

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT  
Praja's Towers, Vazhuthacaud,  
Thiruvananthapuram-14

PROCEEDINGS

IHRD - Sanctioning of Leave Without Allowance to employees in IHRD on various grounds - General Guidelines - Orders issued.

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No.EA3/6744/2013/HRD      Dated, Thiruvananthapuram 23<sup>rd</sup> August, 2013  
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- Read:-*
- 1) *This office Proceedings No.EA3/6191/2007/IHRD(1) dated 30/5/2007*
  - 2) *This Office Proceedings No.EA3/10577/2008/IHRD dated 18/11/2008.*
  - 3) *Resolution of 88<sup>th</sup> Meeting of Executive Committee of IHRD held on 14/5/2013.*

ORDER

General norms for sanctioning of Leave Without Allowance to employees under IHRD for various purposes were prescribed vide Proceedings read as first and 2<sup>nd</sup> paper above. The 88<sup>th</sup> meeting of Executive Committee of IHRD held on 14/05/2013 has resolved to issue the following general guidelines for availing Leave Without Allowance on various grounds.

- (1) The application for Leave Without Allowance should specify the purpose for which the leave is applied for.
- (2) The proposal for application should contain proper recommendation of the head of institution concerned.
- (3) The application for Leave Without Allowance for study purpose should specify the course of study/institution of study.
- (4) Prior permission from the competent authority should be obtained before availing the leave.
- (5) The leave applied should not be combined or clubbed with any other leave.
- (6) The faculty availing the leave for study purpose shall execute a bond to the effect that they shall serve IHRD for a period equal to the tenure of Leave Without Allowance availed for study, in future.
- (7) Candidates violating the above bonded obligation shall be charged with a liquidated damage at the rate decided by the IHRD.
- (8) The application submitted for Leave Without Allowance for better employment abroad shall contain the details for better employment proposed to be taken up by the applicant with the consent letter of the employer providing the better employment and with proper recommendation from head of the institution.

- (9) The Leave Without Allowance applied/availed shall not be for better employment within India.
- (10) The application for sanction of leave on medical grounds shall always contain a medical certificate from a registered medical practitioner.
- (11) Fitness Certificate from a registered medical practitioner should be submitted for rejoining to duty from medical leave.
- (12) The employee on Leave Without Allowance for one purpose shall not enjoy the benefit of other purposes during the period of the leave. Strict disciplinary action will be initiated in case of violation brought to notice in this regard.
- (13) The employees on Leave Without Allowance on personal/medical ground shall not take up any employment during the period of leave availed. Strict disciplinary action will be initiated in case of violation, if any, brought to notice.
- (14) The faculties will not be granted Leave Without Allowance beyond 5 years.
- (15) The faculty now on Leave Without Allowance for more than 5 years should be instructed to report back to duty in the parent department within a period of one month from the date of receipt of a notice served in this regard.
- (16) The head of institution should report the date of relief of the employee availing the leave and the date of rejoining to duty to Head Quarters on a time bound basis.
- (17) The leave will be granted only on the provisions specified under KSR in each case.

The Head of Institutions will circulate a copy of the order among all the employees working under them on proper acknowledgment and ensure its strict compliance.

Sd/-

Dr.P.S.Sreejith,  
DIRECTOR

To

- 1) All Heads of Institutions under IHRD
- 2) Additional Directors
- 3) Administrative Officer (4) Finance Officer (5) CA-I/II
- 6) Section Heads in IHRD Head Quarters (7) S.F. (8) O.C.

IT Division

Forwarded/By Order,

Head Clerk