

RAJAS MEDICAL INSTITUTIONS

Kavalkinaru Jn. Tirunelveli District – 627105

RMI/CMN/CIR/D-2683/2022

05.01.2023

STAFF WELFARE DOCUMENT

LEAVE RULES FOR TEACHING & NON TEACHING STAFF W.E.F. JANUARY, 2023

Casual Leave:

CL – 12 days per year

- Leave should be necessarily applied 1 day prior to the requirement.
- Dental College staff should apply for leave through e-governance while staffs of Arts, Allied, Nursing & Pharmacy should get their leave letters countersigned by the H.O.D. and Principal / Vice Principal and submit to the HR in Administrative Office.
- Casual leave can be accumulated only 3 at a time.
- When sanctioning the leave, HODs have to see that 50 % of staff are available, in the concerned departments.
- It is mandatory that either a Reader or a Professor is present in each department every day.
- In case of emergency, leave can be availed after duly informing the Principal/Vice Principal.
- Upcoming month's leave cannot avail it earlier, carry forward leaves are not allowed more than 3 days in a month and also unused leaves of the current year will be lapsed by every December end.
- CL is not allowed to club with other category leave.

Medical Leave:

ML – 12 days per year

- Medical leave cannot be availed in one stretch. (Restricted to 4 days at a time)
- Upcoming month's leave cannot be availed it earlier, carry forward leaves are not allowed more than 3 days in a month and also unused leaves of current year will be lapsed by every December end.
- ML is not allowed to club with other category leave.

Special Casual Leave:

SCL – 15 days per year

- This can be utilized only for the academic activities like Inspection (DCI & University), as an examiner (University Exams), Workshops, Conference, contact classes for Ph.D. etc.
- To avail the benefit you have to submit the attendance certificate on the day of arrival, failing which it will be considered as LOP .
- Staff should produce supporting documents prior to 3 days before taking leave duly signed by the Principal.

Earned Leave:

EL – 12 days per year

- Earned leave can avail it as like other category and cannot clubbed.
- Upcoming month's leave cannot avail it earlier, carry forward leaves are not allowed more than 3 days in a month and leave encashment will be given in every December month salary for unused leaves.

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Maternity Leave:

- Maternity leave for women staff members (both Teaching & Non-Teaching staff) should be more than one year of service.
 - 1 month leave with salary for the teaching staff will be given.
 - 3 months leave with 2 months salary for the non teaching staff will be given.

Leave for the Probationers:

- CL is eligible only after 6 months of continuous service.
- ML & EL eligible are only after 1 year of continuous service.

Conference Allowance:

- For the faculties who are presenting scientific papers at International or National level Conferences, 100% of the registration fee will be awarded (Permitted once in a year).

Publication Allowance:

For 1st Author

- a. International Journal (**PubMed Journal**) = Rs. 15,000/-
- b. National Journal (**Association/University Journal**) = Rs. 10,000/-
- c. UGC Journal (**NAAC Approved**) = Rs. 5,000/-

Permissions:

- Teaching staffs (Except Professors) are permitted 1 hour per month.
- Non-Teaching staffs are permitted two 1 hour permission per month.
- No permissions are allowed on Saturdays and half working days (Teaching and Non-Teaching).

General Instructions:

1. Casual Leave One day per month (Can be carried forward to next month)
2. Medical Leave – One day per month (Can be carried forward to next month)
3. Earned Leave – One day per month (Can be carried forward to next month)
4. For any holiday including Sundays/Holidays/Day Off, attendance for the day prior to or after is mandatory, failing which the holiday / days will be taken as LOP.
5. In and Out Biometric Punch report will be monitored on a regular basis.



Copy to:-

1. Chairman's Office
2. Principal-RDCH,SARPC,SRNC, RIAHS, SRASC
3. Vice-Principal (Administration)
4. Vice-Principal (Academics)
5. Chief Operating Officer
6. General Manager
7. HR Manager
8. All Departments
9. E-Governance
10. Notice Board
11. File Copy


DIRECTOR
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RAJAS MEDICAL INSTITUTIONS
KAVALKINARU JN - 627 105
TIRUNELVELI DISTRICT

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Kavalkinaru Jn. Tirunelveli District – 627105

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W.E.F. JANUARY, 2023

RMI/CMN/CIR/D-2683/2022(Dated: 05.01.2023)

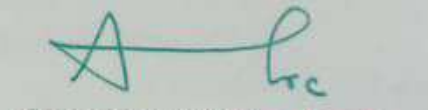
AMENDMENTS (03.04.2023)

General Instructions:

1. Casual Leave (CL), Medical Leave (ML) & Earned Leave (EL): One day per month (Can be carried forward to next month)
2. Comp Off (Compensation Leave) not allowed to club with other category leave.
3. For any holiday including Sundays/Holidays/Day Off, attendance for the day prior to or after is mandatory, failing which the holiday / days will be taken as LOP.
4. Comp Off (Compensation Leave) to be availed only from 30 days from the day of working on a holiday (Cannot be availed to compensate for advanced day leaves).
5. No advancing of any type of leaves (CL, ML and EL) is permissible at any time of time.
6. No combination of any type of leaves is permissible


HR
3/4/23


DIRECTOR
3/4


CHAIRMAN
3/4/23