

MARATHI - SHREE VITTHAL RUKMINI TEMPLES COMMITTEE, PANDHARPUR, SERVICES (LEAVE) REGULATIONS, 2015.

COX SHREE VITTHAL RUKMINI TEMPLES COMMITTEE, PANDHARPUR Post. Pandharpur, Tal. Pandharpur, Dist. Solapur- 413304 SERVICE REGULATIONS 2015 (Leave) Pandharpur Temples Act, 1973 REGULATIONS Shree Vitthal Rukmini Temples Committee, Pandharpur, Ta- Pandharpur Dist- Solapur Dated - 08/09/2017. No.SVRTCP/EST/ 165 / 2015. In exercise of the powers conferred by section 2, 37 & 38 of the Pandharpur Temples Act, 1973 (Mah.IX of 1974), and of all other powers enabling it. in that behalf, the Shree Vitthal Rukmini Temples Committee, hereby makes the following regulations, namely • CHAPTER 1 GENERAL 1. Short title and commencement.- (1) These Regulations may be called the Shree Vitthal Rukmini Temples Committee, Pandharpur, Services (Leave) Regulations, 2015. (2) They shall come into force on 01 January, 2015 2. Definition.- In these regulations, unless there is anything repugnant and subject or context, - (a) (b) (c) (d) "Act" means the Pandharpur Temples Act 1973 (Mah. IX of 1974); "Appointing Authority" means Shree Vitthal Rukmini Temples Committee- "Committee" means the Shree Vitthal Rukmini Temples Committee constituted under section 21 of the Act; "Disciplinary authority" means the authority competent under these regulations 6 to impose on a Committee employee any of the penalties specified in regulation 5; 05 (f) (g) (h) (1) "Executive Officer" means the Executive Officer appointed by the Government under section 33 of the Act; "Government" means the Government of Maharashtra; "Registered Trust" means trust established under section 2 (za) of the Act. "Committee employees" means a person who is appointed to any Committee Service or post in connection with the affairs of the Committee; "leave year" means the year commencing on 1st April and ending on the 31st March of the next year

3. Application.- (1) These regulations shall apply to every Committee employee not being,- any member of any Government Service on deputation to the Committee; (b) person in casual employment of the Committee. (2) Notwithstanding anything-contained in sub-regulation (1), the Committee may, by order, exclude any class of Committee employee from the operation of all or any of these regulations. (3) If any doubt arises,- (a) whether these regulations or any of them apply to any person, or (b) whether any person to whom these regulations apply, belong to a particular service, the matter shall be referred to the Committee which shall decide the same. **ASH 4. Casual Leave.-** (1) Total casual leave admissible to a Committee employee on full pay during a leave year shall be eight days. Provided that, on first appointment in the Committee, the casual leave shall be admissible to a Committee employee at the prorated basis for each completed month till he completes the service of one year in the Committee. (2) The following kinds of special casual leave, which shall not be debited to the casual leave admissible to an employee, shall be granted, namely: (a) Special Leave under family planning scheme.- Sr. No. 1 2. Occasion Vasectomy or as the case tubectomy be may operation employee under Female puerperal going non sterilization Special Leave admissible exceeding six Not working days Not exceeding 14 days Explanation - The special leave on the above occasions may be combined with ordinary casual leave or regular leave provided the application is supported by a Medical Certificate. 3 4. Female employee undergoing IUCD insertion Employee whose wife under sterilization. (Non-puerperal tubectomy) For a day subject to production of a Medical Certificate Not exceeding seven days subject to production of Medical Certificate Explanation L- The special leave may be combined with ordinary casual Leave or regular leave provided the application is supported by a Medical Certificate by the doctor who actually performs the operation to the effect that the presence of the employee is essential to look after his wife during the period of leave Explanation 11 - Special leave not exceeding four days shall be granted to the employee himself or whose wife undergoes tubectomy operation immediately after delivery subject to production of a Medical Certificate from the doctor who actually performs the operation. (b) Special Leave may be given on other occasions as mentioned below .- Sr. 1 2. Occasion Anti-rabic treatment Free Blood Donation Special Leave admissible Upto 3 weeks. One day Note. 1- Not more than seven days casual leave including holidays interposed prefixed or suffixed can be availed at a time, which may be extended up to eight days in exceptional circumstances. Note 2.- Casual leave shall not be combined with any other leave. Note 3.- If the absence of a Committee employee is extended beyond the limits laid down in this regulation or any other condition laid down in this regulation is not fulfilled, the employee may be treated

as on, one or more types of regular leave due and admissible in this behalf for the entire period of his absence. Note 4,- The casual leave in balance, if any, at the credit of a Committee Employee shall lapse in every year on 31st March. BOMBAY Note 5.- Ordinarily, casual leave can be availed by a Committee Employee only after giving application and getting prior permission in writing from the authority competent to sanction casual leave. The Executive Officer may, from time to time, specify the procedure for applying for and granting of casual leave and also specify the authorities competent to grant casual leave to various classes of employees

5. Kinds of Regular leave.- Subject to the provisions of these regulations, the following kinds of regular leaves may be granted to a Committee employee - (a) Earned Leave - (1) An employee shall be entitled to earn leave at the rate of the eleventh of the period spent on duty, subject to the accumulation of maximum of 300 days of leave. (2) The employee may be granted not more than sixty days earned leave at a time. Provided that, the Executive Officer may in his discretion grant a leave for a period exceeding sixty days at a time. (3) The employee who retires on superannuation or who dies while in service, shall be entitled to the benefit of cash equivalent of unutilized leave standing to his or her credit, on the date of such retirement or death, as the case may be. (b) Medical leave - A Committee employee shall be entitled to Medical leave for ten days for each completed one half year of service to be calculated on the 1st April and 1st October every year, if not availed in any leave year it shall be accumulated in the forthcoming years. (c) Maternity leave - A female employee shall be entitled to a maternity leave with full pay for a period of not less than twenty days but which may, on an application made in that behalf, be extended to one hundred eighty days Provided that, such maternity leave shall be available till such female employee has not more than two children living at the relevant time: Provided further that, such leave may be obtained for a pre-natal or post-natal period. Explanation.- For the purposes of this rule, any number of children born during a single delivery shall be counted as one child. (d) Extra ordinary leave without pay - In addition to above leave, leave without pay may be granted by the sanctioning authority to meet the necessity caused by special circumstances in individual cases. Leave without pay shall not be more than thirty days in a leave year and not more than one year in a service period of the employee with the Committee. (e) No Work No Pay Principle - In all cases of absence from duty without leave or permission or in all cases of absence from place of work, principle of " No Work No Pay " shall apply without prejudice to the other provisions of these regulations, unless and until emergency arises

6. Authority competent to grant regular leave.- The power to grant regular leave shall vest in the Executive Officer: Provided that, the Executive Officer may, from time to time, delegate the power to grant regular leave to employee including those on deputation

7. Power to refuse leave or recall a Committee employee on leave.- Leave including casual leave cannot be claimed as of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved with the authority empowered to grant it. A Committee employee already on leave (except leave on medical grounds) may be recalled by that authority when it is considered necessary in the interests of the Committee: Provided that, a Committee employee so recalled from leave will be allowed on application to avail the unexpired portion of leave

8. Return from leave.- Unless he is permitted to do so by the authority, which granted his leave, a Committee employee on leave may not return to duty before the expiry of the period of leave granted to him

9. Obligation to furnish leave address.- A Committee employee shall before proceeding on leave inform the Competent Authority or mention in his leave application his full postal address, phone number or mobile number while on leave and shall keep the said authority informed of any change in the address provisionally furnished o 10. Station to which a Committee employee should report on duty.- A Committee employee on leave shall, unless instructed to the contrary, return for duty to the place at which he was last stationed

11. Medical certificate of illness, etc.- (1) Medical leave on medical grounds shall be granted only on production of medical certificate about illness from a registered medical practitioner. (2) Maternity leave shall be granted only on production of medical certificate from registered medical practitioner. (3) If any other kind of leave is applied for on medical grounds for more than seven days, such leave application shall be supported by a Medical Certificate from a registered medical practitioner, (4) The authority

competent to grant leave may direct a Committee employee, who applies for or actually avails any kind of leave on medical grounds. to produce a medical certificate about his illness from or send him for medical examination to Civil Surgeon or any other Government Medical Authority, if deemed necessary to do so . Provided that, the expenses, if any incurred by a Committee employee for medical examination at the instance of the Committee shall be reimbursed to such employee by the Committee on production of the receipt for the same, if his illness is certified to be true

12. Medical certificate of fitness.- (1) A medical certificate of fitness shall ordinarily be produced by a Committee employee before his return to duty from leave, if such leave is availed on medical grounds and on the basis of a medical certificate of illness. (2) The authority competent to grant leave may require a Committee employee, who has availed leave for reasons for ill- health to produce a medical certificate of fitness before he is allowed to resume duty even though such leave was not actually granted on a medical certificate. (3) If the authority competent to grant leave is not satisfied with the medical certificate of fitness produced by a Committee employee as per sub- regulation (1) or (2), he may direct such employee to produce Medical Certificate of Fitness from a Medical Director or Superintendent or any other Government Medical Authority and in that case the expenses, if any, incurred, by such employee for medical examination, shall be reimbursed to him on production of the receipt, if he is certified to be medically fit to resume duty

13. Leave not admissible to a Committee Employee under suspension.- Leave may not be granted to a Committee employee under suspension or against whom proceedings are pending under any disciplinary action. c o MYO', SAY 4. **Application for regular leave.-** (1) Application for earned 1 leave shall ordinarily be submitted at least seven days before the date of proposed commencement of leave. (2) Nature of leave required alongwith details of prefixing or suffixing holidays, if any, shall be specifically mentioned in the application. (3) Application which do not satisfy the requirements of these regulations may be refused forthwith

15. Remaining absent or availing leave without application sanction.- No Committee employee shall remain absent or avail any kind of leave without submitting application for leave as provided for in these regulations and without getting his leave sanctioned from the authority competent to grant such leave

16. Entitlement to leave, leave salary, etc.- Save as otherwise provided in these regulations, every Committee employee shall, in respect of any kind of leave mentioned in rule 5 and regulation of pay during leave, etc. be governed by the rules and regulations as may be applicable, from time to time, to an employee of the State Government of the corresponding category

17. Extension of leave.- (1) A Committee employee who desires to extend his leave shall apply in writing stating reasons for such extension of leave well in advance before the expiry of his leave, (2) Extension of leave may be granted by the authority competent to grant leave subject to fulfillment of requirements under these regulations and after taking into consideration the exigencies of work and reasons for such extension

18. Contravention of leave regulations.- Any employee, who remains absent or avails any kind of leave in contravention of these regulations, shall be liable to disciplinary action as coxy, provided in this behalf in the corresponding appropriate regulations

19. Leave in the case of Employee on Deputation.- Employee on deputation from State or Central Government or any Institution shall continue to be entitled to leave, under the rules to which they would be normally subject to in their parent Department. (S. B. Teli) Executive Officer, Shree Vitthal Rukmini Temples Committee, Pandharpur