
KELTRON

PERSONNEL MANUAL

Prepared by

CORPORATE

PERSONNEL DEPARTMENT

Kerala State Electronics Development Corporation Ltd.

Keltron House, Vellayambalam, Trivandrum – 695 033.

KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD

(A Government of Kerala Undertaking)

Keltron House, Vellayambalam, Trivandrum – 695 033.

FOREWORD

We plan to bring out handy, self-contained volumes codifying the existing instructions on different aspects of Personnel Management of the Corporation, so that all the relevant instructions on any given subject are available at one place for ready reference. These volumes will be updated from time to time and eventually all the updated volumes dealing with different subjects will be bound together to form a comprehensive compendium of the personnel policies and practices of our Corporation. The first step in this direction, is the present volume dealing with Leave Rules.

This is only a codification of the subsisting rules, agreement provisions etc., on the subject of leave and is not intended to introduce any new elements, nor give any new interpretation to the existing provisions. Therefore, if any part of the volume is felt to be inconsistent with any existing instructions on the subject, the same may be brought to our notice immediately. Suggestions for improving the utility of these efforts are also solicited.

V.P. JAYAKUMAR
Director (Personnel)

Trivandrum
01.03.1986.

(For internal circulation only)

KELTRON PERSONNEL MANUAL

LEAVE RULES
Applicable to Workmen

VOLUME – 1

ISSUE – 1

KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD

**LEAVE RULES APPLICABLE TO EMPLOYEES IN THE WORKMEN
CADRE.**

1. Scope

These leave rules apply to such of the permanent employees of the Kerala State Electronics Development Corporation Ltd., who are in the workmen cadre., ie., those who are covered by the Certified Standing Orders.

2. Conditions for grant of leave

- 2.1 Leave will be sanctioned subject to the exigencies of service. If the exigencies of service so require, the authority empowered to grant leave is also entitled to revoke the leave or any unexpired portion of it, and, recall the employee to resume duty. As far as possible, leave, particularly, Earned leave, will have to be planned in advance.
- 2.2 Holidays can be affixed and prefixed to leave of any kind, but Sundays and holidays occurring during the period of sick leave shall be treated as sick leave.
- 2.3 An employee on leave shall not take any service or accept any employment during leave period.
- 2.4 Any kind of leave under these regulations may be granted in continuation of any other kind of leave subject to clause 5.1.5 hereunder.
- 2.5 No leave shall be granted beyond the date on which an employee must ordinarily retire.

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3. Application for leave

3.1 All application for leave shall be in the leave form and should be applied sufficiently in advance to the sanctioning authority with the leave card/which shall/in be indicated the latest leave position standing to the employee's credit. The sanctioning authority will forward such leave applications to the time office/administration department.

4. Sanctioning Authority

The concerned departmental heads or in his absence next officer in charge will be the sanctioning authority.

5. Types of leave

Following are the types of leave admissible to workmen who are governed by standing orders subject to conditions mentioned herein.

5.1 Casual Leave

5.1.1 The maximum number of casual leaves admissible to an employee in a calendar year will be 12 days.

5.1.2 Trainees are eligible for 12 days casual leave during one year training period which can be availed no prorated basis. Probationers are eligible for 6 days/12 days casual leave during the 6 month/12 month probation period respectively. Employees appointed on trial basis for 3 months are eligible for three days casual leave during the trial period.

5.1.3 Unavailed portion of the casual leave will lapse at the end of the calendar year/training/probation/trial period as the case may be.

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5.1.4 Casual leave may be combined with Sundays and other holidays provided the maximum period of casual leave Circular No. DP/022/92 dated 12.08.1992 shall not exceed 4 days at a time.

5.1.5 Casual leave cannot be combined with any other leave recognized under these regulations.

5.2 Sick Leave

5.2.1 All permanent employees shall be eligible for 10 days sick leave with pay in a calendar year.

5.2.2 Probationers are eligible for 5 days/10 days sick leave during 6 month/12 month probation period respectively.

5.2.3 Employees appointed on trial basis for 3 months are eligible for 2½ days sick leave during the trial period. Unavailed portion of the sick leave will lapse at the end of the calendar year/training/probation/trial period. An employee availing sick leave for a period exceeding 3 days at a time shall support the period of such absence with medical certificate from/registered medical practitioner. When the period of sick leave exceeds five days at a time the employee shall be required to produce medical certificate of fitness from a registered medical practitioner, who treated him.

5.3 Earned Leave

5.3.1 All confirmed employees would be eligible for earned leave with full pay and allowances at the rate of 1 day per 11 days of work performed by him. A confirmed employee will also be eligible to avail of earned leave for trial and probation period only after confirmation. Earned leave cannot be availed of in fraction of a day.

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- 5.3.2 The following shall be deemed to be days on which the employee has not worked in the Corporation for the purpose of calculating earned leave eligibility.
- 5.3.2.1 Any day of lay-off by agreement or contract or as permissible under the standing orders.
- 5.3.2.2 In the case of female employees maternity leave not exceeding 12 weeks followed by sick leave upto a maximum of one month as per Maternity Benefit Act/ESI scheme.
- 5.3.2.3 Days on which earned leave enjoyed.
- 5.3.2.4 Days on which loss of pay leave availed.
- 5.3.2.5 Period the workmen strike work and the period of lock out which are not regularized and any other period specifically excluded by the management.
- 5.3.2.6 Period the workmen is away from work (without pay including ESI leave).
- 5.3.2.7 Period of suspension, if any, not regularized.
- 5.3.3 Earned leave shall be inclusive of all holidays occurring during the period of Earned leave.
- 5.3.4 In calculating leave under this section, fraction of leave for $\frac{1}{2}$ day or more shall be treated as one full day leave and fraction of less than $\frac{1}{2}$ days is omitted.
- 5.3.5 If any employee who is eligible for leave is discharged or dismissed from service, he shall be entitled for wages for the balance leave he has to his credit on that date subject to a maximum upto 300 days.

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- 5.3.6 If an employee does not in any calendar year take whole of earned leave allowed to him, any leave not taken by him shall be added to the leave to be allowed to him in the succeeding calendar year provided the total number of leave that may be carried forward to the succeeding calendar year shall not exceed 300 days. Provided further that an employee who has applied for earned leave and has not been sanctioned the same, shall be entitled to carry forward unavailed leave without any limit.
- 5.3.7 Application for earned leave shall be submitted by the employees to the sanctioning authority at least 7 days in advance of the date on which he wishes to proceed on leave. Where Earned leave applied is for less than 7 days for reasons which could not be anticipated, such Earned Leave applied need not be submitted 7 days in advance (Circular No. DP/022/92 dated 20.11.92), provided the number of times in which leave may be taken during any year shall not exceed 15.
- 5.3.8 If an employee wants to avail earned leave due to him to cover the period of illness he shall be granted such leave even if the application for leave is not made within the time specified earlier, and in such cases the earned leave salary as admissible shall be paid not later than 7 days of the application or date of leave.
- 5.3.9 An employee of the Corporation who remains absent after the expiry of the leave originally sanctioned or subsequently extended, loses his lien on service, unless he explains satisfactorily to the authorities concerned within 7 days of the expiry of the leave period.

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5.3.10 An employee of the Corporation who is entitled to leave under 5.3.1 above is terminated by the Corporation before he has taken the entire leave to which he is entitled or resigned from service, the Corporation shall pay him to amount payable under the rules mentioned below in respect of the earned leave standing to his credit as on the date of termination/resignation.

- Advance Earned Leave: Refer Page No.13

5.4 Maternity Leave

5.4.1 In the case of female employees, they will be eligible for maternity benefit Act/ESI scheme. Under the Maternity Benefit Act 12 weeks leave will be granted on the average pay as calculated for the period of 3 consecutive calendar months preceeding the date of maternity leave. In addition to this they will be eligible for one month's sick leave for illness arising out of the pregnancy provided they apply for such leave together with medical certificate from the registered medical practitioner /Govt. Doctor who treated them.

They shall intimate the management the date from which they intend to avail of maternity leave together with pregnancy certificate issued by registered medical practitioner/registered midwife. They shall also produce a delivery certificate soon after confinement, in any case, not later than rejoining duty.

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Every insured women claiming maternity benefit as per ESIC shall submit to the appropriate local office by post or otherwise: –

5.4.1.1 A certificate of expected confinement in Form 21 given in accordance with these regulations, not earlier than 50 days before the expected date of confinement.

5.4.1.2 A claim for maternity benefit in Form 22 stating therein the date on which she ceased or will cease to work for remuneration and

5.4.1.3 within thirty days of the date on which her confinement takes place a certificate of confinement in Form 23 given in accordance with these regulations. Claim for miscarriage: - Every insured woman claiming maternity benefit for miscarriage shall within 30 days of the miscarriage, and every insured woman claiming maternity benefit after confinement, shall submit to the appropriate office by post or otherwise a claim for maternity benefit in Form 22 together with a certificate of confinement or miscarriage in form 23 given in accordance with these regulations.

Claim for maternity benefit in case of sickness arising out of pregnancy, premature birth of child, miscarriage: -

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5.4.1.4 Every insured woman claiming maternity benefit in case of sickness arising out of pregnancy, confinement, premature birth of child or miscarriage, shall submit in the appropriate office by post or otherwise a claim for benefit in one of the Forms 12, 13 and 14 appropriate to the circumstances of the case together with the appropriate medical certificate in accordance with these regulations.

5.4.1.5 The provisions of regulations 55 to 61 and 64 shall so far as may be, apply in relation to a claim submitted and a certificate given in accordance with the regulations as they apply to certificate and claims under those regulations.

5.4.1.6 Abortion: In the case of abortion, they will be entitled for 6 weeks leave with maternity benefit from the date of abortion subject to production of medical certificate from registered medical practitioner/Govt. Doctor who treated them.

5.4.1.7 Grant of maternity leave/maternity benefit will be regulated in accordance with the provisions of the Maternity Benefit act/ESI Scheme as the case may be.

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5.5 Leave Without Pay:

Leave without pay and allowance may be granted by such authority competent to sanction leave to any employee under special circumstances when no other leave is by rule admissible to him.

5.6 Short Leave

- 5.6.1 All workmen will be permitted to avail short leave.
- 5.6.2 Short leave will be sanctioned only for urgent and unavoidable reasons.
- 5.6.3 The minimum and the maximum period of short leave an employee can avail at a time will be limited to ½ hour and 2 hours respectively.
- 5.6.4 Short leave will be granted only at the beginning or closing hours of morning/afternoon shifts of the work of the concerned employee.
- 5.6.5 An employee will be allowed to avail short leave upto a maximum of four times in a calendar month.
- 5.6.6 For availing short leave, prior permission is required. An employee who desires to avail short leave should fill up the short leave application in duplicate and obtain the recommendation and sanction from the section head and Department head respectively, prior to availing the short leave.
- 5.6.7 When an employee avails short leave at the beginning of the work, he is expected to hand over the original of the duly sanctioned short leave application to the watchman at the gate while entering into factory premises.

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Watchman in turn will make necessary entries in the form as well as in the register maintained for this purpose and hand over the same to the concerned employee to enable him to produce the same at the time office. On production of this the time office will permit the employee concerned to punch in.

5.6.8 When an employee avails short leave at the closing hours of the work, he is expected to show the original of the duly sanctioned short leave application to the time keeper. The time keeper in turn will permit the employee to punch out and return the duly sanctioned leave application to the concerned employee. The employee while going out of the factory premises is expected to hand over this to the watchman at the gate as an authorization for permitting him to allow the employee to go out of the premises of the factory. Watchman in turn will make necessary entries in the form as well as in the register maintained for this purpose and return this to the Time Office for their records.

5.6.9 Deduction of wages for short leave

Upto 3 hours per month: Deduction as per the
payment of Wages Act.

More than 3 hours but 4: Will be adjusted against
hours or less eligible ½ day casual leave.

More than 4 hours but 6: Will be adjusted against
hours or less eligible ½ day casual leave
and deduction as per Payment
of Wages Act for 2 hours.

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More than 6 hours and upto 8 hours will be adjusted against one day casual leave.

- 5.6.10 Adjustment against casual leave will be subject to availability of leave. If casual leave is not available, deduction will be made as per provisions of payment of Wages Act.

5.7 Study Leave

The workmen who are desirous of proceeding higher study in the relevant discipline in which he is working shall apply, through proper channel, to the Director (Personnel) indicating the course of study, the duration, institution and the probable month and year by which the course will commence and complete by the 31st December every year for a course commencing in the following calendar year. The number of workmen who will be granted study leave is limited to 3 in a year subject to following terms and conditions: -

- 5.7.1 Study leave will be granted for a period normally prescribed by the Polytechnic/Engineering College/recognized institute for a course of study, the qualification of which is approved by the Government/University which shall be a higher qualification than what is prescribed for the post held, in the relevant discipline in which he/she is working.

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5.7.2 The workmen who has been granted leave shall not be entitled to receive any salary and allowances of any kind. Workmen will not be eligible for annual increment during the above period. The period the workmen is on study leave will not be counted for calculation of any kind of leave etc. In the case workmen voluntarily or otherwise discontinues his study with or with out intimation to the Management, it will be deemed that the absence period is unauthorized and will be counted for the purpose of break in service.

5.7.3 The workmen so granted study leave shall execute a service bond, prior to proceeding on study leave, to serve the Corporation for an equal number of completed months, on the resumption of duty after study or alternatively pay, liquidated damages in case of discontinuation of study/leaving employment in between.

5.8 Leave for taking up assignments abroad:

Leave without pay will be granted upto a maximum of 20 years to take up assignments abroad, to those confirmed employees who have put up in a minimum of 3 years service (excluding training period) subject to exigencies of work, once in the service of the Corporation.

Provision for availing Earned Leave in Advance

In cases where employees have no leave to their credit the facility to avail Earned Leave in advance may be granted (to be adjusted against future leave to be earned). Such application for leave will be considered only for the following purposes:

1. Death of near relatives (husband, wife, father, mother, brother, sister son, daughter).
2. Marriage of self.
3. The employee appearing for examinations.
4. The employee suffering from infections/contagious diseases after examining the merits of each case.

Advance Earned Leave can be availed by an employee only once in a calendar year. The maximum number of days of leave that may be granted under this provision is limited to 15 (fifteen). Employees on probation/trial are also eligible to avail this facility during their probation/trial period as the case may be since they earn leave during the said period.

It has been also decided, as a special case, that in the unfortunate event of the death of the employees' spouse, son, daughter, father, mother, brother or sister, the employee may be allowed, over and above the 15 days advance earned leave referred to above, to avail of advance earned leave upto a maximum of 10 more days, to be adjusted against future earned leave on the same terms and conditions.

A second spell of advance earned leave (including the 10 more days of advance earned leave for what ever reasons will be granted to an

employee only if the advance earned leave already availed of by him has been fully adjusted.

(For internal circulation only)

KELTRON PERSONNEL MANUAL

LEAVE RULES
Applicable to
SUPERVISORS AND EXECUTIVES

VOLUME – 1

ISSUE – 2

KELTRON	DEPARTMENT CORPORATE PERSONNEL DEPT.	DIVISION
MEMO	ORIGINATOR EXECUTIVE DIRECTOR (P&A)	REFERENCE DP/028/90
	RELEASED THROUGH	DATE: 17.04.90
DISTRUBUTION	SUBJECT	
FOR ACTION BY	The following points are to be noted while granting Earned Leave to workmen as per clause 9 of the Memorandum of Settlement dated 26.02.90: -	
	<ol style="list-style-type: none"> 1. Availing of Earned Leave at the enhanced rate as well as the enhanced number of times will be effective only from 26.02.1990. in the case of a workmen who has already availed Earned Leave 4 times from 01.01.1990 to 26.02.1990/ will be eligible to /he avail Earned Leave only six more times in the calendar year 1990. 2. The effective date from which intervening Sundays and holidays are to be reckoned as Earned Leave availed will be only with effect from 26.02.1990 3. It has been decided to allow the carry forward of Earned Leave as an <u>one time exception only</u> from the calendar year 1989 to 1990 to such of those workmen only, who have Earned Leave in excess of 60 days, consequent up on the enhancement in the rate of earned Leave. However, the maximum number of Earned Leave that could be allowed to be carried forward from the calendar year 1990 onwards (including the one-time exception mentioned above) to the next calendar year remains at 60 days. 4. Days on which Hospitalisation Leave is availed will also be reckoned for the purpose of calculating earned leave. 	
FOR INFORMATION TO		
	<p style="text-align: right;">EXE. DIRECTOR (P&A)</p> <p>To: All Dvsl.Heads</p>	

KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD
TRIVANDRUM

DP/022/90

07.11.1990

CIRCULAR

Sub: - Advance Earned Leave – Codified instructions issued – reg.

In supersession of all earlier Circulars, the following instructions are issued regarding grant of advance Earned Leave to employees: -

Employees who have no leave to their credit can avail of advance Earned leave upto a maximum of 15 days, to be adjusted against future leave earned, on any one of the following grounds: -

- a) Death of near relatives of the employee;
- b) Marriage of the employee;
- c) The employee appearing for examinations; or
- d) The employees are suffering from infections/contagious diseases, after examining the merits of each case.

The advance earned leave, as above, can also be availed of by employees who are on trial and probation.

The head of the Department shall be fully convinced about the genuineness of the reason stated in the leave form and shall require the production of relevant documents.

It has been further decided, as a special case, that in the unfortunate event of the death of the employee's spouse, son, daughter, father, mother, brother or sister, the employee may be allowed, over and above the 15 days advance earned leave referred to above, to avail of advance earned leave upto a maximum of 10 more days, to be adjusted against future earned leave, on the same terms and conditions.

A second spell of advanced earned leave (including the ten more days of advance earned leave for whatever reasons will be granted to an employee only if the advance earned leave already availed/by him has been fully adjusted.

SR. MANAGER (PERSONNEL)

To

All concerned

KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD

LEAVE RULES FOR EMPLOYEES APPLICABLE TO EMPLOYEES IN THE SUPERVISORY/EXECUTIVE CADRE.

1. Scope

These leave rules apply to such of the permanent employees of the Kerala State Electronics Development Corporation Ltd., who are in the Executive and Supervisory cadres of the Corporation, ie., those who are covered under the Certified Standing Orders.

2. Conditions for grant of leave

- 2.1 Leave will be sanctioned subject to the exigencies of service. If the exigencies of service so require, the authority empowered to grant these leave is also entitled to revoke the leave or any unexpired portion of it, and, recall the employee to resume duty. As far as possible leave particularly Earned leave will have to be planned in advance.
- 2.2 An employee on leave shall not take any service or accept any employment during leave period.
- 2.3 Any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave subject to clause 5.1.5 hereunder.
- 2.4 No leave shall be granted beyond the date on which an employee must ordinarily retire.
- 2.5 Holidays can be affixed and/or prefixed to leave of any kind, (but Sundays and holidays occurring during the period of EL and HPL shall be treated EL/HPL as the case may be.

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3. Application for leave

All application for leave shall be in the prescribed form and should be applied sufficiently in advance to the sanctioning authority with the leave card which shall indicate the latest leave position standing at the employee's credit. The sanctioning authority will forward such leave applications to the time office/administration department.

4. Sanctioning Authority

The concerned departmental heads or in his absence, the next officer in charge will be the sanctioning authority.

5. Types of leave

The following are the types of leave admissible to personnel in the Executive and Supervisory cadre subject to conditions mentioned herein.

5.1 Casual Leave

5.1.1. The maximum number of casual leaves admissible to an employee in a calendar year will be 12 days.

5.1.2. Trainees are eligible for 12 days casual leave during one year training period which can be availed on a pro-rata basis. Probationers are eligible for 6/12 days casual leave during the 6/12 months probation period respectively. Employees appointed on trial basis for 3 months are eligible for 3 days casual leave during the trial period.

5.1.3. Unavailed portion of the casual leave will lapse at the end of the training/probation period as the case may be.

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5.1.4. Casual leave may be combined with Sundays and other holidays provided the maximum period of casual leave exclusive of holidays shall not exceed 4 days at a time.

5.1.5. Casual leave cannot be combined with any other type of leave recognized under these regulations.

5.2 Half Pay Leave

All permanent employees shall be eligible for 20 days half pay (equivalent to 10 days) in each calendar year. Half pay leave may be availed of on private affairs or on medical communication grounds subject to the following conditions: -

5.2.1 Commuted leave during entire service shall be limited to a maximum of 300 days including EL.

5.2.2 When commuted leave is granted, twice the amount on such leave shall be debited against the half-pay leave due.

5.2.3 The total duration of earned leave and commuted leave taken in conjunction shall not exceed 60 days.

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

5.3 Earned Leave

5.3.1 All confirmed employees would be eligible for earned leave with full pay and allowances calculated @ 1 day per 11 calendar days. A confirmed employee will also become eligible to avail of earned leave for the probation period, after confirmation.

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Note: The following periods will not be counted as 'calendar days' for the purpose of calculation of earned leave under these rules.

- 5.3.1.1 Time spent on earned leave.
 - 5.3.1.2 Period the employee strikes work and during periods of lockout which are not regularized and any other period specifically excluded by the Management.
 - 5.3.1.3 Period the employee is away from work (without pay) including ESI leave.
 - 5.3.1.4 In the case of female employees, the period away on maternity leave and also leave upto one month on account of illness arising out of pregnancy as per Maternity Benefit Act/ESI scheme.
 - 5.3.1.5 Period of suspension, if any not regularized.
 - 5.3.2 Earned leave and HPL together can be carried forward to the succeeding calendar year accumulated upto 300 days.
 - 5.3.3 The maximum number of earned leave that may be granted at a time shall be limited to 60 days.
 - 5.3.4 Earned leave cannot be availed of in a fraction of a day.
 - 5.3.5 An employee shall have to ordinarily give atleast seven days notice before availing of earned leave for periods above 7 days except to cover a period of illness, duly supported by/certificate/s from the registered medical practitioner. An employee can avail of earned leave only 15 times in a calendar year.
- Advanced Earned leave – refer page no.10

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5.4 Maternity Leave

In the case of female employees, they will be eligible for maternity leave as per maternity benefit Act/ESI scheme. Under the Maternity Benefit Act 6 weeks prenatal and 6 weeks postnatal leave will be granted on an average pay as calculated for the period of 3 consecutive calendar months preceeding on the date of maternity leave. In addition to this they will be eligible for one month's sick leave for illness arising out of pregnancy provided they apply for such leave together with medical certificate from the registered medical practitioner/Govt. Doctor who treated them.

They shall intimate the management the date from which they intend to avail of maternity leave together with pregnancy certificate issued by registered medical practitioner/registered midwife. They shall also produce a delivery certificate soon after confinement in any case, not later than rejoining duty. In the case employee delivers on any date during the prenatal leave period then the prenatal leave period will be restricted to the date of delivery and postnatal leave will start from that date.

In case the employee delivers on a date later than the 42 days prenatal leave granted, the period upto the date of delivery will be regularized against the leave at credit if any, as per the Corporation's leave rules.

Every insured women claiming maternity benefit as per the ESI scheme shall submit to the appropriate local office by post or otherwise.

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- 5.4.1 A certificate of expected confinement in Form 21 given in accordance with these regulations, not earlier than 50 days before the expected date of confinement.
- 5.4.2 A claim for maternity benefit in Form 22 stating therein the date on which she ceased or will cease to work for remuneration and
- 5.4.3 Within thirty days of the date on which her confinement takes place a certificate of confinement in Form 23 given in accordance with these regulations.
- 5.4.4 Claim for maternity benefit only after confinement and for miscarriage:

Every insured woman claiming maternity benefit for miscarriage shall within 30 days of the date of the miscarriage, and every insured woman claiming maternity benefit after confinement, shall submit to the appropriate office by post or otherwise a claim for maternity benefit in Form 22 together with a certificate of confinement or miscarriage in form 23 given in accordance with these regulations.

Claim for maternity benefit in case of sickness arising out of pregnancy, confinement, premature birth of child, or miscarriage:

- 5.4.4.1 Every insured woman claiming maternity benefit in case of sickness arising out of pregnancy, confinement, premature birth of child or miscarriage, shall submit in the appropriate office by post or otherwise a claim for benefit in one of the Forms 12,

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13 and 14 appropriate to the circumstances of the case together with the appropriate medical certificate in accordance with these regulations.

5.4.4.2 The provisions of regulations 55 to 61 shall, so far as may be, apply in relation to a claim submitted and a certificate given in accordance with the regulations as they apply to certificate and claims under these regulations.

5.4.5 Abortion:

In the case of abortion, they will be entitled for 6 weeks leave on full pay from the date of abortion subject to production of medical certificate from registered medical practitioner/ Government Doctor who treated them.

Grant of maternity leave/maternity benefit will be regulated in accordance with the provisions of the Maternity Benefit act/ESI Scheme as the case may be.

5.5 Leave Without Pay:

Leave without pay and allowance may be granted to an employee under special circumstances.

5.5.1 When no other leave is by rule admissible or

5.5.2 When other leave is admissible, but the employee concerned applies in writing for the grant of leave without pay and allowance. Provided that the duration of such leave shall not exceed 3 months at one occasion. However, permanent employees of the Corporation can be granted in addition to any leave which they are eligible for leave without pay and allowances for a period to cover the course of study for obtaining superior qualification.

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5.6 Study Leave

An employee may be granted study leave for higher studies solely at the discretion of the Management. Following are the types of study leave admissible.

5.6.1 Study leave for higher studies sponsored by Company

Company may sponsor an employee for the following courses.

5.6.1.1 Two year M. Tech (or M. Sc) at IIT/IISC with computers/electronics specialization.

5.6.1.2 One year MS at IIT.

5.6.1.3 Any other course the Management may decide based on requirements from time to time.

Explanation – I

For all one year programmes the candidates should have put in a minimum of 3 years continues service with Keltron excluding training period.

Explanation – II

For nomination to the two year programmes the candidates should have put in a minimum of 4 years continues service with Keltron excluding the training period.

Explanation – III

The field of specialization of study shall be in the relevant branch of operation or the specialization could be of special interest to the organization.

Explanation – IV

Sponsored candidate shall be paid 75% of the salary as stipend (Basic + DA). No other allowance shall be paid to the nominees.

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Explanation – V

They shall not be entitled to any other benefits like leave, bonus etc., for the period of study leave except that there will be no break in service.

Explanation – VI

Candidates nominated for one year studies will have to sign a three year bond to serve the company after completion of studies. In case of his not serving the company after studies he will have to return to the company all the money the company spent on him during the training period and Rs. 6000/- as compensation. In addition to the normal guarantees, a fidelity bond will have to be paid by the employee himself.

Explanation – VII

In the case of two year programme the employee will have to execute a bond to serve the company for four years after completion of the course and if he fails he will have to return to the Company the money the Company spent on him plus Rs. 10, 000/- as compensation. In addition to the normal guarantee, a fidelity bond will have to be furnished by the employee and the premium for which will have to be paid by the employee himself.

Explanation – VIII

Nominations to the above programmes will be based on the requirement of the organization. Those who wish to pursue higher studies under the above conditions should send their applications to the Sr. Manager (HRD) before 31st December every year for courses commencing in the following year. The applications must be routed through their Unit/Division heads. A high level committee constituted by MD will make their recommendations on the basis of which final decision will be made.

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5.6.2 Study leave for higher studies not sponsored by the Company

Where an employee secures advanced training facilities after obtaining approval of the management, and that advance training will be of material benefit to the company he may be allowed study leave without pay and allowances to the duration of the course of study.

Note: All cases for grant of study leave for taking up studies/ undergoing training etc. will be processed by Sr. Manager (HRD).

5.7 LEAVE FOR TAKING UP ASSIGNMENTS ABROAD:

Leave without pay will be granted upto a maximum of 20 years to take up assignments abroad, to those confirmed employees who have put up in a minimum of 3 years service (excluding training period) subject to exigencies of work, once in the service of the Corporation.

6. Absence from duty on expiry of leave

An employee of the Corporation who remains absent after the end of his leave, except under circumstances beyond his control for which he must tender a satisfactory explanation will be entitled to no leave salary for the period of such absence, and such period of absence will be debited against his leave account as though it were his half pay leave to the extent that his leave is not extended by the authority competent to sanction his leave. Absence from duty after the expiry of leave for which the employee does not furnish a satisfactory explanation will be treated as breach of discipline.

7. Power to refuse leave

Notwithstanding anything contained in those regulations, the Corporation has the right to refuse to grant leave when this appears to be necessary in view of the exigencies of service.

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Provision for availing Earned Leave in Advance

In cases where employees have no leave to their credit the facility to avail Earned Leave in advance may be granted (to be adjusted against future leave to be earned). Such application for leave will be considered only for the following purposes:

1. Death of near relatives (husband, wife, father, mother, brother, sister, son, daughter).
2. Marriage of self.
3. Employee appearing for examinations.

The employee who are not covered by ESI may also be permitted to avail this facility in the event of hospitalization.

Advance Earned Leave can be availed by an employee only once in a calendar year. The maximum number of days of leave that may be granted under this provision is limited to 15 (fifteen). Employees on probation/trial are also eligible to avail this facility during their probation/trial period as the case may be since they earn leave during the said period.

LEAVE ENCASHMENT SCHEME

LEAVE ENCASHMENT SCHEME

(Applicable to Workmen/Supervisors/Executives)

This scheme is known as Encashment of earned leave by the employees of the Corporation. Under this scheme an employee may encash leave for a maximum and minimum period of 30 days and 5 days respectively, in a financial year, subject, however, to the condition that after such encashment the employee concerned shall have a minimum period of 10 days earned leave to his credit. For availing the benefit of encashment of earned leave, an employee need not avail himself of any earned leave.

KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD
TRIVANRUM.

DP/022/90

06.06.1990

CIRCULAR

Sub: - Hospitalization Leave – clarification issued.

The following clarifications are issued regarding hospitalization leave: -

1. Hospitalization Leave shall be granted by Heads of Department only if the same is supported by a certificate issued by a hospital under the signature of the Medical Officer of the Government Hospital or. Regd. Medical Practitioner in the case of other hospitals. If there is any doubt regarding the authenticity of the certificate of hospitalization produced the same shall be verified by the Heads of Departments and on the merits of each case, such leave applications may be disposed of.
2. In the case of workmen who have come out of the purview of the ESI Scheme prior to date of signing of the Memorandum of Settlement dated 26.02.1990, the block period of 3 years will commence from 26.02.1990, however, in such cases hospitalization leave availed prior to 26.02.1990 (but after 01.05.88) and leave applications duly supported by hospitalization certificates submitted at the appropriate time will be adjusted against the entitlement in the block period of 3 years. They will be eligible to avail only the remaining hospitalization leave during the said period.
3. In respect of Executives and Supervisors, the effective date from which such leave can be availed will be with effect from 01.04.1990. All other conditions mentioned above remain the same.

EXE. DIRECTOR (P & A)

To: All Division Heads
Personnel/Admn-in-charges.

KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD
TRIVANRUM.

DP/022/91

03.01.1990

CIRCULAR

It has been decided that the 30 days Hospitalization Leave provided for in item 10 of the Memorandum of Settlement dated 26.02.1990 can be availed of eligible workmen even to cover the period of their treatment for chickenpox. Besides fulfilling the other conditions prescribed, grant of Hospitalization Leave for the above purpose will also be subject to production of medical certificates issued by the Medical Officer of a Primary Health Centre/Health Officer of the Municipality or corporation /the District Medical Officer/Medical College Hospital, as the case may be for which intimation at the appropriate time has to be given by the workmen to the concerned medical officer mentioned above.

Sr Manager (Personnel)

KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD
TRIVANRUM.

DP/022/86

30th April 1986

CIRCULAR

Sub: - Grant of special Casual Leave to Physically Handicapped
employees – clarifications – reg.

The physically handicapped employees of the Corporation have been extended the benefit of special casual leave upto a maximum of 15 days in a year, for treatment of illness directly connected with the physical handicap, vide notice No. EDP/022 dated 29.09.1984.

A doubt has now been raised as to whether the said special casual leave could be availed in combination with casual leave.

The leave rules of the Corporation inter-alia provide that, casual leave cannot be combined with any other kind of leave and further that while casual leave may be combined with Sundays and other holidays, the maximum period of casual leave inclusive of holidays shall not exceed 4 days at a time.

In the light of the above provisions, it is clarified that the said special casual leave cannot be availed in combination with casual leave.

DIRECTOR (PERSONNEL)]

Heads of all Division/Units/Offices/Branches
All Notice Boards.

KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD
TRIVANRUM.

No. CMD/00/21/2000

30.05.2000

CIRCULAR

SCHEME FOR GRANT OF LEAVE WITHOUT PAY (LWP + 2000)

I. **LWP for setting up own business/taking up employment in India.**

The Scheme for the grant of Leave Without Pay (LWP) for employees for taking up employment abroad, as amended from time to time, has been in vogue in the Corporation. It has now been decided to widen the scope of the said scheme and, accordingly LWP shall be granted to employees for setting up own business/taking up employment elsewhere (other than foreign employment) subject to the following conditions with immediate effect.

- i) Employees with minimum confirmed service of five years in the Corporation, excluding training, LWP for prosecuting higher studies/foreign assignments, shall be eligible to apply for LWP under this scheme. Employees who were earlier sanctioned LWP for employment abroad and rejoin there after shall also be eligible to apply.
- ii) The scheme shall be open for two years within which intending employees may apply. An employee shall proceed on LWP only after the same is duly sanctioned and communicated to him/her in writing.
- iii) LWP shall be sanctioned for an initial period of three years or the length of balance service left for superannuation, as the case may be. This may be extended by not more than three years at a time subject to a maximum period of 10 years in the entire service of an employee.
- iv) Once LWP for three years is sanctioned under this scheme, the employee shall not be permitted, in the normal course, to rejoin duty earlier than one year from commencement of LWP except where LWP was sanctioned for shorter period of balance service left for superannuation, the employee may rejoin duty one month before the date of superannuation.

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- v) The business/project proposed to be sent up by the employee should not be one directly competing with Keltron. The Corporation or its subsidiaries shall not provide any assistance, financial or otherwise in setting up/project or marketing its products.
- vi) The application for LWP shall be submitted through the Head of the Department/Business Centre who shall certify, in the format specified, that the employee can be spared without replacement and without adversely affecting the project/work assigned to him or the interests of the Company.
- vii) Employees who are granted LWP under this scheme shall also be considered for opting for VRS as and when such a scheme is introduced in the Corporation.
- viii) The period of LWP under this scheme shall not be counted as service for any purpose ie, increments, seniority, gratuity or any other service benefits.
- ix) Employees already on LWP for employment abroad can also apply for LWP under this scheme in which case they need not come and rejoin duty before availing the LWP. In other words, LWP under this scheme can be availed in continuation of the LWP on foreign employment without break. However leave without pay will be limited to a total of 10 years in all.
- x) The management reserves its right to accept or reject any application for LWP under this scheme.
- xi) Employees on LWP must give written notice to the Company, at least three months before the expiry of the leave, of their intention to rejoin duty failing which their lien in the Company shall automatically cease. The management shall not be obliged to remind the employees regarding this.
- xii) In the case of employees who take up employment elsewhere on LWP, their lien in the Company shall cease once their service in the other employment is confirmed.

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II. Amendment to grant of LWP for foreign assignment

It has been decided in the Board of Director's meeting held on 27.01.2000 that executives desiring to avail LWP for taking up employment abroad may be granted leave upto 10 years instead of 5 years as in vogue as per Circular No. DP/022/97 dated 25.04.1997.

Employees on LWP must give written notice to the company, at least three months before the expiry of the leave, of their intention to rejoin duty failing which their lien in the Company shall automatically cease. The Management shall not be obliged to remind the employees regarding this.

Past cases dealt with in terms of Circular dated 25.04.1997 will however not be re-opened.

All other terms and conditions stipulated in the Circular No. DP/022/94 dated 04.11.1994 and modifications ending with Circular No. DP/022/96 dated 28.06.1996 remain unchanged.

CHAIRMAN & MANAGING DIRECTOR

To:

All concerned.