



Padmasree Dr. Vitnairao Vikhe Patil Foundation's
Vikhepatil Institute of Medical Sciences
 Opp. Govt. Milk Dairy, Vadgaon Gupta, M.I.D.C., Ahmednagar - 414 111
 Tel: (0241) 2778042, 2777059, 2779757, Fax: 2779782
 E-mail: vims_mid@bsnl.in Website: www.vims.edu.in.

PDVVPF/MCHA/ESTT/2014/ 12

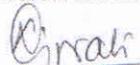
Date: 01/01/2014

CIRCULAR

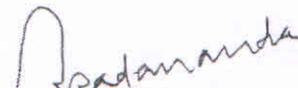
All the units under Vikhepatil Institute of Medical Sciences are hereby informed that, new Leave Card will be in existence with effect from 1st January 2014. The Teaching and Non Teaching staffs are requested to note the following points for strict compliance.

LEAVE:

- a. The grant of leave to an employee shall depend on the exigencies of the work & shall be at the discretion of the leave sanctioning authority. The leave cannot be claimed as a matter of right.
- b. The employee, who desires to obtain leave of absence, shall apply in writing along with substitute's signature with the remarks of Head of the Department to the leave sanctioning authority, at least one day prior.
 - i. Medical College (Pre & Para Departments) : Principal, through Head of the Department.
 - ii. Medical College (Clinical Departments) : Principal, through Head of the Department & Medical Superintendent
 - iii. College of Physiotherapy : Principal.
 - iv. College of B.Sc. Nursing : Principal.
 - v. Institute of Nursing Education : Principal.
- c. No employee shall proceed on leave before obtaining prior sanction & confirmation of the same.
- d. Employee may avail only sanctioned leave by sanctioning Authority.
- e. If the leave is refused or postponed, the fact of such refusal or postponement shall be communicated to the employee immediately by the Head of the Department.
- f. If a permanent employee after proceeding on leave desires an extension of leave, he / she shall intimate telephonically or either through SMS / e-mail to the sanctioning authority. If the employee overstays the sanction period or his / her leave without permission, he / she shall not be entitled to any leave salary for that period.
- g. During the period of long leave as applicable, the employee should give his / her address and contact numbers to the Head of the Department before going on leave.
- h. The Institute has every right to recall the employee who is on sanctioned leave, if his / her services are essentially required and the remaining sanctioned leave shall be automatically cancelled and the same be credited to his / her leave account.
- i. Leave without pay may be granted in special circumstances to an employee, when no other leave of any kind is due to him / her.
- j. Study leave with pay / without pay may be granted by the Management depending on the requirement of the institution at the sole discretion of the Management.


 Dr. Abhijit Diwate
 Deputy Director




 Lt. Gen. Dr. B. Sadananda
 Secretary General

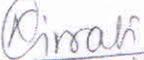
- k. If an employee proceeding on sanctioned leave but afterwards desires to cancel the sanctioned leave, can apply to the authority regarding the cancellation of the sanctioned leave. The sanctioning authority shall consider such application.
- m. The leave year shall be recognized from 1st January to 31st December every year.
- n. Public holidays & Weekly off can be prefixed or suffixed to casual leave and earned leave.
- p. A leave record shall be maintained by the Personnel Department. All leave of absence, which is sanctioned, refused, postponed or cancelled and orders passed and reasons for refusal or postponement, cancellation, shall in every case be entered in the register.
- r. No leave can be adjusted after the receipt of notice of resignation.
- s. The employee on probation shall not be entitled to avail leave for more than 15 days in a year, otherwise his probationary period shall automatically be extended by number of days availed in excess of 15 days, resulting into postponement of date of completion of probation and date of increment with future effect.
- t. The leave cannot be claimed as a matter of right. The employee proceeding on leave without prior permission shall not be entitled to leave salary.
- u. Half day leave is not permissible.
- v. The Teaching & Non-teaching staff who ever comes late in a month than the scheduled time (i.e. 9.05 AM) his / her one day Casual Leave shall be deducted from his / her account for every two days (i.e.: 2:1). In case of non availability of Casual Leave, the same will be marked as leave without pay.

CASUAL LEAVE:

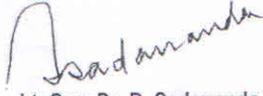
- a. The total casual leave admissible to a staff member during the calendar year will be 15 days from 1st January to 31st December every year.
- b. If any staff member avails casual leave more than the proportionate, it will not be considered and will be treated as leave without pay (L.W.P.).
- c. Not more than 3 days casual leave can be utilized at a time. Casual leave cannot be prefixed or suffixed with earned leave, medical leave or vacation.
- d. The leave on Saturday where it is observed as half working day shall be treated as a casual leave for full day.
- e. Excess casual leave will not be adjusted against any other kind of leave, but it will be treated as leave without pay.
- f. No encashment of casual leave is permitted. The casual leave cannot be carried over to next year if not availed during the previous year.
- g. A person appointed during the calendar year would be eligible for proportionate number of casual leaves.

SICK LEAVE:

- a. Every employee including probationer shall be entitled to 07 days sick leave during the calendar year.
- b. If such leave is taken for a period less than 2 days with intimation, medical certificate is not essential.
- c. Sick leave for 3 days & more, shall be sanctioned only on the production of medical certificate, obtained from the Registered Medical Practitioner or Medical Superintendent of Dr. Vikhe Patil Memorial Hospital, Ahmednagar.


Dr. Abhijit Diwate
Deputy Director




Lt. Gen. Dr. B. Sadananda
Secretary General

- d. The employee has to produce the unfit certificate obtained from the Registered Medical Practitioner or Medical Superintendent, Dr. Vikhe Patil Memorial Hospital, Ahmednagar along with the sick leave application within 3 days. A fitness certificate shall also be required to be produced by such employee, on the day on which he / she resumes his / her duty, if the leave was utilized for more than 3 days.
- e. Sick leave can be carried forward to a maximum extent of 14 days and will not be lapsed, if not availed.
- f. Holidays including weekly holidays falling within the period of sickness shall be treated as sick leave.
- g. No leave is encashable.

MATERNITY LEAVE:

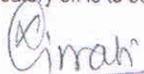
- a. All female employees are entitled for 90 days of maternity leave for each confinement with a gap period of 24 months.
- b. Sick / Earned leave if due shall be granted to a maximum extent of 02 months in continuation to maternity leave.
- c. Maternity leave will not be granted for 3rd & subsequent confinements.
- d. To qualify for this leave, the female employee must have put in at least 12 months of continuous service with three month's salary as security deposit and shall be refunded within three months after joining the duties.
- e. No leave is encashable.

EARN / PRIVILEGE LEAVE (Non-Teaching Staff):

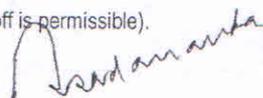
- a. An employee is entitled for 30 days earned leave after completion of probationary period of one year.
- b. Earned leave can be accumulated up to 240 days.
- c. Earned leave shall be availed minimum 4 days at a time.
- d. Earned leave should not be availed without prior sanction and may be availed as under: -
January to June : 15 days.
July to December: 15 days.
- e. If an employee avails earned leave, no other type of leave will be sanctioned in continuation with earned leave. In the situation when earned leave is prefixed with holidays or Sunday, the leave immediately after holidays & Sundays will be treated as earned leave.
- f. Leave schedule will be prepared by the Departmental Heads in consultation with employees for smooth functioning of the institute. If all other factors are equal, seniority within organization will be used to settle a conflict when two or more employees desire to proceed on leave at the same time.
- g. No leave is encashable.

COMPENSATORY OFF:

- a. Compensatory off is applicable to only non teaching staff below Officer Cadre.
- b. Employees if asked to work on Sunday / Public holidays by the competent authority with prior order shall be entitled to have compensatory holiday, provided they work for **more than six hours** on that day.
- c. Compensatory holidays should not be accumulated for more than 3 days at a time.
- d. Compensatory off is to be utilized on full day basis (No half day Compensatory off is permissible).


Dr. Abhijit Diwate
Deputy Director




Lt. Gen. Dr. B. Sadananda
Secretary General

- e. Compensatory off cannot be suffixed or prefixed with Earn leave, Casual leave or Vacation. Compensatory off must be availed within 3 months from the date of work.
- f. Compensatory off can be combined with sick leave.

SUPERANNUATION:

Age of retirement for Teaching & Non Teaching Staff : 58 Years.

ELIGIBILITY OF TEACHERS FOR SPECIAL LEAVE / ON DUTY FOR ATTENDING UNIVERSITY WORK & CONFERENCES:

1. **Presenting scientific papers.**

If a teacher is presenting a scientific paper (**First Author only**) the Professor / Associate Professor / Assistant Professor shall be eligible to travel by II AC sleeper & others shall be eligible to travel by II sleeper including reservation charges once for national / international level in India & once for state level in a year. If someone travels by four wheeler car, the charges will be paid, whichever is less. D.A. will be as per the rules of Vikhepatil Institute of Medical Sciences, Ahmednagar.

These teachers are required to produce acceptance letter, original copies of the tickets, attendance certificate etc. On submission of payment receipt, 100% of registration fees will be borne by the institute. The period of absence will be treated as special leave.

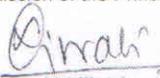
- a. The permission for attending conference / seminar / workshop etc without presentation of scientific paper or chairing the session / speaker in a symposium may be granted once for National / International and once for state level activity in a year by the Principal & Head of the Department, subject to special leave rules and contingencies of service. A copy of the invitation for the above to be submitted to the Office of the Principal through Head of the Department. However, no TA / DA is admissible.
- b. Before proceeding for the conference, copy of the scientific papers approved by Institutional Ethical Committee (I.E.C) should be submitted to the Principal and on return from the conference a **written report** should be submitted regarding the proceedings and observations in the conference etc.

2. **University Exams**

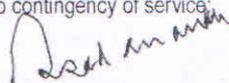
All personnel nominated by MUHS, Nashik for performance of examination duties including Central Assessment Programme shall perform assigned duties. All such personnel will be treated on duty leave.

The faculty member on his / her return from exam duty shall produce attendance certificate of examinership, duly signed by the concerned Dean / Principal of the respective college along with appointment letter issued by MUHS, Nashik to Establishment Section.

3. The teacher shall be entitled to special leave (i.e.: Clause 1 and 2) on following grounds with prior permission of the Principal / Management and Head of the Department subject to contingency of service;


Dr. Abhijit Diwate
Deputy Director




Lt. Gen. Dr. B. Sadananda
Secretary General

..5..

- a. The teacher attending the meeting at other non – remunerative official business or any other central / State Govt. bodies shall be treated as special leave.
- b. The teacher **attending the meeting / conference / seminar / workshop /** any other non remunerative official business **of any universities / college / institutions / professional associations** located in India **and examination work of any universities** including Maharashtra University of Health Sciences, Nashik shall be entitled for special leave with a prior permission of the Management.
- c. **Maximum special leave entitled will be 15 days in a year.**

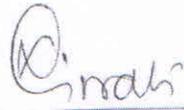
UNIVERSITY VACATION:

- a. Only full time teaching faculties are entitled for vacation leave.
- b. Full time teaching faculty is entitled to half vacation leave only as declared by the MUHS, Nashik. Proportionate half of the duty period during vacation in terms of earn leave shall be credited to his / her account.
- c. The staff who have completed one year of service are entitled for vacation leave. No vacation leave will be granted during his/ her first one year of service.
- d. Part time teaching faculties are not entitled to any type of leave / vacation.
- e. The Visiting Teaching faculties are not entitled for any type of leave / vacation. In case the public holiday falls on the visiting day, the concerned faculty member should visit on any other working day in consultation with Head of the department.
- f. The vacation programme should be submitted to the Office of the Principal for approval as per the format given below:

Name of the Department : _____

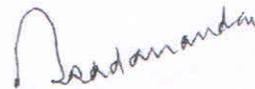
Vacation Period : _____

Sr. No.	Name	Vacation to be availed	Duty to be performed
01			
02			
03			
04			
05			


Dr. Abhijit Diwate
Deputy Director



Signature
Head of the Department


Lt. Gen. Dr. B. Sadananda
Secretary General