

Quality Council of India New Delhi

F.No.QCI/OM/2021/001

February 03, 2021

OFFICE MEMORANDUM

Subject: - Clarifications regarding leaves.

This is issued in continuation to the clarifications (regarding leave rules) issued vide mail dated on 31.12.2019.

In view of the various queries received from QCI officials regarding leave rules as stipulated in S&F manual and approval of Competent Authority, the following clarification regarding leave rules is issued and all the QCI officials are requested to abide by the same.

A. Clarification regarding Extra Ordinary Leave (EOL):

1. In case any QCI employee is granted EOL for the purpose of studies for a period more than 1 year (12 months), he/she shall be required to execute a Bond in the form of Undertaking to serve the organization for a period double to the leave period (EOL) on expiry of such leave. In case the employee quits the service between such period or during the leave period he /she shall have to pay the amount equivalent to the total basic salary applicable to the employee, for the period not served (on prorata basis). Which may be adjusted against his pending dues.
2. As per S&F manual an employee shall be entitled to Extra-Ordinary Leave for a period of three months only, on one occasion in normal circumstances. However, the normal circumstances for grant of EOL shall be restricted to the following:
 - a) Medical condition of the employee based on documents from CMO.
 - b) Reasons beyond the control of employee (such as natural calamity, struck in place where it is not possible to return on duty due to non-availability of transport, national lockdown, etc.).
 - c) A female employee taking care of her new born baby or for taking care of ailing child (supported by relevant documents).
 - d) An employee taking care of his/her medically ill parents /spouse (based on relevant documents)
 - e) For taking examination(s), if undergoing course with NOC from office.
 - f) EOL normally may be granted when employee has exhausted his/her PL.

B. Clarification regarding leave during notice period:

1. As per S&F manual all the employees appointed against sanctioned posts shall have to serve one month notice period on resignation from services.
2. Notice of resignation will be considered as proper only if the employee remains on duty during the notice period.
3. No leave such as PL/EOL shall be allowed during the notice period. However, in case of Sick leave, competent authority based on the merit of the case and or if it feels the justified reasons for Sick leave (based on evidence) may grant the same.

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4. In exceptional circumstances the waiver in notice period may be granted by the competent authority by adjusting it against one-month salary of the employee or PL available in the leave account of the employee. However, for the smooth transfer of the charge /ensure continuity of services, such waiver shall only be applicable after the employee has handed over his entire charge to the employee deputed for the same (to be certified by the concerned CEO/HOD).
5. No employee can quit the services while being on sanctioned leave such as PL/EOL/Sick leave. In such case, QCI shall have right to withhold /forfeit the pending dues. Hence, in each case the employee on leave would have to resume the duties and serve the required notice period. However, in case of employee on leave on medical grounds (supported by relevant documentary evidence from, the competent authority looking into the merit of the case may grant waiver, subject to s.no.(3) above.
6. In case the employee on sanctioned PL/EOL/Sick leave submits resignation, the sanctioned leave shall automatically stand cancelled from the day of submission of such resignation and the employee would have to resume his/her duties, failing which it shall be treated as an act of disobedience and QCI shall have right to forfeit the applicable dues of employee.
7. Employee cannot submit resignation and proceed on PL / EOL, this shall be treated as an act of disobedience and would lead to forfeiture of applicable dues of employee.

It is further observed that employees after applying for any kind of leave stop attending the office without its approval by the competent authority. All the employees may kindly note that as per S&F manual Leave cannot be claimed as a matter of right Hence employees are advised to not proceed on leave (especially PL/EOL) until the same is approved by competent authority. failing which, the same shall be treated as an act of misconduct/disobedience on part of the employee and is liable for disciplinary action as per applicable rules.



Dr. Aradhana Chopra
Director (Admn. Incharge)

Copy to:

1. All QCI employees
2. Office Order file