

1
CHAPTER VIII
LEAVE

Rule No	Old Rule Book	New Rule Book (Including Correction / Addition / Deletion)	Authority	Remarks
8.01	The Principal will be the leave sanctioning authority for all employees of the school. He can sanction all types of leave. No employee will proceed on leave until his request for leave of absence from the school has been granted in writing by the Principal. Leave cannot be claimed as a matter of right and the leave sanctioning authority is fully competent to refuse leave applied for in the exigencies of service or administrative considerations. The mere fact that leave is available in one's credit does not, therefore, confer any right that leave applied for will have to be sanctioned and the employee of the school shall not be entitled to any compensation in the event the leave applied for is denied/ refused.	8.01 The Principal will be the leave sanctioning authority for all employees of the school. He can sanction all types of leave. No employee will proceed on leave until his request for leave of absence from the school has been granted in writing by the Principal. Leave cannot be claimed as a matter of right and the leave sanctioning authority is fully competent to refuse leave applied for in the exigencies of service or administrative considerations. The mere fact that leave is available in one's credit does not, therefore, confer any right that leave applied for will have to be sanctioned and the employee of the school shall not be entitled to any compensation in the event the leave applied for is denied/ refused.		No change
8.02	<u>TYPES OF LEAVE</u> (a) Earned Leave (b) Casual Leave (c) Special Casual Leave (d) Maternity Leave (e) Half Pay Leave (f) Extra ordinary (Leave or Leave without Pay)	8.02 <u>TYPES OF LEAVE</u> (a) Earned Leave (b) Casual Leave (c) Special Casual Leave (d) Maternity Leave (e) Half Pay Leave (f) Extra ordinary Leave or Leave without Pay (g) Paternity Leave (h) Child Care Leave		Paternity Leave and Child Care Leave has been added
8.03	<u>VACATIONAL STAFF</u> All members of staff shall be divided into two categories as follows:- (a) <u>Vacational Staff</u> – All members of teaching staff, Matron/Hostel Supdt, Librarian, PTI and Lab Assistant. (b) <u>Non-Vacational Staff</u> - All the remaining members of staff, unless any category of staff is declared as vocational staff by issue of a written order by the Honorary Secretary.	8.03 <u>VACATIONAL STAFF</u> All members of staff shall be divided into two categories as follows:- (a) <u>Vacational Staff</u> - All members of teaching staff Librarian and Lab Assistants. (b) <u>Non-Vacational Staff</u> - All the remaining members of staff, unless any category of staff is declared as vocational staff by issue of a written order by the Sainik Schools Society.		Matron and Warden as Non Vocational Staff

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		8.04 <u>PARAMETERS FOR DECIDING DURATION OF VACATION</u> (a) All schools will ensure that the number of working days and the total number of periods required to be allotted to each subject are strictly as per the CBSE by-laws. (b) The total number of vacations will not exceed 70 days. In addition the school may observe 07 special holidays at the discretion of the head of the institution. On 2nd Saturday there may not be teaching classes but these days will be utilized by the Head of the Institution for academic/non-academic activities as considered appropriate. (c) The school may plan to split the vacation upto two parts depending upon local requirements. This should be notified to the Sainik Schools Society well before the beginning of the academic session, i.e, by 31 December.	No(9)/2002/D(SSC) dated 06.06.2003 And No 14(14)/SSS/ 2019 dated 23.10.2019 -	Appx 'B'
8.04	Subject to Para 8.05 below, members of vocational staff, including those on probation, shall be entitled to pay and allowances at full rates for the vacation period.	8.05 Subject to Para 8.06 below, members of vocational staff, including those on probation, shall be entitled to pay and allowances at full rates for the vacation period.		Rule Number changed
8.05	Part-time staff, are not entitled to vacation pay. Teachers and others who are specifically employed in temporary or leave vacancies shall also not be entitled to any vacation pay. Newly recruited regular members of vacation staff shall be entitled vacation pay only when they completed five months' service (excluding vacation), on the date of which the vacation begins or subsequently. In other words, a minimum of 5 months spent on duty is necessary for eligibility to draw vacation pay	8.06 Part-time staff, are not entitled to vacation pay. Teachers and others who are specifically employed in temporary or leave vacancies shall also not be entitled to any vacation pay. Newly recruited regular members of vacation staff shall be entitled vacation pay only when they completed five months' service (excluding vacation), on the date of which the vacation begins or subsequently. In other words, a minimum of 5 months spent on duty is necessary for eligibility to draw vacation pay		Rule Number changed

8.06	<u>EARNED LEAVE FOR VACATIONAL STAFF</u> Ordinarily an employee of the vocational staff shall be allowed to avail himself of full period of official school vacation. If, however, exigencies so require, the Principal may restrict the period of an employee's vacation, and call upon him to remain on duty at the school for such period of vacation as he may consider necessary. The Principal may also recall to duty at the school any member of staff who has proceeded on vacation. In all such cases the employees will be entitled to 2 days of earned leave for 5 days of duty performed during the vacation period irrespective of whether it is winter vacation or summer vacation. The total accumulation to the credit of a vocational staff will not exceed 180 days of earned leave. The vocational staff can be granted earned leave and or half pay leave in continuation with vacation period only on medical grounds. No member of vocational staff re-called for duty during a vacation will be eligible to claim TA/DA for himself and or for his family if he is required to perform duty till the end of the vacation period and opening of the school. In case, however, the staff member is recalled for few days only during the vacation period from outstation and he has to proceed again to the place from where he has been recalled before the end of the vacation, he will be entitled to normal TA/DA for his journey only so that undue hardship is not caused and expenditure incurred by him is re-imbursed.	<u>EARNED LEAVE FOR VACATIONAL STAFF</u> 8.07 The Vocational staff of Sainik Schools will be entitled 10 days Earned Leave every year in lieu of Half Pay Leave and Medical Leave. Ordinarily an employee of the vocational staff shall be allowed to avail themselves of full period of official school vacation. If, however, exigencies so require, the Principal may restrict the period of an employee's vacation, and call upon him / her to remain on duty at the school for such period of vacation as he / she may consider necessary. The Principal may also recall to duty at the school any member of staff who has proceeded on vacation. In all such cases the employees will be entitled to 3 days of earned leave for 5 days of duty performed during the vacation period irrespective of whether it is winter vacation or summer vacation. The total accumulation to the credit of a vocational staff will not exceed 300 days of earned leave. The vocational staff can be granted earned leave and /or half pay leave in continuation with vacation period only on medical grounds. No member of vocational staff re-called for duty during a vacation will be eligible to claim TA/ DA for himself/ herself and or for his/ her family if he/ she is required to perform duty till the end of the vacation period and opening of the school. In case, however, the staff member is recalled for few days only during the vacation period from outstation and he/ she has to proceed again to the place from where he/ she has been recalled before the end of the vacation, he / she will be entitled to normal TA/DA for his / her journey only so that undue hardship is not caused and expenditure incurred by him / her is reimbursed.	No. 34(33)/98-D(SSC) dated 22.01.99 No. 37(01)/2016/D(SSC) dated 13 Oct 2017.	Appx 'C' Leave entitlement of EL in lieu of HPL and Medical Leave specified Change in leave entitlement changed from two days to three days for every five days of working during vacation Leave Accumulation changed from 180 days to 300 days.
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8.07	Members of staff, who undergo NCC or other courses for which they are sponsored by the school during vacations, will be treated as on duty for the benefit of earned leave admissible to the vacation staff.	8.08 Members of staff, who undergo NCC or other courses for which they are sponsored by the school during vacations, will be treated as on duty for the benefit of earned leave admissible to the vacation staff.		Rule Number changed
8.08	Sundays or holidays will not be sandwiched between vacation and any kind leave when combined with vacation. To facilitate administrative arrangements, the vacational staff is required to be on duty on the last working day before the vacation and on the first working day after the vacation. This rule may be relaxed only in very exceptional circumstances such as leave on medical certificate or due to circumstances beyond the control of the individual, like natural calamities or other extreme compassionate grounds at the discretion of the Principal. In such cases vacation period and leave period should not exceed 120 days in one spell for admissibility of full pay and allowances	8.09 Sundays or holidays will not be sandwiched between vacation and any kind leave when combined with vacation. To facilitate administrative arrangements, the vacational staff is required to be on duty on the last working day before the vacation and on the first working day after the vacation. This rule may be relaxed only in very exceptional circumstances such as leave on medical certificate or due to circumstances beyond the control of the individual, like natural calamities or other extreme compassionate grounds at the discretion of the Principal. In such cases vacation period and leave period should not exceed 120 days in one spell for admissibility of full pay and allowances		Rule Number changed
8.09	<u>NON-VACATIONAL STAFF</u> Non-vacational staff will be entitled to 15 days earned leave for a period of 6 months spent on duty, i.e. 30 days of earned leave each year in two instalments of 15 days each on 1 st January and 1 st July of every year. They are allowed to accumulate leave upto 180 days and avail themselves of leave of any kind upto 120 days at a time, provided the leave sanctioning authority sanctions the leave in one spell on the merits of the case.	<u>NON-VACATIONAL STAFF</u> 8.10 Non-vacational staff will be entitled to 15 days earned leave for a period of 6 months spent on duty, i.e. 30 days of earned leave each year in two installments of 15 days each on 1 st January and 1 st July of every year. They are allowed to accumulate leave upto 300 days and avail themselves of leave of any kind upto 180 days at a time, provided the leave sanctioning authority sanctions the leave in one spell on the merits of the case.	No. 34(33)/98-D(SSC) dated 22.01.99	Appx 'C' Rule Number changed Leave accumulation changed from 180 days to 300 days Leave limit changed from 120 to 180 days
8.10	<u>EARNED LEAVE</u> Earned Leave shall be credited to the leave account of an employee at the rate of 2 ½ days for each completed calendar month of service which is likely to render in a half year of the calendar year in which he/she is appointed. The credit for the half year in which employee is due to retire	<u>EARNED LEAVE</u> 8.11 Earned Leave shall be credited to the leave account of an employee at the rate of 2 ½ days for each completed calendar month of service which he/ she is likely to render in a half year of the calendar year in which he/ she is appointed. The credit for the half year in which employee is due to retire or resigns from service would be afforded only at the rate		Rule Number changed

	or resigns from service would be afforded only at the rate of 2 ½ days per completed calendar month up to the date of retirement or resignation. When an employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2 ½ days per completed calendar month up to the end of calendar month proceeding calendar month in which he is removed or dismissed from service or dies while in service. If an employee has availed of extra ordinary leave in a half year, the credit to be afforded to his leave account at the commencement of the next year half year shall be reduced by 1/10th of the period of such leave subject to a maximum of 15 days. While affording credit of earned leave fractions of a day shall be rounded off to the nearest day. Any payments made by way of pay and allowances to a school employee in excess of that covered by earned leave to his credit shall be recoverable before final settlement of account in case an employee ceases to be in the employment on account of resignation, dismissal or death.	of 2 ½ days per completed calendar month up to the date of retirement or resignation. When an employee is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2 ½ days per completed calendar month up to the end of calendar month proceeding calendar month in which he is removed or dismissed from service or dies while in service. If an employee has availed extra ordinary leave in a half year, the credit to be afforded to his/her leave account at the commencement of the next year half year shall be reduced by 1/10th of the period of such leave subject to a maximum of 15 days. While affording credit of earned leave fractions of a day shall be rounded off to the nearest day. Any payments made by way of pay and allowances to a school employee in excess of that covered by earned leave to his / her credit shall be recoverable before final settlement of account in case an employee ceases to be in the employment on account of resignation, dismissal or death.		
8.11	<u>HALF PAY LEAVE</u> 20 days leave on half pay for medical treatment or for attending to private affairs shall be admissible to non-vacational employees. There is no ceiling limit for accumulating of this leave.	<u>HALF PAY LEAVE</u> 8.12 20 days leave on half pay for medical treatment or for attending to private affairs shall be admissible to non-vacational employees. There is no ceiling limit for accumulating of this leave. Half Pay Leave (HPL) is credited in advance at the rate of 10 days on the 1st of January and 1st of July every year. The advance credit for the half year in which an employee is appointed will be at the rate of 5/3 days for each completed calendar month of service he/she is likely to render in the half-year in which he/she is appointed. The credit for the half-year in which an employee is due to retire/resigns will be afforded at the rate of 5/3 days for each completed calendar month of service in that half-year up to the date of retirement/ resignation. With effect from 01 Jan 2006, encashment of converted E/L from HPL accumulated at the time of retirement is not permissible for vacational staff.	37(1)/2016/D(SSC) dated 30.10.2019	Rule Number changed Accumulation of HPL specified Encashment of converted EL from HPL not permissible for vacational staff on retirement included

8.12	<u>COMMUTATION OF HALF PAY LEAVE</u> Commutated leave on full pay, not exceeding half the amount of half pay leave accumulated under Rule 7.11 may be granted on medical certificate of school MO or CMO of civil hospital only to the permanent employees. When commuted leave is granted, twice the amount of such leave shall be debited to the half pay leave account. Commuted leave can be combined with earned leave.	<u>COMMUTATION OF HALF PAY LEAVE</u> 8.13 Commuted leave on full pay, not exceeding half the amount of half pay leave accumulated under Para 8.12 may be granted on medical certificate of school MO or CMO/MO of civil hospital or MO of any hospital authorised by the State/ Central Govt. only to the permanent employees. When commuted leave is granted, twice the amount of such leave shall be debited to the half pay leave account. Commuted leave can be combined with earned leave.		Rule Number changed
8.13	<u>PREFIXING/SUFFIXING LEAVE/HOLIDAYS</u> Maternity leave as well as other kinds of leave on full pay, half pay, or without pay, can be prefixed or suffixed to school vacation with the permission of the Principal, subject to the proviso that the total period of absence does not exceed 120 days.	<u>PREFIXING/ SUFFIXING LEAVE/ HOLIDAYS</u> 8.14 Maternity leave, Paternity leave as well as other kinds of leave on full pay, half pay, or without pay, can be prefixed or suffixed to school vacation with the permission of the Principal, subject to the provision that the total period of absence should not exceed 180 days and conditions mentioned in Para 8.09 and 8.10.	No 34(7)/2002/D(SSC)- 09 Sep 2008 on Policy regarding Holidays to be followed in Sainik Schools	Rule Number changed Paternity leave included while prefixing / suffixing. Condition of absence changed from 120 days to 180 days
8.14	<u>COMBINATION OF LEAVE</u> Maternity leave, earned leave, extra ordinary leave and other types of leave on full pay, half pay and without pay may be taken in combination or in continuation of any other kind of leave. This, however, is not applicable to casual leave.	<u>COMBINATION OF LEAVE</u> 8.15 Maternity leave, Paternity leave, earned leave, extra ordinary leave and other types of leave on full pay, half pay and without pay may be taken in combination or in continuation of any other kind of leave. This, however, is not applicable to casual leave.		Rule Number changed
8.15	<u>HALF PAY LEAVE SALARY</u> For deduction of salary in respect of half pay leave, the basic pay (excluding DA and interim relief) will be first halved and the rate of interim relief and D.A. admissible will, thereafter, be determined in usual manner on the amount (half pay) so arrived it.	<u>HALF PAY LEAVE SALARY</u> 8.16 For deduction of salary in respect of half pay leave, the basic pay (excluding DA and interim relief) will be first halved and the rate of interim relief and DA admissible will, thereafter, be determined in usual manner on the amount (half pay) so arrived at.		Rule Number changed

8.16	<u>CASUAL LEAVE</u> Casual leave to all members of staff may be granted by the Principal. Casual leave is not a recognised form of leave and is, therefore, not subject to any rule. All members of staff in a Sainik School are entitled to 12 days casual leave in a calendar year and a maximum of 8 days at a time except in case of illness. Sundays and closed holidays may be permitted to be prefixed and or suffixed to casual leave. Full casual leave in the first year of service may be granted to a member of staff even if he has joined in the later part of the year. The Principal will, however, satisfy himself that the leave is being asked for genuine reasons and that refusal of leave will cause hardship to the employee.	<u>CASUAL LEAVE</u> 8.17 Casual leave to all members of staff may be granted by the Principal. Casual leave is not a recognised form of leave and is, therefore, not subject to any rule. All members of staff in a Sainik School are entitled to 08 days casual leave in a calendar year and a maximum of 3 days can be availed at a time. Sundays and closed holidays may be permitted to be prefixed and / or suffixed to casual leave. Full casual leave in the first year of service may be granted to a member of staff even if he / she has joined in the later part of the year. The Principal will, however, satisfy himself/ herself that the leave is being asked for genuine reasons and that refusal of leave will cause hardship to the employee.		Rule Number changed CL changed to 08 days from 12 days Maximum CL to be availed changed to 03 days from 08 days at a time
8.17	Casual leave cannot be combined with any other kind of leave or vacation under any circumstances. Intervening Sunday and holidays will not be counted towards casual leave.	8.18 Casual leave cannot be combined with any other kind of leave or vacation under any circumstances. Intervening Sunday and holidays will not be counted towards casual leave.		Rule Number changed
8.18	There is no objection to grant of half-a-day's casual leave to a member of the staff if specifically asked for.	8.19 There is no objection to grant of half-a-day's casual leave to a member of the staff if specifically asked for.		Rule Number changed
8.19	<u>SPECIAL CASUAL LEAVE</u> Sainik School employees, who undergo sterilisation operation (Vasectomy or Tubectomy) under "Family Planning Scheme" may be granted Special Casual Leave not exceeding 6 working days to enable them to take rest considered necessary after such an operation. Grant of such leave will, however, be subject to production of a medical certificate from the Government Medical Officer under whom the operation has been performed. The special casual leave sanctioned to an individual will not effect his entitlement to ordinary casual leave or earned leave.	<u>SPECIAL CASUAL LEAVE</u> 8.20 The male employees of Sainik School, whose wives undergo Tubectomy, Laparoscopy or Salpingectomy operation, may be granted Special Casual leave of 7 days subject to the production of Medical Certificate from a Govt Medical Officer, stating that their wives have undergone the Family Planning procedure. The Special casual leave granted to look after the wife will necessarily have to follow the date of operation and the date of commencement of the Special Casual leave. The female Sainik School Employees, whose husband undergoes Vasectomy operation, may be granted one day Special Casual leave, for the day on which her husband undergoes the Vasectomy operation.		Rule Number changed Number of days for special CL changed to 07 days from 06 days

8.20	<u>MATERNITY LEAVE/PATERNITY LEAVE</u> Maternity leave on full pay may be granted to women employees of the school on the recommendation of a competent medical authority, and for a period of 90 days from the date of its commencement irrespective of the date of confinement and may be availed of in one spell at the discretion of the woman employee irrespective of the fact whether she is permanent or temporary. The applicant shall be required to produce supporting Medical Certificate to establish that the leave applied for is on account of maternity reasons. In case of abortion, maternity leave of only 6 weeks leave will be admissible. Maternity leave can be availed of only twice during the service of the employee in Sainik School. Maternity leave can be combined with any other kind of leave up to 60 days subject to production of Medical Certificate in case the health of the woman employee does not permit her to join duty or in the case of illness of the newly born baby subject to Medical Certificate that mother's attention to the new born is absolutely essential.	<u>MATERNITY LEAVE / PATERNITY LEAVE / CCL</u> 8.21 Maternity leave on full pay may be granted to women employees of the school on the recommendation of a competent medical authority, and for a period of 180 days from the date of its commencement irrespective of the date of confinement and may be availed of in one spell at the discretion of the woman employee irrespective of the fact whether she is permanent or temporary. The applicant shall be required to produce supporting Medical Certificate to establish that the leave applied for is on account of maternity reasons. In case of abortion, only 6 weeks leave will be admissible. Women employees of a Sainik Schools with less than two surviving children can be granted Maternity Leave for 180 days. Maternity leave can be availed of only twice during the service of the employee in Sainik School. Maternity leave can be combined with any other kind of leave up to 60 days subject to production of Medical Certificate in case the health of the woman employee does not permit her to join duty or in the case of illness of the newly born baby subject to Medical Certificate that mother's attention to the new born is absolutely essential. Paternity leave and CCL will be applicable as per the policies in vogue. Paternity and maternity leave shall also be granted upon legally adopting a child as per policy in vogue.	No. 34(3)/13/D(SSC) dated 12 Mar 2013	Appx 'D' Rule Number changed Maternity Leave specified for 180 days Child adoption leave added
8.21	<u>STUDY LEAVE</u> An untrained teacher, desirous of undergoing a course of teachers training acceptable to the school, may be granted study leave on half pay for a period not exceeding one year, subject to the condition that he would serve the school for at least 5 years after the completion of this training. In the event of his failure to fulfil this condition, he will have to repay to the school the half pay drawn by him during this study leave. A permanent employee sponsored to proceed abroad under an exchange programme organised by a foreign agency, may also be granted half pay leave for a maximum period of one year subject to the condition that he will serve the school for at least 05 years after the completion of his training. An agreement shall be duly executed by him and kept on record in his personal file. Like-wise, trained teachers/instructors/PTIs, who wish to undergo a specialised course of instruction considered beneficial to the school, may also be granted study leave on half pay. The employees availing themselves of less than 60 days study leave will be required to serve the school for at least one year after the completion of their training, and, in the event of their failure to fulfil this condition they will be required to repay the half pay drawn by them during the study leave.	<u>STUDY LEAVE</u> 8.22 Study leave may be granted to permanent employees including teachers after five years of service, to undertake specialised training or higher studies in a professional or technical subject that has a direct and close connection with their duties at Sainik School. Study leave may be granted for a maximum of 24 months during the entire service, maximum 12 months at a stretch. The teacher needs to sign a bond for minimum service of five years after completion of his study leave in the Sainik School. The approving authority for the study leave shall be the Honorary Secretary.		As per policy of NVS Rule Number changed

8.22	In all cases, where an employee applies for extra-ordinary leave, half pay leave or leave of any kind to take part in a training programme or teacher exchange programme in a foreign country outside India, his application will be forwarded to the Honorary Secretary for his approval and for onward transmission to the concerned authorities.	8.23 In all cases, where an employee applies for extra-ordinary leave, half pay leave or leave of any kind to take part in a training programme or teacher exchange programme in a foreign country outside India, his / her application will be forwarded to the Honorary Secretary for his / her approval and for onward transmission to the concerned authorities.		Rule Number changed Application to be forwarded to Sainik Schools Society
8.23	Extra-ordinary leave may be granted to an employee when no other leave is due but an unavoidable absence has to be regularised by grant of such a leave.	8.24 Extra-ordinary leave may be granted to an employee when no other leave is due but an unavoidable absence has to be regularised by grant of such a leave.		Rule Number changed
8.24	The duration of extra-ordinary leave granted on any one occasion shall not normally exceed the following limits:- (a) Three months. (b) Six months in a case where an employee has completed 03 years continuous service on the date of expiry of leave of the kinds due and admissible under the Rules (including 3 months extra-ordinary leave granted under (A) above and his request for such leave is supported by a Medical Certificate) (c) 18 months, where the employee is undergoing treatment for:- (i) pulmonary tuberculosis in a recognised sanatorium or (ii) Tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil Surgeon, or (iii) Leprosy in a recognised leprosy institution by a Civil Surgeon, or by a Specialist in leprosy recognised as such by the State Administrative Medical Officers concerned.	8.25 The duration of extra-ordinary leave granted should not exceed three years, though it can be extended in specific medical cases upto five years during entire service with permission. Note:- (i) Where an employee fails to resume duty on expiry of the maximum period of extra ordinary leave granted to him, or where such an employee is granted lesser amount of extra ordinary leave than the maximum admissible but remains absent from duty for any period, which together with the extra ordinary leave granted exceeds the limit up to which he could have been granted such leave under Rule 8.25, he/ she shall be deemed to have resigned his/ her appointment and shall cease to be in service. (ii) An employee on extra-ordinary leave is not entitled to any leave salary.		Rule Number changed Changed as per NVS policy

	Note:-1. Where an employee fails to resume duty on expiry of the maximum period of extra ordinary leave granted to him, or where such an employee is granted lesser amount of extra ordinary leave than the maximum admissible but remains absent from duty for any period, which together with the extra ordinary leave granted exceeds the limit up to which he could have been granted such leave under sub-Rule 8.24, he shall be deemed to have resigned his appointment and shall cease to be in service. 2. An employee on extra-ordinary leave is not entitled to any leave salary. 3. In no case an employee can remain on leave including extra-ordinary leave for a period exceeding 5 years.	.		
8.25	<u>EFFECT OF E.O.L AND STUDY LEAVE ON INCREMENT OF PAY / GRATUITY</u> The period of extra ordinary leave will not count for increment. The date of increment of an employee will be postponed by the number of days for which he is granted extra ordinary leave. In the case of temporary employaees the postponement will also cover the period for which they are granted leave on half pay	<u>EFFECT OF E.O.L AND STUDY LEAVE ON INCREMENT OF PAY/ GRATUITY</u> 8.26 The period of extra ordinary leave will not count for increment. The date of increment of an employee will be postponed by the number of days for which he/ she is granted extra ordinary leave.		Rule Number changed Part of Rule pertaining to temporary employee deleted
8.26	The period of extra-ordinary leave and study leave will not count towards qualifying period for grant of gratuity.	8.27 The period of extra-ordinary leave and study leave will not count towards qualifying period for grant of gratuity.		Rule Number changed
8.27	<u>PERSONS APPOINTED IN FOREIGN GOVTS/EMPLOYMENT THROUGH FOREIGN ASSIGNMENT SECTION OF DEPARTMENT OF PERSONNEL</u> No application of a Sainik School employee for any employment outside the country shall be forwarded by the Principal without prior approval of the Honorary Secretary to whom all such requests shall be submitted for orders together with the recommendation of the Principal, the period of employment sought and the proposed steps to manage the vacancy in the absence of the incumbent. All such postings are permitted on Govt. to Govt. basis and therefore, even if, an application is received on the basis of press advertisement by the foreign employer, orders of the Honorary Secretary will be required.	<u>PERSONS APPOINTED IN FOREIGN GOVTS/ EMPLOYMENT THROUGH FOREIGN ASSIGNMENT SECTION OF DEPARTMENT OF PERSONNEL</u> 8.28 No application of a Sainik School employee for any employment outside the country shall be forwarded by the Principal without prior approval of the Honorary Secretary, to whom all such requests shall be submitted for orders together with the recommendation of the Principal, the period of employment sought and the proposed steps to manage the vacancy in the absence of the incumbent. All such postings are permitted on Govt to Govt. basis and therefore, even if, an application is received on the basis of press advertisement by the foreign employer, orders of the Sainik Schools Society will be required.		Rule Number changed

8.28	<u>FOREIGN EXPERTS PANEL</u> The Foreign Assignment Division of the Department of Personnel & Administrative Reforms are maintaining a panel of names and for this purpose register the names of qualified teachers also. Sainik School teachers who wish to register themselves with the Foreign Assignment Division may forward their applications through the Principal to the Honorary Secretary, who will consider the request and take further necessary action.	<u>Deleted.</u>		Not relevant
8.29	In the event of a Sainik School employee, so registered, getting an offer of foreign employment directly from the Department of Personnel, it will be obligatory for him to obtain a clearance from the Principal as well as the Honorary Secretary before acceptance of such an offer and the terms and conditions of foreign employment mentioned in the offer will be subject to such variation as the Sainik Schools Society deems fit.	<u>Deleted.</u>		Not relevant
8.30	In no case, a Sainik School employee during his period of employment abroad, as approved by the Honorary Secretary, initially will consider automatic extension of the period unless formal orders in this behalf are issued by the Honorary Secretary, with the approval of Chairman, Sainik Schools Society. It will therefore, be obligatory for such an employee to approach the Sainik Schools Society as well as the Principal of the School concerned well in advance of the expiry of the sanctioned tenure.	<u>Deleted</u>		Not relevant
8.31	<u>LEAVE ENCASHMENT ON RETIREMENT / RESIGNATION</u> All Sainik School Employees will, on retirement, be entitled to the benefit of leave encashment (Earned Leave only) w.e.f. 1 st April 1988 subject to the following conditions:- (a) The authority competent to grant leave, shall, simultaneously issue an order granting cash, equivalent to leave salary for earned leave, if any, at the credit of the Sainik School employee on the date of his or her retirement, subject to a maximum of 180 days. (b) The cash equivalent under (a) above shall be calculated as follows and shall be payable in one lump sum as a one-time settlement. No House Rent Allowance shall be taken into account for this purpose:-	<u>LEAVE ENCASHMENT ON RETIREMENT / RESIGNATION</u> 8.29 All Sainik School Employees will, on retirement, be entitled to the benefit of leave encashment (Earned Leave only and not Converted E/L) w.e.f 1 st April 1988 subject to the following conditions:- (a) The authority competent to grant leave, shall, simultaneously issue an order granting cash, equivalent to leave salary for earned leave, if any, at the credit of the Sainik School employee on the date of his or her retirement, subject to a maximum of 300 days. (b) The cash equivalent under (a) above shall be calculated as follows and shall be payable in one lump sum as a one-time settlement. No House Rent Allowance shall be taken into account for this purpose:- $\text{Cash equivalent} = \frac{\text{PAY} + \text{DA}}{30} \times \text{D}^*$ * (D = No. of days of EL at his credit)	No. 34(33)/98-D(SSC) dated 22.01.99 No 37(1)/2016/D(SSC) dated 30.10.2019 No 37(01)/2016/D(SSC)-13 Oct 2017 on Vacational Staff are entitled to convert 20 days	Appx 'C' Rule Number changed Encashment of converted EL prohibited

	Cash equivalent = $\frac{\text{PAY} + \text{DA}}{30} \times \text{D}$; (D = No. of days of EL at his credit) (c) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of an employee who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. However, after finalization of these proceedings, he will become eligible to the amount so withheld after adjustment of school dues, if any. (d) Employees who resign or quit service of their own accord shall be entitled to the cash equivalent of half of the earned leave at his credit on the date of cessation of service, subject to a maximum of 90 days.	(c) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of an employee who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him. However, after finalization of these proceedings, he will become eligible to the amount so withheld after adjustment of school dues, if any. (d) Employees who resign or quit service of their own accord shall be entitled to the cash equivalent of half of the earned leave at his credit on the date of cessation of service, subject to a maximum of 300 150 days. (e) With effect from 01 Jan 2006, encashment of converted Earned Leave from HPL accumulated at the time of retirement is not permissible for vocational staff as referred att Para 8.12 above.	of HPL/ Medical Leave into 10 days of Earned Leave.	
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