

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. 1394/2023
January 09, 2023

NOTIFICATION

SUB: Leave Rules for Project Employees, IPDFs, and NPDFs etc.

Leave entitlement of Project employees IPDFs, NPDFs etc. is cited below:

A. Nature of leave and its duration that can be availed by the Project Employees are mentioned below:

Sl No.	Form of Leave	Maximum duration	Procedure and Guidelines
01.	Accrued leave on annual basis	30 days in a calendar year	a. All project employees may be allowed to avail 2.5 days leave per/every calendar month of service (On monthly accrual basis up to a maximum of 30 days in a calendar year.)
			b. Leave encashment in any circumstances is not permissible, further carry forward of the leave to the ensuing calendar years is also not permissible, i.e. unused leave of a particular calendar year will lapse on 31 st December of that year.
02.	Project Duty leave	As per the requirement of the Project, subject to the prior approval of the competent authority	a. For carrying out the field work, computational/experimental work attending the conference/ scientific events/workshops.

B. Nature of leave and its duration that can be availed by the IPDFs/NPDFs are mentioned below:

Sl No.	Form of Leave	Maximum duration	Procedure and Guidelines
01.	Accrued leave on annual basis	30 days in a calendar year	a. All Institute PDFs may be allowed to avail 2.5 days leave per/every calendar month of service (On monthly accrual basis up to a maximum of 30 days in a calendar year.)
			b. Leave encashment in any circumstances is not permissible, further carry forward of the leave to the ensuing calendar years is also not permissible, i.e. unused leave of a particular calendar year will lapse on 31 st December of that year.
02.	Paternity leave	As per the Institute Rules	a. It will be governed by the existing Institute rules on the subject.

03.	Maternity leave	As per the Institute Rules	a. A female fellow may be granted Maternity leave for a period as per the Institute rules on the subject.
04.	Project Duty leave	As per the requirement of the Project subject to the prior approval of the competent authority	a. For carrying out the field work, computational/experimental work attending the conference/ scientific events/workshops.

Note: Prefix suffix will be counted as per the Institute Rules.

This is issued with the approval of the competent authority.

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Dean (R&D)

cc: Director / Deputy Director / RG
: All Deans / All Associate Deans / All HODs
: Faculty Members
: All DRs / ARs