

Ref: NIET/Ph I/Leave Rule PolicyRev/01

Date: 05.01.2024

NOTIFICATION
(Leave Encashment Policy)

The revised Leave (EL, CL, Compensatory Off) Encashment Policy of the Institute for Teaching and Non-Teaching staff members with effect from 1st January 2024 onwards is as under:

Leave (EL, CL, Compensatory Off) Encashment Policy for Teaching Staff (Faculty):

EL encashment policy:

Total number of ELs for Teaching staff: 30

- Mandatory Winter slot= 10 days
- Mandatory summer slot 14 days
- Balance 6 can be availed in lean teaching period

Mandatory summer and winter slots should be availed by all the teaching staff.

Whenever any faculty member is to be retained for one or more days during predetermined summer winter slots, the following SOP should be strictly adhered to:

- Prior information is to be shared with the Director, by the respective head of the department reporting authority through email, This should include the details of the task assigned to the faculty, its deadline and duration required for the completion of assigned task/tasks.
- The official approval of the Director needs to be sought before retaining the faculty.
- In case of not availing EL slot without prior approval, it will be treated as lapsed EL/availed EL.
- On completion of the allocated tasks by the faculty, the task completion report is to be submitted to the director's office within a fortnight by the HOD/reporting authority.
- The faculty member would be entitled to the EL encashment, ONLY on verification of the same by the Director's office.
- If the faculty member who has been retained for an allocated task by the reporting authority wishes to avail those ELs during the lean teaching period, he/she may choose to do so. In this case, no encashment would be applicable.

The balance of 6 ELs should also be availed by the faculty member during the lean teaching period. In case of need for the faculty member to be retained during those days, the same SOP would prevail as follows:

- Prior information is to be shared with the Director, by the respective head of the department /eporting authority through mail. This should include the details of the task



assigned to the faculty, its deadline and duration required for the completion of assigned task tasks.

- The official approval of the Director needs to be sought before retaining the faculty.
- In case of not availing EL slot without prior approval, it will be treated as lapsed EL/availed EL.
- On completion of the allocated tasks by the faculty, the task completion report is to be submitted to the director's office within a fortnight by the HOD/reporting authority.
- The faculty member would be entitled to the EL encashment, ONLY on verification of the Same by the Director's office.

Thus, it is reiterated that the encashment of ELs would be done only on adherence to the above mentioned guidelines.

Compensatory Off policy

Whenever any faculty member is to be retained on a prenotified holiday, the following SOP should be strictly adhered for the faculty to be eligible for availing the compensatory off:

- Prior information is to be shared with the Director, by the respective head of the department/reporting authority through email. This should include the details of the task assigned to the faculty and duration required for the completion of assigned task/tasks.
- The official approval of the Director needs to be sought before retaining the faculty.
- In case of no prior approval, it will not be compensated.
- For crediting Compensatory leave, minimum 5 hours working is required mandatorily to claim Compensatory leave.
- After the day gets over, the form available for the compensatory off should be filled out by the faculty duly signed by the reporting authority, and submitted to the HR department within 2 working days.
- The responsibility of this would solely be of the reporting authority who would verify proper execution and completion of the tasks entrusted to the faculty before signing the form for compensatory off.
- The compensatory off can either be availed as a leave within the same calendric year (applicable for REGULAR faculty only).

CL encashment policy

There is no encashment for CLs.

Leave (EL, CL, Compensatory Off) Encashment Policy for Teaching Staff (Faculty):

EL encashment policy:

EL encashment policy:

Total number of ELs for non-teaching staff: 20

- Mandatory Winter slot= 6 days
- Mandatory summer slot 10 days
- Balance 4 can be availed in lean teaching period



Mandatory summer and winter slots should be availed by all the non-teaching staff.

Whenever any non-teaching faculty member is to be retained for one or more days during predetermined summer winter slots, the following SOP should be strictly adhered to:

- Prior information is to be shared with the Director, by the respective head of the department reporting authority through email. This should include the details of the task assigned to the faculty, its deadline and duration required for the completion of assigned task/tasks.
- The official approval of the Director needs to be sought before retaining the non-teaching faculty.
- In case of not availing EL slot without prior approval, it will be treated as lapsed EL/availed EL.
- On completion of the allocated tasks by the faculty, the task completion report is to be submitted to the director's office within a fortnight by the HOD/reporting authority.
- The non-teaching staff would be entitled to the EL encashment, ONLY on verification of the same by the Director's office.
- If the faculty member who has been retained for an allocated task by the reporting authority wishes to avail those ELs during the lean teaching period, he/she may choose to do so. In this case, no encashment would be applicable.

The balance of 4 ELs should also be availed by the non-teaching staff during the lean teaching period. In case of need for the non-teaching staff to be retained during those days, the same SOP would prevail as follows:

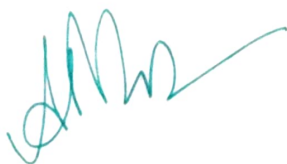
- Prior information is to be shared with the Director, by the respective head of the department /reporting authority through mail. This should include the details of the task assigned to the faculty, its deadline and duration required for the completion of assigned task tasks.
- The official approval of the Director needs to be sought before retaining the non-teaching staff.
- In case of not availing EL slot without prior approval, it will be treated as lapsed EL/availed EL.
- On completion of the allocated tasks by the faculty, the task completion report is to be submitted to the director's office within a fortnight by the HOD/reporting authority.
- The non-teaching staff would be entitled to the EL encashment, ONLY on verification of the Same by the Director's office.

Thus, it is reiterated that the encashment of ELs would be done only on adherence to the above mentioned guidelines.

Compensatory Off policy

Whenever any non-teaching staff is to be retained on a prenotified holiday, the following SOP should be strictly adhered for the faculty to be eligible for availing the compensatory off:

- Prior information is to be shared with the Director, by the respective head of the department/reporting authority through email. This should include the details of the task signed to the faculty and duration required for the completion of assigned task/tasks.
- The official approval of the Director needs to be sought before retaining the faculty.



- In case of no prior approval, it will not be compensated.
- For crediting Compensatory leave, minimum 5 hours working is required mandatorily to claim Compensatory leave.
- After the day gets over, the form available for the compensatory off should be filled out by the faculty duly signed by the reporting authority, and submitted to the HR department within 2 working days.
- The responsibility of this would solely be of the reporting authority who would verify proper execution and completion of the tasks entrusted to the faculty before signing the form for compensatory off.
- The compensatory off can either be availed as a leave within the same calendric year (applicable for REGULAR non-teaching staff only).

CL encashment policy

There is no encashment for CLs.

All the concerned please may note.



Dr. Avijit Mazumder

(Director, NIET Pharmacy Institute)

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- Hon'ble M.D/A.M.D for kind information pl
- Executive VP for kind information pl
- Director General for kind information pl
- All Directors All Deans, All HODS
- All the concerned dignitaries for needful
- Registrar for record