



Institute Leave Rules

(for Employees)

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Clause – 1: Applicability

The provisions contained in these policies shall apply to the faculty and staff of the Institute, some of the provisions being applicable only to members of the faculty. If any provision of these policies is in conflict with the provisions of the NIT ACT, the statutes, Central Government Leave Rules or any applicable directive of the Government of India, the latter provisions will prevail over those of these policies.

Clause – 2: Definitions

- i) **“Institute”** means National Institute of Technology, Rourkela.
- ii) **“Director”** means Director of the Institute.
- iii) **“Registrar”** means Registrar of the Institute.
- iv) **“Family”** includes spouse, children, parents, dependent brothers and sisters, normally residing with the employee.
- v) **“Employee”** means full time employee of the Institute who is eligible for leave under the terms of these rules.
- vi) **Category of Employees:**
 - (a) **“Faculty”** means the staff holding any of the following designations:
Director, Deputy Director, Professor, Associate Professor, Assistant Professor including those on full time contract.
 - (b) **“Officer”** means an employee not belonging to the faculty, but holding posts where the entry level of the cadre is in Level 10 or above. They include posts such as Registrar, Dy. Registrar, Assistant Registrar, Executive Engineer, Engineer, Librarian, Dy. Librarian, Assistant Librarian, Medical Officer, Security Officer, SAS Officer, Scientific / Technical Officer, their promotional posts and all such posts as may be decided by the Director from time to time. Employees holding positions in the same or higher scale on promotion/MACP from a lower scale within a cadre whose starting scale is not in Level 10 will not be considered as “Officers”.
 - (c) **“Non-teaching staff”** means the employees of the Institute other than the faculty and officers.
 - (d) **“Contractual/Ad-hoc employee”** means the employees recruited on contract or Ad-hoc basis against an existing/non-existing post.



- vii) **“Competent Authority”** means leave sanctioning authority of a particular employee or a group of employees in the Institute.
- vii) **“Deputation”** means as it is meant under Government of India guidelines.
- viii) **“Long Leave”** means absence from duty for a continuous period of more than 180 days including personal leave like EL and/or HPL. Period of Maternity Leave will be excluded for computation of Long Leave.

Clause – 3: General

- (a) Leave or vacation should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- (b) All leave will be calculated and leave account maintained on Calendar Year basis.
- (c) When leave, except casual leave, is taken on medical ground, a “Fitness Certificate” from Institute medical officer must be submitted before joining.
- (d) An employee of the Institute entitled to vacation shall be eligible for pay and allowances at full rates and increments during the period of vacation.
- (e) No leave except vacation is admissible to a vacation staff during vacation period, if vacation is due to him.
- (f) Leave sanctioned must be used for the purposes for which it has been sanctioned and at the place for which it has been approved. Changes, if needed, both in respect of the purpose and/or the place shall have to be justified by the employee concerned and approved by the sanctioning authority. If these are done without approval of the sanctioning authority, the leave is liable to be cancelled.
- (g) In case of long leave (EOL, deputation or sabbatical) including Lien, an employee must return to the institute within the sanctioned leave period, including travel time, if any. Failure to do so will be counted as gross indiscipline leading to automatic termination of service and consequent financial penalties.
- (h) Faculty members granted leave may apply, if required, for extension of leave so as to reach the Institute at least 3 months prior to the expiry of the leave granted earlier. Non-receipt of reply of such an application shall not be accepted as a valid reason for not joining the Institute on the scheduled date after the completion of original period of leave granted.
- (i) Salary, allowances and increments during periods of leave shall be governed by corresponding provisions of the Government of India.

- (j) Any temporary service rendered to the Institute prior to getting a regular position shall not count towards computation of leave.
- (k) Service rendered to other institutions before joining NIT Rourkela will not count towards computation of initial leave in the Institute, except when specifically approved under service transfer rules. In that case, leave transfer will cover EL & HPL only.

Clause – 4: Right to Leave

- (a) Leave cannot be claimed as a matter of right and, when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave or by a higher authority.
- (b) Members of the faculty and all officers must, on their own, ensure before applying for leave, that adequate arrangement is made in advance towards carrying out their tasks in their absence. If such arrangement is not done by the employee or if the higher authorities are not satisfied with the arrangement made, leave can be denied or an employee can be called back before completion of sanctioned leave period.

Clause – 5: Kinds of Leave

The following kinds of leave shall be admissible to members of faculty and staff of the Institute.

- (a) Casual Leave
- (b) Special Casual Leave
- (c) Earned Leave
- (d) Half-Pay Leave
- (e) Commuted Leave
- (f) Leave not Due
- (g) Maternity Leave
- (h) Paternity Leave
- (i) Child Care Leave
- (j) Hospital Leave
- (k) Vacation
- (l) Sabbatical Leave
- (m) Study Leave to Non-Teaching Employees
- (n) Academic Leave for Industrial Experience
- (o) Academic Leave to Faculty during Vacation
- (p) Extraordinary Leave

Notes: (a) Casual Leave and Special Casual Leave are not recognized forms of leave.
(b) Provisions governing Lien has been given in Appendix – A.



Clause – 6: Casual Leave

- (a) Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service and subject to a maximum as declared by the Government of India from time to time.
- (b) Casual leave may be granted at the discretion of the sanctioning authority as and when occasion arises, provided that the total period of absence including Saturdays, Sundays and other holidays intervening, prefixed or suffixed shall not ordinarily exceed nine days at a time. Weekends and holidays, whether intervening, prefixed or suffixed, shall not be counted as casual leave.
- (c) Contrary to any other kind of leave, Casual leave can be availed in units of “half day”.
- (d) A Joining/superannuating employee will get one-fourth of maximum yearly admissible days per quarter including the quarter of joining/superannuating. Any fraction will be rounded up to next multiple of 0.5.

Clause – 7: Special Casual Leave

- (a) Special casual leave may be granted to an employee when s/he is –
 - (i) Summoned to serve as a Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue;
 - (ii) Donating blood to recognized blood banks on working days – for that day only.
 - (iii) For family planning (vasectomy or tubectomy as the case may be) – as per GOI provisions.
 - (iv) During General Elections / By-Elections to Lok Sabha / State Assembly – As per Government / Election Commission notification.
 - (v) Participating in a major national or international sporting or cultural event or a national delegation going abroad, the admissible event being decided by the competent authority;
- (b) Special Casual Leave may also be granted to an employee when s/he is –
 - (i) Invited by a reputed academic, R &D or Government Institution to serve as a member of a selection committee.
Invited by a reputed institute or university to serve as an examiner.
Invited by a reputed institute, university, Central or State Government, AICTE, UGC, PSCs or similar organizations to serve as member of a committee, the admissible organizations and committees.

- (ii) Invited to serve as a senior functionary of a professional society of repute, the society being recognized for the purpose by the senate at least one year prior to the date of application.
- (iii) Invited to render service to another organization, on reciprocal basis whenever appropriate.

Note: While admitting, or not admitting, an inviting Institution, the competent authority shall take into consideration the possibility of their faculty and officers being invited to NIT Rourkela for a similar purpose.

- (c) Special Casual Leave may be granted for any other purpose approved by the Board of Governors.
- (d) Weekends and holidays, suffixing or prefixing special casual leave shall not be counted as leave.
- (e) Special Casual Leave shall include days of business plus travel time.
- (f) The total periods of special casual leave admissible in a calendar year shall not exceed twelve days.
- (g) A Joining/superannuating employee will get one-fourth of maximum yearly admissible days per quarter including the quarter of joining/superannuating. Any fraction will be rounded to next whole number.

Clause – 8: Earned Leave

- (a) The earned leave admissible to a member of the staff other than vacation staff, shall be 30 days in a calendar year. The leave account of every such employee shall be credited with earned leave in advance in two installments of 15 days each on First January and First July every year.
- (b) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit specified by the Central Government.
- (c) During the period of a calendar year, the period of vacation for a member of the faculty (except Director, Dy. Director and Professor of Training & Placement) entitled to it will be 60 days.
- (d) In case such a member of staff is required to be retained on duty or choose to work during the whole or any part of the vacation, he shall be entitled to the following amount of earned leave with full pay:



Leave earned = $\frac{60 - \text{Number of days of vacation availed}}{2}$

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The E.L. earned will be calculated and credited to leave account at the end of the winter vacations, provided further that the leave at the credit of a faculty member does not exceed the maximum specified by the Government. If there is a need, leave may be calculated at the end of summer vacation.

- (e) A member of the staff shall cease to earn leave when the accumulated earned leave in his account exceeds the limit specified by the Central Government.
- (f) The maximum amount of earned leave that can be granted to a member of the staff at a time shall be 120 days. Earned leave may be granted for a period exceeding 120 days at the discretion of the director, when such leave is appended to Sabbatical Leave, study leave or extraordinary leave taken for academic purposes.
- (g) Members of the faculty and technical staff attached to laboratories will normally not be granted earned leave exceeding one week during active class periods. Director may, however, grant such leave in excess of one week, if satisfied about the nature of the exigencies.
- (h) In case of members of faculty and technical staff attached to laboratories, LTC will normally not be admissible except outside active class periods if it involves leave exceeding 5 days. Any exception must be specially approved by the director with full justification.
- (i) Advance earned leave up to 10sdays may be sanctioned to an employee during his first year of service, which must be adjusted before completion of the first year, failing which the leave availed will be converted to EOL without pay.

Clause – 9: Half Pay Leave

The half pay leave admissible to a member of the staff shall be as per norms approved by the Central Government.

- (a) Half pay leave may be granted to a member of the staff on medical ground or on private affairs.
- (b) Commuted leave not exceeding half the amount of half pay leave may be granted on medical ground at discretion of the Director to a member of the staff subject to the following conditions.
 - (i) When commuted leave is granted, twice the amount of such leave shall be debited against half pay leave due.
 - (ii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed the number of days specified under GOI regulations, provided that no

commuted leave may be granted under this provision unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.

- (c) Half pay leave up to a maximum number of days specified under Govt. regulations may be allowed to be commuted during the entire service career where such leave is utilized for an approved course of study such as a course which is certified to be in the interest of the Institute by the leave sanctioning authority.
- (d) Half pay or commuted leave on medical ground shall be sanctioned only on recommendation of Institute medical officer. Leave in excess of one week not involving hospitalization can be approved by Director only. [For faculty and staff admitted to hospitals, the normal approval process will be followed.]

If the employee was treated by an outside doctor or hospital, all medical papers – prescriptions, laboratory reports, X-ray, medicine purchase receipts, and any other relevant material must be submitted to the Institute doctor for his review and recommendation. The leave application along with the recommendations of the Institute Medical Officer and the HOD will be placed before the competent authority for approval. The Director, at his discretion, may appoint a medical board to examine the medical papers before making a decision.

- (e) Leave on medical ground can be sanctioned only on the participation of an institute medical officer, or on that of an outside doctor countersigned by an institute medical officer or a medical board.

In case of hospitalization medical leave is admissible from the date of admission to the date of discharge, both days inclusive. No specific recommendation of “rest” is necessary.

In case of outdoor treatment or post-hospitalization recovery, medical leave can be availed on prescription of “rest” by the treating doctor. It will start on the date of prescription and continue for the number of days including the date of prescription or earlier of the employee is certified to be “medically fit” to resume duty. If an employee continues to remain absent beyond the days of recommended “rest”, the extra period will be treated as EL (if entitled), half pay leave or EOL. An employee on leave (except casual leave) on medical ground shall need a “fitness certificate” from the institute medical officer to resume duty.



Clause – 10: Commuted Leave

- (1) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to an employee, subject to the following conditions:-
 - (a) the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
 - (b) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;
- (2) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the public interest by the leave sanctioning authority.
- (3) Commuted Leave can be taken without medical certificate up to a maximum of 60 days by a female employee in continuation of maternity leave.
- (4) Commuted Leave can be taken without medical certificate up to a maximum of 60 days by a female employee with less than two surviving children if she adopts a child less than one-year-old.
- (5) Where an employee who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death.

- (6) Commuted leave may be granted at the request of the employee even when earned leave is due to him.

Clause – 11: Leave Not Due

- (1) Save in the case of leave preparatory to retirement, Leave Not Due may be granted to a permanent employee limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions:-
 - (a) The authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry;
 - (b) Leave Not Due shall be limited to the half pay leave he is likely to earn thereafter;

- (c) Leave Not Due shall be debited against the half pay leave the employee may earn subsequently.
- (2) Where an employee who has been granted Leave Not Due resigns from service or at his request permitted to retire voluntarily without returning to duty, the Leave Not Due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.
- (3) Leave not due is admissible when no other kind of leave is due and admissible.
- (4) Where an employee who having availed himself of Leave Not Due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under Clause (2) or Clause (3) if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death:

Provided further that no leave salary shall be recovered under Clause (2) or Clause (3), if the employee is compulsorily retired prematurely under Rule 48 (1) (b) of the Central Civil Services (Pension) Rules, 1972, or is retired under Fundamental Rule 56(j) or Fundamental Rule 56(i).

Clause – 12: Maternity Leave

- (a) Maternity leave for child birth may be granted to a female employee with less than two surviving children on full pay for a period not exceeding 180 days.
- (b) Maternity leave not exceeding 45 days in single spell may also be granted to a female employee (irrespective of number of surviving children) on full pay in cases of miscarriage including (induced, but not threatened) abortion, subject to the condition that the application for leave is supported by medical certificate and related evidence.
- (c) Maternity leave shall not be debited to the leave account.
- (d) Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a certificate of need from Institute medical officer.
- (e) Maternity Leave shall be taken in single spell.





Clause – 13: Paternity Leave

- (a) Paternity leave may be granted to a male employee with less than two surviving children on full pay for a period not exceeding 15 days during wife's confinement; the leave can start before 15 days or up to six months from the date of delivery of the child.
- (b) Paternity leave shall not be debited to the leave account.
- (c) Paternity leave may be combined with leave of any other kind except casual leave.
- (d) Paternity leave shall also be given on valid adoption of a child below 1 year.
- (e) Paternity Leave shall be taken in single spell.

Clause – 14: Child Care Leave

Child Care Leave will be governed as per the provisions of the Government of India as notified from time to time. Currently applicable salient features are as follows:

- (i) Requires prior sanction of leave.
- (ii) Maximum period of 730 days during entire service for taking care of up to two children below 18 years (22 years in respect of disabled/mentally challenged) at 100% of salary for first 365 days and 80% of salary for next 365 days.
- (iii) Maximum 180 days can be availed at a time subject to maximum of four times in a calendar year (six times for single mothers).
- (iv) Admissible to female employees and single male parent.
- (v) Not admissible during probation period.
- (vi) LTC cannot be taken during CCL.

Clause – 15: Hospital Leave

- (a) The authority competent to grant leave may grant hospital leave to such employees whose duties involve the handling of dangerous machinery, explosive materials, poisonous drugs and the like, or the performance of hazardous tasks, while under medical treatment in a hospital or otherwise, for illness or injury if such illness or injury is directly due to risks incurred in the course of their official duties.
- (b) Hospital leave shall be granted on the production of a valid medical certificate from an Authorized Medical Attendant.
- (c) Hospital leave may be granted for such period as the authority granting it may consider necessary, on leave salary –
 - (i) equal to leave salary while on earned leave, for the first 120 days of any period of such leave; and

- (ii) equal to leave salary during half pay leave, for the remaining period of any such leave.
- (a) Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible provided the total period of leave, after such combination, does not exceed 28 months.

Clause – 16: Vacation

- (a) The Institute, by decision of the Senate, shall declare periods of vacation during summer and winter breaks.
- (b) Members of the faculty, except Director, Deputy Director and Professor T & P can avail 60 days of vacation in a year, irrespective of the vacation duration.
- (c) In case of faculty members availing less number of days of vacation, he will earn EL at the rate:

$$\text{No. of days of EL earned} = \frac{60 - \text{No. of vacation days availed}}{2}$$

- (d) Vacation can be availed by faculty members at their discretion during the period permitted by the Senate, subject to restrictions imposed under Clause-3 and other provisions of these policies.
- (e) Vacation is not a matter of right and can be refused by the sanctioning authority. Prior approval of authority is needed for availing vacation.
- (f) When vacation is due to a faculty member, no other form of leave will be sanctioned during vacation period.
- (g) Week-ends and closed holidays suffixing or prefixing Earned Leave shall not be counted as leave.

Clause – 17: Sabbatical Leave

- (a) Sabbatical leave may be granted to members of the faculty only for one or more of the following objects.
- (i) To conduct research or advanced studies in India and abroad,
- (ii) To write text books, standards, scientific works and other literature,
- (iii) To visit or work in industrial concerns and technical departments of Government to gain practical experience in one's respective fields,
- (iv) To visit or work in a university, industry or Government research laboratory in India or abroad.



- (v) Any other purpose contributing to academic development of faculty members, as approved by the Board of Governors.
- (b) The grant of sabbatical leave shall be subject to the following conditions:
- (i) The period of sabbatical leave at a time shall not exceed full semester or academic year as the case may be including vacations. But the Board may permit attaching to it up to 180 days of E.L. (with full pay and allowances) and EOL (without pay, but with increment & pension) for the rest, the total period of absence being limited to two years.
 - (ii) A member of the faculty shall, during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he shall not be entitled to any travelling allowance or any extra allowances in India or abroad.
 - (iii) During Sabbatical leave, a faculty member will not lose increment or pension, but will not earn EL or HPL during the leave period.
 - (iv) No substitute shall be appointed in the vacancy and his work shall be shared by the other members of the faculty.
 - (v) A member of the faculty shall not undertake during the period of sabbatical leave, any regular or temporary / contractual appointment under any other organization in India or abroad. He shall, however, be free to receive a scholarship or fellowship or bursary or any grant or honorarium of any amount but other than an employment involving salary or fee as compensation for work.
 - (vi) A member of the faculty availing sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty, failing which the salary drawn by him during the leave period needs to be recovered.
- (c) Initial Sabbatical leave can be availed only after completion of six years of continuous regular service in the Institute. Subsequent Sabbatical leave can be availed after six years of availing previous sabbatical leave or any long leave, whichever is later.
- (d) Sabbatical leave can be availed up to maximum three times in career.
- (e) On return from Sabbatical Leave, a faculty member needs to give a presentation in the department and submit a detailed report to the leave sanctioning authority on the outcome for which the Sabbatical Leave was sanctioned.
- (f) The decision of the sanctioning authority on whether a particular payment is a salary (or fee or any other compensation for service) or a fellowship (or scholarship, stipend, associate ship, grant, honorarium etc.) shall be binding. There shall be no limit on the quantum of money received as a scholarship.

- (g) If a faculty member stays on campus (e.g. for writing a book) he can carry on with his academic work, guide student projects, carry on sponsored research and consultancy work etc., can teach assigned courses at his discretion, but cannot hold administrative positions such as Dean, HOD, or member of committees. In case of need he can assist a committee as an invitee.

Clause – 18: Study leave for Non-Teaching Employees

Study Leave will be governed as per the provisions of the Government of India as notified from time to time.

Clause – 19: Academic Leave for Industrial Experience

In order to make the academic programme of the Institute more relevant to industry, the Institute encourages faculty members and technical staff members attached to laboratories to gain practical experience in Industry. For the purpose of this section, "industry" means any manufacturing, design, consultancy or R & D Centre where engineering graduates and postgraduates are normally employed in good numbers and in professional capacity. The Institute encourages its faculty members to spend time in these organizations not only to foster industry-institute interaction, but also to identify R & D problems for active research in future. The following policies shall control the process of granting leave to faculty and technicians for Industrial Experience.

- (a) HODs should appraise the relevant industrial establishments about the expertise and consultancy capabilities of the faculty members of the Institute through suitable correspondence and information bulletins. Faculty members are also encouraged to assist the process on their own initiative.
- (b) Proposal for grant of leave for industrial experience may originate from a faculty member HOD, Dy. Director or the Director. In case of technical staff, the proposal must originate from his faculty supervisor.
- (c) The period of leave for faculty members will range from 1 to 12 months and will be limited to 10% of faculty strength of the department at any particular time, not counting those cases where the period of leave is within vacation period. For technical staff the period will be limited to 3 months, extendable to six months in deserving cases.

Faculty member or technical staff will be entitled for salary during periods of leave. The period of leave will not be debited from Leave Account of the faculty member or technical staff except for the vacation period due in case of faculty member.

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- (d) The faculty members or technical staff, are allowed to receive financial support from the industry as mutually agreed upon.
- (e) The period of leave shall qualify for retirement benefits and also for annual increment.

Clause – 20: Academic Leave to Faculty Members during Vacation

The Institute encourages faculty members to spend their vacation in reputed academic institutes and research laboratories in India and abroad. Academic leave will be granted for this purpose during vacation period of the Institute due to faculty members with following terms and conditions:-

- (a) Vacation due must be utilized for the same purpose.
- (b) There will not be any financial support for TA, DA, etc. by the Institute. The same, however, may be availed from SRICCE projects and/or external sources.
- (c) The period of leave shall qualify for retirement benefits and also for annual increment.
- (d) The period of leave will not be debited from Leave Account of the faculty member.
- (e) The faculty member has to give an undertaking that he/she will not extend his/her stay beyond the period of vacation granted to him/her. In case of overstay, the period of his/her absence beyond vacation due may be treated as Extra Ordinary Leave.

Clause – 21: Extraordinary Leave

- (a) EOL may be granted for unavoidable personal grounds at any time including probation period, which will shift the probation period by equal number of days. EOL for other purposes as mentioned under this clause will be admissible only after confirmation of the employee in the service of the Institute except for seeking alternative employment in which case at least 5 years of continuous service in the Institute after confirmation is mandatory.
- (b) Extraordinary leave (EOL) shall always be without pay and shall not qualify for earning EL or HPL. The employees on EOL are, however, permitted to receive salary, fee, fellowship, scholarship or any other compensation from other sources during the period of EOL, if EOL is granted for such a purpose.
- (c) The period of extraordinary leave shall not count for increment or pension except when such leave is granted due to sickness on medical grounds or for pursuing higher studies, research or for gaining relevant experience in industries with or without a scholarship, fellowship, associateship, stipend, bursary or honorarium. In case of doubt whether the purpose of seeking extraordinary leave is academic or not, and whether the money to be earned during the period of EOL is a salary /fee or a fellowship/ honorarium, the decision

of the sanctioning authority shall be final. The quantum of earning during the leave period will not be considered while making a decision.

- (d) An employee may need EOL for private purposes. EOL for private purpose will not exceed five years in the whole career.

A member of the faculty may need EOL for pursuing academic work outside the institute (e.g. a PDF in a reputed University or for pursuing a recognized course), EOL for gaining academic experience contributes to growth of intellectual capital of the Institute and is encouraged and will normally be granted up to two years.

- (e) An employee may need EOL for seeking an alternate employment outside the Institute, the job at the Institute serving as a safety net in case something goes wrong in the new employment. Though EOL for the purpose of ultimately leaving the institute should be discouraged, EOL may be sanctioned up to two years in case of appointment in a regular employment in a Government organization, if Lien is not possible for any reason (e.g. the new employer is not willing to accept on Lien). This may be availed only in two occasions in the whole career.

- (f) Extraordinary leave up to three years can be sanctioned to an employee for taking up time bound contractual positions in reputed Government organizations in India or Institutions of higher learning abroad, (e.g. visiting professor in a University, as scientist in a reputed R & D organization, or administrative positions in Government or Statutory Bodies, when, in the opinion of the Director, such appointment is relevant to the job profile of the cadre to which the employee belongs.

- (g) In case of appointment as head of an autonomous Institute or Laboratory of repute (e.g. Director of NIT, IIT, IIM, IIIT, CSIR Laboratory, Vice Chancellor of a Central or State University, and as Registrar of NIT, IIT, IIM, IIIT, CSIR Laboratory, a Central or State University or Finance Officer of Central or State University or comparable position, which are normally Tenure posts, EOL can be granted for the duration of the full tenure, not exceeding 5 years at a time.

- (h) When an employee returns to his post at the Institute after availing EOL sanctioned under clauses (f) and (g), his pay will be fixed at the same level as it would have been had the employee not proceeded on leave.

- (i) There will not be any restriction for availing subsequent EOL under Clause (e) and (i). However, subsequent EOL will be admissible after 3 years of last EOL, or 6 years of availing long leave (except EOL), whichever is later for other purposes.

- (j) Vacation can be prefixed or suffixed to EOL, but cannot be sandwiched.



- (k) The authority competent to grant leave may commute retrospectively the period of absence without leave into extraordinary leave.
- (l) Sanction of extraordinary leave to members of faculty and staff shall be further subject to provisions given in Appendix – B.

Extraordinary leave for taking up alternative regular employment to faculty members is discouraged in view of the limited number of faculty posts sanctioned.

Clause – 22: Secondment under Government Scheme

- (a) Normally proposals for secondment of an employee will be made by the Head of the Department/Centre. Alternatively, a proposal can originate from the concerned employee and be forwarded by the Head of the Department/Centre. Ordinarily such programmes or under the collaborative programmes of the Institute or under the Government of India schemes.
- (b) Employees seconded will be treated as “on duty” and will be entitled to usual pay and allowance during the period of secondment.
- (c) During the period of secondment, leave rules of the borrowing organization would apply and no credit of leave for this period will, therefore, be given at the Institute. No credit will be given for vacations falling within secondment periods.
- (d) The employees seconded will execute a bond to serve the Institute for a minimum period of one year on return from the assignment.
Employees awarded scholarship for studies/training under the schemes administered through the Government of India, not covered by collaborative programmes of the Institute, can be considered as being Seconded to avail of the scholarship. An employee, who has been granted any long leave earlier, will not be granted such secondment unless 6 years have elapsed from the date of his return from the previous leave.
- (e) Periods of secondment will normally be limited to one year.

Clause – 23: Deputation

Terms of Deputation will be governed as per the provisions of the Government of India as notified from time to time.

Clause – 24: Leave for Contractual Employees

- (a) Contractual employees are not entitled to the various kinds of leave available to regular employees. They can avail 2.5 days of leave for every month of service rendered including the current month for which pay will be released at the end of the month. Any absence beyond this period may be treated as extraordinary leave without pay.



Un-availed leave for any month can be accumulated up to maximum of 30 days.

- (b) Leave in excess of this provision can be sanctioned without compensation for the leave period including intervening holidays.
- (c) Leave cannot be carried forward beyond the contract period, even when an incumbent receives a fresh contract. In case of extension of contract, e.g. that in a project post, accumulated leave can be carried forwarded to the extension period, within the 30 days accumulation limit.
- (d) There is no provision of leave encashment for contractual employees.
- (e) An exception to the above are persons employed on contract who are on deputation from other organisations or are holding tenure posts, e.g. that of the Registrar. In their cases provisions of the Government of India leave rules shall apply.
- (f) Leave due to contractual employees shall be sanctioned by the Head of the Department. Extraordinary leave without pay will need approval of the EL sanctioning authority for similar category of regular employees.

Clause – 25: Combination of Leave

Except as otherwise provided in these rules, any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limit on the aggregate period of absence as may be prescribed in such cases. Casual leave, not being a recognized form of leave cannot be combined with any other regular kind of leave except vacation. Special Casual Leave may be combined with any other regular kind of leave. Special Casual Leave may also be combined with Causal Leave provided that the total absence from the institute including holidays, if any, shall not exceed 9 days. However, CL and SCL cannot be combined together with any other kind of regular leave.

As an exception to the general rule, ½ day CL taken on afternoon session may be allowed to be combined with any other kind of leave if the employee has no further CL to his credit but is unable to resume duty on the next working day due to sickness or other compelling ground and has to avail of regular leave to cover his absence for that/those working day(s).

Clause – 26: Conversion of one kind of Leave into another kind

- (a) At the request of a member of the staff, the sanctioning authority may convert any kind of leave including extra-ordinary leave, retrospectively, into leave of a different kind which may be admissible as on the day on which the member of staff proceeded on leave; but the member of the staff cannot claim such conversion as a matter of right.



- (b) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and the arrears of leave salary and allowance paid or amount overdrawn recovered, as the case may be.

Clause – 27: Commencement and Termination of Leave

- (a) Leave ordinarily begins on the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.
- (b) Saturdays, Sundays, holidays or vacation may be prefixed as well as suffixed to leave without being counted as leave.
- (c) Saturdays, Sundays and/or holidays are falling within leave or vacation period, except in case of Casual Leave and Special Casual Leave will be counted as leave or vacation, as the case may be.

Clause – 28: Rejoining of Duty before Expiry of Leave

A member of the staff on leave may return to duty before the expiry of the period of leave granted to him, but only after obtaining the permission of the authority which granted the leave.

Clause – 29: Permissible limit of employees for Long leave

- (a) Ordinarily not more than 15% of the sanctioned strength of the department in case of faculty and 15% of the sanctioned strength of the cadre for non-faculty shall be allowed to be out of the Institute on long leave at any given time.
- (b) The slots occupied by employees on long leave against the 15% quota would stand vacated after the expiry of two years or the sanctioned long leave period even if the employee has not returned to the Institute.
- (c) Exception to these rules can be made by the Director, where, in his judgment, a greater interest of the department / Institute will be served by the additional skills an employee will bring to the Institute.

Clause – 30: Leave application

Application for leave shall be submitted sufficiently in advance through proper channel in prescribed mode and format as notified from time to time with approval of the Director.

In exigencies where application cannot be submitted in prescribed format and mode, applications made on plain paper or by email shall also be accepted. However, the same shall be applied in prescribed format and mode at the earliest possible.

Clause – 31: Authority Empowered to Sanction Leave

(a) The following shall be the normal delegation of authority to sanction leave.

Type of Leave	HOD/HOC	Registrar	Dy. Director #	Director
Casual Leave	All employees of Dept./Centre except Dy. Director, HOD/HOC, Deans, Chief Warden, Associate Deans and President-SAC.	Officers of Registry. Reporting Officer for other employees in the registry.	-	Dy. Director, Registrar, HODs/HOCs, Deans, Chief Warden, Associate Deans and President-SAC.
EL, HPL, Commuted Leave up to 10 days, SCL, Leave not Due, Maternity, Paternity, Hospital, Vacation,	-	All employees except faculty and officers.	All faculty and officers except Dy. Director, Registrar, HODs/HOCs, Deans, Chief Warden, Associate Deans and President-SAC.	Dy. Director, Registrar, HODs/HOCs, Deans, Chief Warden, Associate Deans and President-SAC.
Commuted Leave beyond 10 days	-			All employees
EOL	-	-	-	All employees except faculty and officers (any duration) and Up to 3 months to faculty and officers.
Study Leave, Deputation, and Lien				All employees except faculty and officers
EOL beyond 3 months, Study Leave, Sabbatical Leave, Secondment, Deputation, and Lien to faculty and officers will need approval of the BOG on recommendation of the Director.				

Dean (FW) will discharge responsibilities of Dy. Director in matter of sanctioning leave till his appointment.

(b) When leave is accompanied with travel abroad on personal work, Director can approve the leave for all employees except himself/herself. If the travel involves academic or administrative work, the travel shall need the sanction of the Chairman BOG.





- (c) The Director may sanction his own leave up to one month under intimation to the Chairman, BOG. Leave exceeding one month or extra ordinary leave of any duration may be sanctioned to the Director by the BOG or the Chairman BOG on its behalf.
- (d) Any foreign travel by the Director shall be governed by the rules set by the Government of India.

Clause – 32: Grant of Leave in case of Retirement and Resignation

- (b) No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- (c) In case of reappointment or extension of service, the provisions of Government of India shall be applicable.
- (d) If an employee of the Institute resigns, he shall not be granted, either prior or subsequent to his resignation, any leave due to his credit provided that the sanctioning authority may, on case to case basis, grant leave to an employee prior to his resignation if, in the opinion of the authority, the circumstances of the case justify such grant of leave.

Clause – 33: Cash payment in lieu of Unutilized Leave at Credit

An employee may be paid cash equivalent of leave salary admissible in respect of the period of EL and/or HPL at his credit at the time of Resignation, Technical Resignation, Voluntary Retirement and Retirement on Superannuation or along with LTC (only EL) as per corresponding rules of the Government of India.

Clause – 34: Exception

Notwithstanding anything contained in these policies, the leave granting authority can sanction or deny leave to an employee as he thinks fit in greater interest of the Institute.

Clause – 35: Interpretation of Rules

On any question of interpretation of these rules the Director's decision shall be final, provided that any employee not satisfied with decision, may represent against the decision to the Board of Governors through the Director.

Appendix – A : Technical Resignation and Lien



(i) Technical Resignation

1. Technical resignation is admissible to an employee if his application to an outside job has been routed through proper channel and/or he has been issued an NOC for this purpose, and on selection, he is required to resign from his post held in the Institute.
2. This benefit is also admissible to employees who have applied before joining and on that account the application was not routed through proper channel subject to the fulfilment of the following conditions:-
 - (a) the employee should intimate the details of such application immediately on his joining the Institute;
 - (b) the employee, at the time of submitting resignation should specifically make a request, indicating that he is resigning to take up another appointment under Government / Government organization for which he applied before joining the Institute service;
 - (c) the authority accepting the resignation should satisfy itself that had the employee been in service on the date of application for the post mentioned by the employee, his application would have been forwarded through proper channel.
2. The resignation will be treated as technical resignation if all the above conditions are met, even if the employee has not mentioned the word "Technical" while submitting his resignation.
3. Resignation in other cases including where competent authority has not allowed the Government servant to forward the application through proper channel and/or has not approved issue of NOC will not be treated as a technical resignation.

(ii) Lien

1. Lien represents the right of an employee to hold a regular post, whether permanent or temporary, either immediately or on the termination of the period of absence.
2. The employees will be eligible for lien for a maximum period of 2 years after rendering 3 years of continuous service after confirmation in probation.
3. The above right will, however, be subject to the condition that the junior-most person in the cadre will be liable to be reverted to the lower post/service/cadre if at any time the number of persons so entitled is more than the posts available in that cadre/service. For example, if a person who holds a lien to a post reverts from deputation or foreign service and if there is no vacancy in that post/service/cadre to accommodate him, the



junior-most person will be reverted. If, however, this employee himself is the junior-most, he will be reverted to the next lower post/service/cadre from which he was earlier promoted.

(iii) Retention of Lien

1. An employee who has acquired a lien on a post retains a lien on that post
 - (a) while performing the duties of that post;
 - (b) while on foreign service, or holding a temporary post or officiating in another post;
 - (c) while on leave; and
 - (d) while under suspension.
2. An employee on acquiring a lien on a post will cease to hold any lien previously acquired on any other post.
3. A permanent employee appointed in another Government Department / Office / Organization, has to resign from his parent department unless he reverts to that department within a maximum period of 2 years, or 3 years in exceptional cases. An undertaking to abide by this condition may be taken from him at the time of forwarding of his application to other departments/offices.
4. The exceptional cases may be when the Government servant is not confirmed within a period of 2 years in the department/office where he has joined. In such cases he may be permitted to retain the lien in the parent department / office for one more year. While granting such permission, a fresh undertaking similar to the one indicated above may be taken from the employee.
5. In case of appointment as head of an autonomous Institute or Laboratory of repute (e.g. Director of NIT, IIT, IIM, IIIT, CSIR Laboratory, Vice Chancellor of a Central or State University), and as Registrar of NIT, IIT, IIM, IIIT, CSIR Laboratory, a Central or State University or Finance Officer of Central or State University or comparable position, which are normally Tenure posts, Lien can be granted for the duration of the full tenure, not exceeding 5 years at a time.
6. A permanent employee of the Institute appointed in another NIT / IISER / IIT / Central University / other comparable Institutions of Higher Education, has to resign from Institute service unless he reverts after completion of the sanctioned Lien period. An undertaking to abide by this condition may be taken from him at the time of forwarding of his application and/or issuing NOC for this purpose.

7. Timely action should be taken to ensure extension / reversion/ resignation of the employees to their parent cadres on completion of the sanctioned period of Lien. In cases, where employees do not respond to instructions, suitable action should be initiated against them for violating the agreement / undertaking given by them as per (3) and (5) above and for termination of their Lien. Adequate opportunity may, however, be given to the employee prior to such consideration.

(iv) Termination of Lien

1. Unless his lien is transferred, an employee holding substantively a permanent post retains lien on that post till the sanctioned period.
2. It will not be correct to deny an employee lien to a post he was holding substantively, or to relieve such an employee with a condition that no lien will be retained if he had requested for retention of lien while submitting his Technical Resignation.
3. An employee's sanctioned lien on a post in the Institute shall stand automatically terminated on his acquiring a lien on the post for which the lien has been sanctioned.

(v) Acceptance of Employee on Technical Resignation and/or with Lien

1. Candidates serving in Government / Government Organizations only will be allowed to join Institute service on Technical Resignation and/or with Lien.
2. A candidate joining the Institute service shall be allowed to join on Technical Resignation and/or with Lien if he has been so allowed by the previous employer and the financial and other formalities in this regard are complied with.

A handwritten signature in black ink, appearing to be a stylized 'B' or similar character.



Appendix – B : Common Provisions Governing Long Leaves and Lien

(i) General Provisions

- (a) In case of faculty members, any long leave should normally start and end at semester boundaries, unless specifically exempted by the sanctioning authority.
- (b) Before availing long leave, a faculty member must, at his own initiative, make alternative arrangement for his student project / thesis supervision, sponsored research projects and other assignments. Similarly, a non-teaching employee must, at his own initiative, ensure smooth transition of official responsibilities to the successor (if decided by the Institute before his relieve or to the HOD. He will be relieved only on production of proof of such arrangement duly certified by the concerned Head of the Department or by the Director.
- (c) Clearance in the prescribed format used for permanent separation from Institute service and Surety Bond on Non-Judicial Stamp Paper of appropriate value (or affixing requisite stamp on A4 size Executive/Bond paper), as applicable must be submitted for processing of relieve on long leave.

(ii) Bond on Grant of Long Leave

- (a) An employee before proceeding on long leave must execute a bond to return to the Institute on expiry of the leave sanctioned and to serve the institute for a definite period after his return as follows or pay the bond amount for violation:

i.	Sabbatical Leave	:	3 years
ii.	Study Leave	:	3 years
iii.	Long Leave for all other purposes		
	Up to 2 years	:	2 years
	Beyond 2 years	:	3 years
iv.	Deputation	:	5 years
v.	Long Leave to hold a Tenure Post (e.g. Director/VC/Registrar/FO)	:	Nil
vi.	Long Leave for Medical Reasons	:	Nil
vii.	Lien	:	Nil

- (b) The Bond amount for violation of requirement to serve the Institute after return from long leave shall be as follows:

i.	Sabbatical Leave	:	Salary paid during leave period with interest, plus two months' Gross Pay
ii.	Study Leave	:	Salary paid during leave period with interest, plus two months' Gross Pay



iii. Default for other Long Leaves		
Up to 1 year service	:	1 month's Gross Pay
1 year to 2 years	:	2 months' Gross Pay
More than 2 years	:	3 months' Gross Pay

For the purpose of this section, all pay and allowances shall be those on the due date of joining after the leave period.

In case of delayed recovery, interest will be charged @ 2% more than the prevailing GPF rate.

- (c) Before proceeding on long leave, an employee shall explicitly authorize the Institute to recover the money from his salary, allowances, cash equivalent of unutilized leave, gratuity, or any other dues payable to him by the Institute. In addition, he will provide sureties from an Institute regular employee who will undertake to pay the full bond money in case recovery is not possible from the employee proceeding on long leave. The surety bond will remain in effect till all bond obligations of the employee are fully discharged.
- (d) The requirement of sureties for bond can be waived for those employees whose terminal benefits and/or subscription to the Institute Provident Fund (GPF/CPF) is sufficient to cover the maximum applicable amount and who furnish (a) an application to the institute requesting withdrawal of the amount and crediting to his bank account in which salary is being paid and (b) post-dated cheques drawn in the name of institute, and (c) a confirmation from his bank that the account will not be closed before the specified date.
- (e) In cases of EOL (except for Medical), Lien or Deputation, one month's Gross Pay will be withheld which be released after joining along with regular salary.
- (f) Employees need to submit a "no dues" certificate from department and the Library before proceeding on leave.
- (g) If an employee submits his early retirement request from outside, the bond amount stated in this section will correspond to the actual duration of lien/EOL he enjoyed before he is relieved from the institute.

(iii) Retention of Residential Accommodation / Official Resources

- (a) Employees proceeding on Long Leave shall be permitted to retain residential accommodation allotted to them as per provisions of the House Allotment rules of the Institute.



- (b) Permission will also be granted for retention of intercom and internet facilities in the residence. However, intercom of officers may be disconnected if required to be used by the successor taking charge of their office as these are linked to respective posts.
- (c) The employee concerned must ensure that the residential premises are properly looked after in his absence, failing which the Institute shall revoke the permission of retention and charge the cost of repairs to the employee. Failure to surrender residential accommodation within approved period will lead not only to imposition of penal rent (40 times the standard license fee) but also to other administrative measures as the administration thinks fit.
- (d) Departmental offices, personal computers, furniture and all other facilities at the disposal of the employee must be handed over to the HOD for alternative use depending upon requirement of the Department and/or for up keep within the limits of mutual courtesy and decorum. On return from long leave, the employee will get back his original facilities but cannot complain against reasonable wear and tear, or against accidental damage happened during his absence.

(iv) Medical Facility

- (a) Employees on long leave and dependent family members will not be entitled to medical facilities of the institute, if they are not entitled for salary from the Institute during the long leave.
- (b) Dependents, as long as they live in the station may, however, be entitled to avail of all outdoor and emergency facilities in the institute Health Center, except supply of medicines.



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela

BOND FROM AN EMPLOYEE PROCEEDING ON DEPUTATION/LEAVE

KNOW ALL MEN & WOMEN BY THESE PRESENTS That I Shri/Kumari/Smt....., son/daughter/wife of employed as.....in the Department operating under the NIT Act 2007 having its Office at Rourkela in state of Odisha (herein after called the Institute) with an employee code _____ have been granted sabbatical leave/Extraordinary leave/Lien by the Institute for the period _____ to _____ with a possibility of further extension at the discretion of the Institute to take up an assignment as <designation>..... at <Institute>.....

DATED this

.....
WHEREAS I accept the leave/deputation granted and propose to proceed on leave/deputation with effect from

NOW THE CONDITION OF THIS WRITTEN OBLIGATION IS THAT:-

In the event of my failing to return to duty in the institute on the expiry of the period as aforesaid or on completion of the lawfully granted extension, in the post held by me before I proceed on leave.

My service in the Institute will stand automatically terminated with effect from the first day of my leave with consequent financial losses and penalties as per rules of the Institute.

AND that I bind myself and my heirs, executors, and administrators to forthwith pay to the Institute on demand the amount of money to be fixed by the Director of the Institute subject to a minimum of Rs..... Provided further that after fixing the above amount the Director shall take into account any service rendered by me on my return to the Institute after availing the period of EOL/Lien/Sabbatical Leave and the nominal expenses, if any, incurred by the Institute in connection with my service and the leave salary, if any earned by me and interest thereon calculated at..... percent per annum from the date of demand. In the event that I fail to pay to the Institute the above sum of money, I authorize the Institute to deduct the amount from the dues payable to me by the Institute.

AND by making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full.

PROVIDED ALWAYS that my liability hereunder shall not be impaired or discharged by reason of time being granted or by way of forbearance, act or commission of the Institute or by any person authorized by it whether with or without my consent or knowledge.



PROVIDED FURTHER that this Bond shall in all respects be governed by the Laws of India and that in the case of any dispute, the matter will be adjudicated only by competent courts located in the city of Rourkela.

Date: _____

Signature _____

Name _____

Designation _____

Department _____

Signed in the presence of

(1) Signature :.....

Name :.....

Designation :.....

Department :.....

Date :.....

(2) Signature :.....

Name :.....

Designation :.....

Department :.....

Date :.....



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela

**BOND FROM A MEMBER OF STAFF OF N.I.T ROURKELA STANDING AS SURETY FOR ANOTHER
MEMBER OF THE STAFF PROCEEDING ON DEPUTATION/LEAVE**

KNOW ALL MEN & WOMEN BY THESE PRESENTS That I, Shri/Kumari/Smt.....,
son/daughter/ wife of ordinarily residing at
.....employed as
.....in the Department of And having employee code
..... do hereby bind myself and my heirs executors and administrators, to pay to the National
Institute of Technology, Rourkela an Institute of national importance operating under the NIT Act 2007
having its office at Rourkela, in the State of Odisha (hereinafter called the Institute) on demand to be
fixed by the Director of the Institute as herein below stated subject to a minimum of Rupees
.....or, if payment is made in a country other than India, the equivalent of the said sum
in the currency of that country converted at the official rate of exchange between that country and
India.

Dated this.....

WHEREAS Shri/Kumari/Smt..... a member of the staff of the Institute employed
as <designation>..... in the Department of having
employee code Is proceeding on deputation/leave for the period to
..... to serve as at the said Shri/Kumari/Smt.
..... is required to rejoin his/her post expiry of the leave/deputation including
lawfully granted extension, and to serve the Institute in the same post with the same pay as he/she
enjoys before proceeding on leave, or any other post or pay lawfully approved by the Institute, for a
minimum period of Years months after rejoining.

NOW THE CONDITION OF THIS WRITTEN OBLIGATION IS THAT :-

In the event of the said Shri/Kumari/Smt..... failing to rejoin the Institute
on the expiry of the period as aforesaid, and serve the Institute for a minimum period of Year(s)
..... months from the date of the expiry of the leave as aforesaid, AND the said
Shri/Kumari/Smt..... refusing or failing to pay to the Institute on demand the
amount to be fixed by the Director of the Institute subject to a minimum of Rupees
provided further that after fixing the amount the Director takes into account any payment made by the
said or any other person on his/her behalf, any service rendered by the said
..... after his/her return to the Institute, the nominal expenses, if any,



incurred by the institute in connection with the said employee and the leave salary by him, and interest thereon calculated at percent per annum from the date of demand.

I undertake to pay the full amount to the Institute I authorize the Institute to deduct the amount from my salary and/or post retirement dues to be decided by the Director, NIT, Rourkela.

PROVIDED ALWAYS that my liability hereunder shall not be impaired or discharged by reason of time being granted or by way of forbearance act or commission of the Institute or by any person authorized by it whether with or without my consent or knowledge. Nor shall it be necessary for the Institute to sue the saidbefore recovering the money from my salary or post retirement dues or suing me for the amount due.

PROVIDED FURTHER that this Bond shall in all respects be governed by the Laws of India, and in the event of a dispute be adjudicated in the courts at Rourkela city only.

Date: _____

Signature _____

Name _____

Designation _____

Department _____

Signed in the presence of

(1) Signature :
Name :
Designation :
Department :
Date :

(2) Signature :
Name :
Designation :
Department :
Date :