

BANGALORE METRO RAIL CORPORATION LIMITED

BMRCL EMPLOYEES' LEAVE RULES, 2014

1. Title and commencement -

- 1.1. These Rules may be called the Bangalore Metro Rail Corporation Employees' Leave Rules, 2014 and shall come into force with immediate effect.

2. Application:

- 2.1 These Rules are applicable to all Regular employees of BMRCL, including those who are on probation.
- 2.2 These Rules will not be generally applicable to the employees engaged on contract basis unless otherwise specifically made applicable to them as per the terms of their appointment.
- 2.3 Earned Leave and other leave including encashment of earned leave to the employees on deputation will be governed by the provisions of their respective parent organization/department.

3. Definition:

- 3.1 In these rules / unless the context otherwise requires:

(a) "BMRCL" means Bangalore Metro Rail Corporation Limited;

(b) "Competent Authority" means the Managing Director or any other officer authorized by the Managing Director. In case of Managing Director, the Chairman BMRCL, shall be the Competent Authority.

(c) "Employee" means any employees of BMRCL appointed regular basis in accordance with Cadre and Recruitment Rules, including an employee on probation.

(d) "Managing Director" means the Managing Director of Bangalore Metro Rail Corporation Limited

(e) "Year" means a Calendar Year as per the Gregorian calendar comprising of twelve months commencing from the month of January and ending with the month of December.

Note: (1) Unless otherwise specified, the reference to masculine gender in these Rules shall include the feminine gender, wherever appears.

(2) In these Rules, 'Leave' includes casual leave, earned leave, Half pay leave, extra ordinary leave, commuted leave, special disability leave, maternity leave and paternity leave.

4. Casual leave :

4.1 Subject to the provision of these rules, casual leave may be granted to an employee for fifteen (15) days in each calendar year, but not more than seven (7) days at a time.

Provided that an employee who has not put in a service of one year in a post, may be granted casual leave in proportion to the period of his service at the rate of one day for every completed service of one month.

Note: (1) casual leave of half a day effective upto or from 2.00 p.m on any working day may be granted. This provision shall not be applicable to the employees who are assigned shift duties.

Note: (2) When an employee has attended office late after the expiry of the grace period of ten minutes from the appointed time of commencement of office but before 2.00 p.m. on that day, he shall forfeit casual leave for half a day on each day of such late attendance.

If, the employee concerned has no leave to his credit, he shall forfeit a day's Earned leave or any other kind of leave, due and admissible to him for each day of such late attendance.

- 4.2 Casual leave shall not be combined with any other kind of leave. Casual leave may be combined with Sundays and other authorized holidays, provided that not more than seven days casual leave, exclusive of such Sunday and Holidays may be granted at a time. Casual leave remaining unutilized at the end of the Year will lapse and shall not be carried forward to the next Year.

5. Special Casual leave:

- 5.1 In addition to the entitlement of fifteen (15) days of casual leave, an employee will also be entitled for Special casual leave under the following circumstances, to the extent indicated, subject to the production of Medical certificate from a BMRCL approved Hospital:

- a. Vasectomy operation - 6 days
- b. Tubectomy operation - 14 days
- c. Male employee whose wife undergoes Tubectomy - 7 days
- d. Female employee whose husband undergoes Vasectomy - 1 day
- e. An employee bitten by a rabid animal - 14 days

Special casual leave granted under this Rule may be permitted to be prefixed or suffixed with Sundays and other holidays. Special casual leave shall not, however, be granted in combination with ordinary Casual Leave under Rule 4.1 above.

6. Earned Leave:

- 6.1 An employee is entitled for thirty (30) days of Earned leave for every completed year of service. Fifteen (15) days earned leave will be credited in advance to the account of the employee on first of January and the remaining fifteen (15) days on first of July in every Year.

- (a) If an employee is appointed during the middle of the Year, Earned leave at the rate of Two and half (2 ½) days per month of service will be credited to the leave account of the employee and for this purpose service of fifteen (15) days or more in the month will be reckoned as one (1) month.
- (b) Earned leave may be reduced by 1/10th of the period of loss of pay during the previous year subject to a maximum of thirty (30) days in a year. For this purpose, fraction of below half may be ignored and fraction of half and more may be reckoned as one day.
- (c) An employee during the period of Earned leave may be paid leave salary equal to the pay which includes Basic Pay, DA, HRA, Special pay, Deputation allowance etc. drawn by him immediately before proceeding on leave.
- (d) The Earned leave under this Rule at the credit of an employee at the close of the previous half year, shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the year does not exceed the maximum limit of three hundred (300) days.

7. Half pay leave:

- 7.1 Half pay leave means leave on half average salary earned in respect of each completed year of service at the rate of twenty (20) days, to be credited at the beginning of the Year. For this purpose, completed year of service means continuous service of the specified duration and includes period spent on duty as well as on leave. There is no maximum limit for accumulation of half pay leave. The maximum half pay leave an employee can avail at a time shall not be more than one year.

8. Commuted leave:

- 8.1 Commuted leave not exceeding half the amount of half pay leave due may be granted to an employee upon production of medical certificate, subject to the following conditions, namely,

(a) The authority competent to grant leave is satisfied that there is reasonable prospect of the Employee returning to duty on expiry of such commuted leave.

(b) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

9. Extraordinary Leave:

9.1 Extraordinary leave means, leave granted under extraordinary circumstances but without salary.

9.2 An employee may be granted Extra Ordinary Leave only on medical grounds, after completion of two years of service.

9.3 Extraordinary Leave shall be permissible if no other leave is available to the employee subject to the following:

(i) Three (3) months without medical certificate;

(ii) Six (6) months for common ailment, where the Government servant has completed a continuous service of not less than one (1) year on the date of expiry of leave of the kind due and admissible under these rules, including extraordinary leave of three (3) months under clause 9.3 (i) above and his request for such leave is supported by a medical certificate issued by a BMRCL approved Hospital.

9.4 An employee is not entitled for leave salary during the period of extraordinary leave and he will not earn such Earned leave also. However, the period spent on extra ordinary leave may be counted for the purpose of superannuation benefits and earning increment.

9.5 The maximum leave which can be availed under this category in a Year shall be ninety (90) days and three hundred (300) days in the entire career/service of the employee in BMRCL.

10. Special disability leave:-

10.1 Special disability leave may be granted to an employee who is disabled by injury inflicted or caused by or in consequence of the due performance of his official duties subject to the following conditions:

(a) Such leave shall not be granted unless the disability manifests itself within three (3) months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice. However, the competent authority may permit leave to be granted in cases where the disability manifested itself more than three (3) months after the occurrence of its cause.

(b) The period of leave granted shall be such as is certified by the approved to be necessary. It shall not be extended except with the certificate of that authority and shall in no case exceed a maximum period of three months.

(c) Such leave may be combined with leave of any other kind.

(d) Special disability leave will be counted as duty in calculating service for terminal benefits, but it will not be counted for the purpose of earning leave but it shall be counted for the purpose of earning increment.

10.2 Leave salary during such leave shall be equal to leave salary while on earned leave;

10.3 In the case of an employee to whom the Workmen's Compensation Act applies; the amount of leave allowance payable under this Rule shall be reduced by the amount of compensation payable under that Act.

11. Maternity Leave

11.1 A female employee may be granted maternity leave by an authority competent to grant leave for a period of One hundred twenty (180)

days from the date its commencement. During such period, such female employee shall be paid leave salary equal to the pay and allowances drawn immediately before proceeding on leave.

11.2 Maternity leave may also be granted in case of miscarriage or abortion including abortion induced under the Medical Termination of Pregnancy Act, 1971 (but not threatened abortion) subject to the condition that:

- (a) the leave does not exceed six weeks;
- (b) the application for leave is supported by Medical certificate issued by a BMRCL approved Hospital;

11.3 Maternity leave as above shall not be admissible to a female employee who has two or more living children.

11.4 Maternity leave may be combined with any other kind of leave, provided such leave does not exceed sixty (60) days.

However, leave in further continuation of leave granted under this sub-rule may be granted in the case of illness of the female employee subject to production of a medical certificate from the BMRCL approved Hospital. Such leave may also be granted in cases of illness of a newly born baby subject to production of a medical certificate from the BMRCL approved Hospital to the effect that the condition of the ailing baby warrants personal attention and that her presence by the baby's side is absolutely necessary.

11.5 The maternity leave shall not be debited against the leave account.

12. Paternity leave:-

12.1 A male employee may be granted paternity leave by an authority competent to grant leave for a period of fifteen (15) days from the date of its commencement.

- 12.2 During such leave period, he shall be paid leave salary equal to the pay drawn immediately before proceeding on such leave.
- 12.3 Paternity Leave shall not, however, be admissible to a male employee who has two or more living children.
- 12.4 Such Leave shall not be debited to the leave account, but can be combined with any other kind of leave except casual leave. However, it cannot be encashed or merged with earned leave.

13. Encashment of Earned leave:

- 13.1 Subject to availability of earned leave at his credit, an employee while in service is entitled to surrender of fifteen (15) days earned leave for encashment in a calendar year. For the purpose of encashment benefit, the leave surrendered shall carry the Basic pay, Dearness allowance, House Rent allowance and other allowances.
- 13.2 Application for surrender of earned leave for encashment shall be made in the prescribed form fifteen (15) days in advance of the intended date of surrender of leave for encashment.
- 13.3 When an employee retires on superannuation or is permitted to retire voluntarily or whose services have been terminated other than on disciplinary grounds, he will be entitled for the benefit of encashment by surrendering earned leave to the maximum period of three hundred(300) days, subject to its availability in the credit of the employee concerned. For the benefit under this rule, the leave surrendered for encashment shall carry only the Basic pay and Dearness allowance as applicable to such employee at the time of his superannuation/ retirement/termination, as the case may be.

The term "Superannuation" shall mean the age of retirement from the services of the Company as stipulated from time to time by the competent authority under the relevant rules.

- 13.4 An employee who is dismissed or removed from employment on disciplinary grounds shall not be eligible for encashment benefits of

his earned leave. However, encashment of earned leave to the extent stated above may, however, be permitted to the employee who has been compulsorily retired from service.

14. General Conditions for Grant of Leave and its encashment where applicable:

- 14.1 Leave cannot be taken as a matter of right. Application for leave and for encashment of leave will be made in the formats prescribed in Annexure I and II. The Competent Authority for grant of leave are presently prescribed in Annexure III. However, the Managing Director may alter such Competent authority if he considers it necessary to do so. The leave account of all the employees shall be maintained by the H.R. Division or by the respective Units.
- 14.2 Except in case of an emergency, an employee shall get his leave sanctioned before he proceeds on leave, in advance. Leave cannot be claimed as a matter of right. Sanction will be accorded by the concerned competent authority.
- 14.3 Leave will be granted only after a Certificate is obtained from the officer where leave account of the employee is being maintained.
- 14.4 No leave shall be availed without prior sanction of the competent authority. Unauthorized absence from duty will render an employee liable for disciplinary action. An authority competent to sanction leave to any employee may, however, regularize his absence as leave with or without pay, if he is satisfied that the absence was due to reasons beyond the employee's control.
- 14.5 Leave on medical grounds wherever admissible will be granted only on the recommendation and certificate obtained from a BMRCL approved hospital.
- 14.6 Applications for extension of leave, if required, due to unavoidable circumstances, shall be made well in advance of the expiry of the leave already granted. Extension of leave shall not normally be

availed unless it has been sanctioned by the competent authority well before the expiry of the leave already granted.

- 14.7 An employee who is granted leave on medical grounds will be permitted to return to his duties only if he produces a certificate of fitness to resume his duties and issued by an the approved Hospital, who / which had originally recommended his leave on medical grounds or any other Approved/recognized Hospital by BMRCL.
- 14.8 Holidays including restricted holidays, if any, may be allowed to be prefixed and suffixed to the leave.
- 14.9 An employee upon resumption of duty after expiry of the sanctioned leave will inform the date of resumption to the office maintaining the leave account.
- 14.10 Recall from Leave: In case BMRCL finds it necessary to recall an employee to duty before the expiry of the sanctioned leave period, the employee shall return from leave to duty and the period of leave not availed of shall be restored to his account.

15. Savings:

- 15.1 In case of any doubt or any dispute regarding interpretation of these rules or the procedure prescribed, the matter shall be referred to the Managing Director. The Managing Director after such reference may consider the matter and pass appropriate orders and such order/orders of the Managing Director shall be final and binding.
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BANGALORE METRO RAIL CORPORATION LIMITED

APPLICATION FOR LEAVE

Through proper channel/reporting Officer

Name _____

Emp. No. _____

Designation _____ Department _____

Div/Office

EL at credit _____

HPL at credit _____

Sl. No.	Type of Leave	From	To	No. of Days

Reason for leave _____

The above leave is due to me

Address while on leave

Signature of the Emp.

Date _____

Sanctioned subject to eligibility /
Not Sanctioned

Name _____

Designation _____

(Sanctioning Authority)

Forwarded to HR Division for necessary action

The employee has _____ (EL) & _____ (HPL) at his/her credit after the debit of above leave.

HR DIVISION

BANGALORE METRO RAIL CORPORATION LIMITED

**APPLICATION FOR ENCASHMENT OF EARNED LEAVE
FOR THE CALENDAR YEAR _____**

Thro Proper Channel/reporting Officer

(TO BE SUBMITTED IN DUPLICATE)

1. Name of the Employee _____
2. Employee No _____
3. Designation _____
3. Basic Pay + DA+HRA+Spl Pay
and Personal pay, _____
4. Department _____

Please sanction me Earned Leave for _____ days. I have not availed of encashment facility during this year.

Signature of the Employee

Designation of Office

Date _____

Sanctioned subject to eligibility.

Dated _____

(Sanctioning Authority)

To HR Division

Signature & Designation

Applicant is having ____ days of Earned Leave at his credit. He is allowed to encash ____ days as requested. Necessary entry in this respect has been made in the Leave Record. Forwarded to Manager (A/cs) for arranging payment.

Dated _____

Signature & Designation

To Accounts Division

(FOR ACCOUNTS OFFICE RECORD)

No. of days of Earned Leave Encashed	_____
Amount due	_____
Basic Pay	_____
Net amount payable	_____
- in Figures Rs.	_____
- in Words Rs.	_____

Entered in the Register of Leave Encashable for the year. _____

Leave Sanctioning Authorities

Sl. No	Category of employee	Leave sanctioning authorities
1	2	3
1.	Managing Director	Chairman/ State Government
2	Director	Managing Director
2.	HODs GM / CE or equivalent	Managing Director Director concerned
3.	Dy. HODs DGM / DCE or equivalent	GMs concerned
4.	Executives: EEs/AGM, Managers, Assistant Managers, AEEs	GMs concerned
5.	Supervisory Non Executives DEO / Receptionist / Junior Engineers / CRMs / SC/TO / Executive Assistants / Steno / PA / Assistant Engineers / Section Engineers	EE/AGM/Manager/AEE concerned.
6.	Non Supervisory Attenders/Unskilled/ Drivers Maintainers / Assistants	EE/AGM/Manager/AEE concerned.

Financial Statement

Account Name	Balance	Debit	Credit
Bank of America	1000.00		
Chase	500.00		
Wells Fargo	200.00		
Capital One	100.00		
Discover	50.00		
MasterCard	25.00		
Visa	12.50		
Other	6.25		
Total	1993.75		

