blood donation, the employee will be allowed to go
to his/her house (in batches) in a transport provided by the Company.

[NOTE

Authority It is clarified that employees of the Company including
PC No 194 those covered under the ESI Scheme who donate
dt.23-8-1994 blood at a hospital or dispensary other than company
dispensary or hospital are also eligible for special casual
leave, for that day, provided they are not professional donors of blood and the
certificate issued by the concerned dispensary/hospital is counter signed by
Company Medical Officer].



APPENDIX – I

(Rule – 17)

SCHEME FOR ENCASHMENT OF VACATION LEAVE IN RESPECT OF WORKMEN

1. COVERAGE

This scheme is applicable to all the workmen in Group 'A' to 'F' (Now WG-1 to WG-10) This scheme will not be applicable to trainees, apprentices and Government employees on deputation who are governed by their parent department leave rules. **(Also applicable to Officers as the Leave Rules are extended to them vide PC No.22/96 dt.08-04-1996).**

2. EXTENT OF LEAVE ENCASHMENT

- a) Only vacation Leave is encashable.
- b) The minimum encashable Vacation Leave at a time will be 10 days.
- c) The maximum number of days of encashable Vacation Leave will be one half of the Vacation Leave at credit of the employee on the date of encashment.

3. NUMBER OF TIMES ENCASHMENT IS ALLOWED

Leave encashment will be allowed only once during a leave year.

4. ENCASHMENT BENEFITS :

Authority	The rate of encashment will be at the rate of pay
PC No. 21/98	(which includes Basic Pay, Dearness Allowance and
Dt.03.08.98	Special pay, if any, counting as pay for all purposes)
	drawn at the time of encashment of Leave.

PC No. 17/2010

Dt.24.07.2010

This payment shall not be reckoned as wage/salary for the purpose of calculating gratuity, bonus/ex-gratia, incentive payment under the scheme(s) in vogue, etc.

5. PROCEDURE FOR ENCASHMENT



Workmen who wish to avail of the above benefit must submit an application to the Accounts Department, in the prescribed proforma before the 15th of the month. Accounts Department after verifying the particulars regarding the rate of pay, DA, leave at credit, title to the encashable leave and payment admissible will forward the application to the appropriate authority for sanctioning the encashment benefits. After the sanction is accorded and the proforma received back from the leave sanctioning authority, the Accounts Department will make the necessary payment. Before payment is made, it will be ensured that necessary tax deductions are effected at source in accordance with the rules.

6. GENERAL

- (a) Any fraction in the quantum of encashable VL shall be ignored.
- (b) Employees under Suspension shall not be eligible for encashment of leave.

7. COMPUTATION OF LEAVE ENCASHMENT AMOUNT

For the purpose of computing the encashment amount, the rate of encashment per day of leave shall be first arrived at. For this purpose, the monthly rate of basic pay, (including special pay, personal pay, if any) and Dearness Allowance shall be added and the sum so arrived at shall then be divided by 30. The resultant figure shall be the rate of encashment per day of leave. The number of days of leave to be encashed should then be multiplied by this rate of encashment per day for arriving at the encashment amount payable.

(Mathematical Representation.

$$\text{Leave Encashment Amount} = \frac{\text{Basic Pay} + \text{Personal Pay} + \text{DA}}{30} \times \text{No of day of VL to be Encashed}$$



TRANSFER OF LEAVE

Authority Transfer of Leave - Carry forward/encashment of
BDL/03/21/141 **Vacation Leave** (w.e.f. 01-01-1988)

Dt.16-2-1989
of D (F)

1. Carry forward/Encashment of Vacation Leave in respect of the absorbed deputationist/employees joining the company on fresh appointment from Government and other Public Sector Undertakings has been allowed and decided that in modification of the earlier orders, the absorbed deputationists/employees joining the company on fresh appointment from Government and other Public Sector Undertakings will be allowed to carry forward/encash Vacation Leave, subject to the following conditions : -

(i) Application for appointment in BDL should have been forwarded through the Government/Public Sector Undertaking.

(ii) Transfer of leave accumulation in such cases shall be effected with the consent of both, the previous organization (Government or Public Sector Undertakings) and BDL.

(iii) The previous organization should agree to pay to the Company the leave salary of the employee to the extent of leave transferred to BDL.

(iv) In case the employee does not request for payment of cash equivalent of the amount paid by the previous organization to the BDL immediately after it is transferred to the leave standing to his credit will be credited to a separate leave account of the employee.

v) The employee will thus have two leave accounts; one for leave earned in the company termed as Leave Account No.1 and the other for the leave transferred from the Government/PSU termed as Leave Account No.2.

vi) In respect of leave Account No.1, BDL Leave Rules will apply.

vii) The employee will be allowed to encash the leave Account No.2 in not more than three instalments, only one encashment per financial year being allowed without restriction on the number of days of leave encashed. The amount payable on encashment shall be at the rate of which Govt./PSU calculated the compensation for leave transferred to BDL and not at the rates payable for leave earned under the BDL rules.



viii) In any financial year, the employee will be entitled to encash leave from only one account (i.e.) either from leave Account No.1 or 2.

ix) The employee will be free to seek for sanction of leave from either of the two leave accounts in the first three financial years after the transfer of his leave account to BDL. In case the employee wishes to avail the leave in Account No.2, before the third financial year, the leave salary payable to him in respect of that leave will be at the rate transferred by the transferer organization to the company and the period of leave will be treated as duty for all purposes except for earning leave and ex-gratia bonus in BDL.

x) In the case of leave Account No.2, the account will be maintained separately upto the end of the third financial year (inclusive) from the date of transfer of leave amount to BDL by the previous employer. At the end of the third financial year, balance leave in leave Account No.2 will be merged with the balance leave in leave Account No.1 and the leave salary payable will be at the rates payable under BDL rules. Total leave in Account No.1 after such merger will not, however exceed 300 days. Leave Account No.2 will thereafter cease to exist.

OPTION TO HAVE ONE LEAVE ACCOUNT

Authority The individual employee can exercise option to get
PC No.03/2001 the transferred leave merged to the BDL Leave
Dt.13.03.2001 Account with benefits even before he completes three
years prescribed in para-1 clause (x).

(NOTE : CLARIFICATION regarding Half Average pay leave/Half pay leave:

FOR EXAMPLE : If an employee who has joined BDL and in respect of whom 147 days Annual leave i.e. (Earned/vacation leave) and 90 days Half Average Pay Leave (Sick/Medical Leave) have been transferred to BDL : the Treatment would be

Authority (i) The 90 days Half Pay Leave (HPL) may be converted
D (F)'S clarification 45 days full pay leave and added to 147 days of Earned/
On 07-11-2000 Vacation Leave i.e. total of 192 days

(ii) This leave account is to be treated as Leave Account No. 2 and the treatment of avilment/encashment will be as per the rules on the subject.

