

CHURCH OF NORTH INDIA SYNODICAL BOARD OF SOCIAL SERVICES EMPLOYEES' SERVICE RULES



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*Towards Building Communities of
Resistance & Hope*

**CHURCH OF NORTH INDIA
SYNODICAL BOARD OF SOCIAL SERVICES
EMPLOYEES' SERVICE RULES**

I. PREFACE

1. These rules shall be called CNI-SBSS Employee's Service Rules and shall be applicable to all the employees of the CNI-SBSS.
2. These rules shall supersede all or any previous rules or practices which have been in operation on matters covered by those rules.

II. DEFINITIONS

1. '**Synodical Board**' means CNI Synodical Board of Social Services and includes all departments, offices, sub-centre, sections, Resource centers and branches where the activities of the Board are carried out.
2. '**Governing Body**' means the Governing Body of the Synodical Board to whom, by the rules of the said Board, the management of its affairs shall be entrusted.
3. '**Chief Functionary**' The Chief Coordinator is the Chief Functionary.
4. '**Premises**' means the entire premises of the CNI-SBSS whether situated inside or outside the main institution premises.
5. '**Habitual**' means commission or omission of an act for not less than three occasions in a Calendar month.
6. '**Masculine**' shall include 'Feminine' and 'Singular' shall imply 'Plural' where relevant, and vice versa.
7. '**Salary**' means and includes all components i.e., in basic and all other allowances admissible while on duty.

III. GENERAL

1. Every employee must attend Morning Worship Service at the Office held every day at the stipulated time during all working days.
2. Every Christian employee is encouraged to become a full or an associate member of a local congregation of the Church of North India. However,

every Christian employee is required to be a member of a church and is required to furnish a proof of his membership.

3. Every employee shall discharge his duties with utmost integrity, honesty, devotion and diligence and do nothing which is unbecoming of a Church employee.
4. Every employee must maintain good conduct and discipline and at all times be courteous and respectful to all persons.
5. Every employee must at all times maintain strict secrecy regarding affairs of the CNI-SBSS entrusted to him/her and shall not divulge directly or indirectly any information of confidential nature to any person. No employee shall use official stationery for his/her personal use.
6. No employee shall except with the previous approval of the SBSS publish or cause to be published any mater which may directly or indirectly relate to the administration and management of the SBSS.
7. No employee shall be under the influence of alcohol/intoxicating liquor or drugs or consume intoxicating substances or drugs during the course of his/her duties or in a public place.
8. No employee shall smoke during the course of his duties or in the office premises.
9. No employee shall take part or participate in any demonstration inside or outside the office premises which may directly or indirectly affect the interest of the CNI-SBSS.
10. No employee or any member of his family or person acting on his behalf shall receive any gratification from any person having business dealings with the CNI-SBSS.
11. A service book shall be maintained for every staff by the Administrative Officer/Finance Manager who shall be responsible for its safekeeping. In case of Administrative officer/Finance Manager, the Service books shall be maintained by the Chief Functionary. And in case of Chief Functionary, the service book will be maintained by the Chairman.

IV APPOINTMENTS (Service Conditions)

Every applicant for employment will be required to fill up and sign the prescribed application /general information form along with photograph and verified photocopies of all the needed documents as mentioned on the 'Application Form' and;

1. Perform satisfactorily in a test of proficiency in the job he seeks in the manner considered necessary for the purpose and ;

2. Produce a certificate of fitness and good health from a registered Medical Practitioner.
 3. On selection, the employee shall be furnished with a letter of appointment along with the copy of the "Service Rule" specifying the nature/terms and conditions of his/her appointment that shall include designation of employee, grade, scale of pay, payment on the scale and other terms of his/her appointment.
 4. Every person appointed must sign the duplicate copy of the appointment letter/order to indicate his/her acceptance of the Rules and Regulations governing his/her employment. A copy of the said Rules and Regulations will be read to each employee.
 5. When joining service, the employee shall furnish to the office, his/her full address, (Both Permanent & present) where all communication shall be sent. Any change of address shall be immediately communicated to the office.
 6. Every employee before appointment shall produce documentary evidence of his/her date of birth as indicated below;
 - a) Baptism/Dedication Certificate; or
 - b) Matriculation/School Final/School leaving certificate; or
 - c) A certified copy of the date of birth as recorded in the Register of the Municipality/Village Panchayat.or Registrar of Births and Deaths.
- Note:** Affidavit Certificate will not be recognized.
7. The date of birth of an employee once entered in the service records of the establishment shall be the sole evidence of his/ her age in relation to all matters pertaining to his Service, including fixation of the date of his retirement from the service of CNI-SBSS.

V. SERVICE RENEWAL/ANNUAL INCREMENT

There will be annual performance appraisal and based on the satisfactory performance appraisal report/attendance annual increment/next service renewal will be awarded to each employee. Annual increment/ Service renewal should not be treated as routine and legitimate claim of an employee.

VI. APPOINTMENT/TERMINATION AUTHORITY

All persons duly appointed by the CNI-SBSS shall receive the appointment & termination orders signed by the Chief Coordinator, SBSS on behalf of the Board.

VII. CLASSIFICATION OF EMPLOYEES

1. **Probationary employee:** A person who has been provisionally employed to fill a permanent vacancy and has not completed the probationary period of one year which may be extended for a further period of one year in writing by the Appointing Authority.

Note: There shall be no automatic confirmation.

2. **Temporary Employee:** A person who has been engaged for work which is essentially of a temporary character or who is temporarily employed in connection with a temporary increase in work.
3. **Casual Employee:** A person who is employed on work which is essentially of an occasional or casual nature.
4. **Part-time Employee:** A person who is called in to work for a part of the day or only on certain days of the week. The management does not guarantee permanent employment to part-time on completion of his/her part-time work.
5. **Contract Employee:** A person who is employed due to his experience and expertise on a contract for a stipulated time or for a specific task. Terms of employment and salary grade shall be specified in the contract of employment in writing.
6. **Permanent Employee:** "Permanent employee" is one, who is appointed against a permanent post and has completed the period of probation or extended period of probation satisfactorily and has been confirmed in writing by the Appointment Authority.

VIII. AGE OF APPOINTMENT

The appointment of the probation, Contract as well as Permanent employee not exceeds the age of 58 years.

IX. WORKING HOURS AND DUTIES

All employees shall work for five days' in a week, from Monday to Friday. However, the period and hours of work shall be subject to changes as the management may decide from time to time.

1. All employees shall be at work at the appointed time and place as may be decided from time to time. Besides an employee may be required to work beyond his/her working hours if the exigencies of work so demand and such instructions shall be complied with. Failure to comply with such lawful and reasonable instructions will warrant strict disciplinary action and may even include termination of services.
2. All employees shall be required to attend to any emergency or other urgent duties outside their regular hours of work including on Saturday, Sunday and holidays if required.

3. No employee shall leave the office premises during working hours without prior permission from the competent authority of the department concerned.
4. Specifics of duties will be detailed by Chief Functionary.
5. Any violation of the above regulations is liable to be treated as absence without permission.

X. ABSENTING

In all cases of absence from duty without leave or permission and in all cases of absence from place of work, the principle of "NO WORK NO PAY" shall apply without prejudice to other provisions of these rules. The application of the principle of "NO WORK NO PAY" shall be applicable notwithstanding that such an employee has leave to his credit.

XI. ATTENDANCE & LATE REPORTING

- i) All employees shall join work punctually at the time fixed and notified. They shall sign the Attendance Register/or any instrument of attendance.
- ii) Any one reporting for duty after 15 minutes of notified time will be treated as late comer and three late comings will be counted as one day casual leave.

Late reporting:

- a) If any employee is found reporting late for duty for more than three(3) days a month, Casual leave, and in the absence of such leave, Privilege Leave of such an employee shall be deducted at the rate of one day's leave for every 3 days default.
- b) An employee is liable to disciplinary action for habitual/frequent late reporting.
- c) Wages will be deducted proportionately in respect of an employee reporting late by half an hour without prior permission or satisfactory explanation.
- d) The Employee shall be allowed to join duty after the expiry of half an hour from the scheduled time of starting work on half-day Casual Leave, if due.
- e) If after starting duty any employee is found absent at any time from his work place during his working hours, without permission, he/she may be subjected to disciplinary action and /or his/her absence considered as unauthorized absence without pay.

XII. TERMINATION OF SERVICES

1. In case the service of a permanent employee or employee on contract is terminated, the management will give three months notice in writing to him/her or will pay THREE MONTHS' WAGES in lieu of such notice. For the purposes of such an action the term WAGES means Basic plus D.A.
2. The service of a permanent employee or employee on contract who is the management's appointee may be terminated by the Chairman/nominee of the Executives in the event such an officer loses confidence in the employee concerned. In such circumstances it shall be sufficient for the Chairman/nominee of the Executive to issue a letter of discharge, without setting out any reasons whatsoever but on payment of three months notice pay i.e. (Basic plus D.A.)
3. Any permanent employee or employee on contract who resigns from his/her service will give three months' notice in writing to the management or THREE MONTHS' WAGES in lieu thereof. (Basic plus D.A.). However, it will be at the sole discretion of the Chairman/nominee of the Executive to accept the resignation of the employee forthwith without payment of any notice pay.
4. It will not be permissible for the employee to adjust his earned leave to his/her credit against the three months notice period. The employee will be required to duly discharge his duties during such notice period. However in exceptional circumstances it may be possible for the Chief Functionary to waive such stipulation in his/her sole discretion.
5. The service of a probationer will stand terminated if he is not confirmed on the completion of his probationary period or of an extended period of probation. His/her service may also be terminated any time during the probationary period without notice or without assigning any reason. Likewise the probationer may resign from his/her service without giving any notice.
6. On termination of any employee's services by the management, the emoluments due to him shall be paid to him after adjusting all amounts due from him/her to the CNI-SBSS at the time of termination and after handing over the things in his/her charge, if any provided to the employee. Such payment will be made as soon as convenient after the effective date of termination.
7. Any employee found to be medically unfit for further service would be liable to termination/discharge from service.
8. If for any reasons the project/programs is either discontinued or terminated, the services of the employee (all categories) shall automatically come to an end.

XIII. MISCONDUCT

The following acts of omission/commission on the part of any employee shall be treated as misconduct.

1. Failure to observe the rules and regulations of employment.
2. Habitual neglect of work or gross negligence of work.
3. Laziness and inefficiency
4. Absenteeism
5. Habitual late-comer
6. Sleeping while on duty.
7. Overstaying of leave without sufficient reason.
8. Willful insubordination or disobedience to any reasonable and lawful directions and instructions of a superior authority either individually or collectively.
9. Commission of any act of subversive of discipline or good behavior either individually or collectively.
10. Engaging in Trade within the premises.
11. Willful or careless damage to the official property.
12. Gambling or money lending within the office premises.
13. Interfering with other employees' work, disturbing or causing annoyance to them at work.
14. Disfiguring or writing on the walls and other property of the office premises.

15. willful slowing down in performance of work or abetment, and/or instigation thereof
16. Theft, fraud, dishonesty in connection with the properties of the premises or theft of property of another person.
17. Taking or giving or soliciting bribes or any illegal gratification.
18. Absence without leave for more than 10 days.
19. Consumption or possession of alcohols or prohibited drugs on the premises or reporting for duty under the influence of alcohol or prohibited drugs.
20. Indulging in quarrels, abuses, fights, violence or any other disorderly or indecent behavior or character assassination.
21. Failure to observe the safety precautions or interference/tampering with any safety device or equipment installed in the premises.
22. Obtaining employment by concealment of his true reference or by giving false information regarding age, qualification, past experience or past employment.
23. Non-Christian worship of any kind in the premises.
24. Smoking in the premises or in official vehicles.
25. Leaving the place of work during hours of duty without permission from the Competent Authority.
26. Disturbing the peaceful atmosphere of the premises by demonstrating, shouting or loud talk, prejudicial to peaceful and disciplined operation.

27. Holding any meeting, sticking or distributing handbills, notices, leaflets, booklets, pamphlets, posters or collecting money in the premises without prior permission from the management.
28. Tampering with the records or notices.
29. Divulging any information n pertaining to the CNI-SBSS
30. Communicating directly or indirectly any official document or information to any employee or any other person to whom he is authorized to communicate such documents or information except in accordance with any general or special order of the management in the performance of the duties assigned to him.
31. Possession of lethal weapons or any other articles on the premises detrimental to the security of the CNI-SBSS or persons concerned.
32. Entering or staying in the premises outside of duty hours except for bonafide reasons, if not required by the management.
33. Giving the Press, T.V., Radio or any general news media, any comment, talk, news or articles regarding the management without prior written permission of the Competent Authority.
34. Act or immorality within the premises or outside the premises or other acts which could affect the reputation of the CNI-SBSS and disturb normal employee relationship in the CNI-SBSS.
35. Accepting or undertaking any service or any kind of employment under any other employer in any capacity or doing any business which may or may not involve rewards or remuneration, unless otherwise permitted by CNI-SBSS.

The above list is not exhaustive but illustrative of various kinds of misconduct.

No order under sub-clauses (1) to 35 shall be made unless the employee concerned has been informed in writing of the alleged misconduct and given an opportunity to explain the circumstances alleged against him/her and to submit evidence, if any, in his/her favor in writing.

XIV. DISCIPLINARY ACTION FOR MISCONDUCT.

Any employee found guilty of misconduct will be awarded any of the following punishments;

1. Warning in writing
2. Suspension in writing without pay for period not exceeding four days.
3. Stoppage of subsequent increments in scale then due.
4. Demotion in rank and grade.

5. Dismissal without notice and without any compensation.

XV. SEXUAL HARRASSMENT IN WORKING PLACE

The CNI SBSS as a Christian Faith based Employer committed to the well being of its employees will not tolerate sexual harassment. The CNI-SBSS has a legal and moral obligation to protect its employees, from sexual harassment.

- Where there is a complaint of sexual harassment, the matter will be treated very seriously and investigated promptly and thoroughly.
- Care should be taken to ensure that the career and reputation of neither party are unjustly affected.
- Priority will be given to seek reconciliation and restore acceptable behavior, but may also include disciplinary action against proven offender.
- It shall be the duty of the CNI SBSS to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

1. Definition

Sexual harassment includes such unwelcome sexual determined behaviors (whether directly or implication) such as:

- a) Physical contact and advances.
- b) A demand or request for sexual favors.
- c) Sexually colored remarks.
- d) Showing pornography.
- e) Any other unwelcome physical, verbal or non verbal conduct of sexual nature.

2. Preventive Steps

- a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- b) Steps should be taken to include the aforesaid prohibition in CNI SBSS Service Rules.
- c) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

3. Disciplinary Action.

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, the

employer in accordance with those rules should initiate appropriate disciplinary action.

4. Complaint Mechanism

- i)* The victims should give a written complaint to the complaint committee.
- ii)* There will be a Complaint committee in CNI SBSS. The Complaint Committee will consist of 5 to 7 senior staff members.
- iii)* The Complaint Committee should be headed by a woman and not less than half of its members should be women.
- iv)* The Complaint Committee must submit a report to the Chief Coordinator and the Executive on the action taken by them.
- v)* The CNI SBSS will report on the compliance of the aforesaid guidelines on the reports of the Complaint Committee to the government department. (If situation accrue).

5. Third Party Harassment

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the CNI SBSS and person in charge will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.

XVI. ACCEPTANCE OF COMMUNICATION

If any employee refuses to accept a charge sheet, order or any other communication served by the management, provided he has been asked to accept the same in the presence of at least one witness, will tantamount to further misconduct and he/she will be liable to disciplinary action.

XVII. SUSPENSION, ENQUIRY, DISMISAL

- 1** Pending enquiry, the Secretary or any other Officer so authorized by the management, may suspend the employee by an order in writing from such a date as may be specified in the order. Such suspension is not punitive. While under suspension, the employee will be entitled to 50% of Salary for the first 90 days and thereafter 75% thereof. The Management may appoint an officer of the establishment or any outsider as an enquiry officer. In case the proceedings are conducted in a language which is not understood by the accused, the management will arrange for an interpreter.

No order of dismissal or suspension (for not more than four days) or of stoppage of increment shall be made as a measure of punishment until an enquiry has been held to investigate the circumstances of the case and decide what offence or offences were committed. The accused employee shall have

the right to be present at the enquiry. He/she will be entitled to examine witness of both sides and relevant documents and he/she will be entitled to be represented by anyone or his/her co-employees; but no outsider will be allowed to conduct his/her defense. If the accused employee does not present himself at the time fixed, for the enquiry, it shall be held without him.

1. Before the inquiry is held, the accused employee shall be informed in writing the exact charges made against him. A copy of the said letter should be then sent by registered acknowledgment due post to the individual. If she/he does not accept the registered acknowledgement letter or does not attend the enquiry, it will be held ex-prate. An employee may be suspended an enquiry pending shall be held as soon as possible and normally within one week from the commencement of the suspension.
2. Employees who resign will not be normally re-employed except under exceptional circumstances.
3. The Subsistence allowance paid to any employee is not refundable in any circumstances, but the amount so paid is adjustable against wages which may be paid to an employee on his being exonerated of the charges after the inquiry proceedings.
4. No subsistence allowance is payable to an employee during suspension meted out to him a substantive punishment.
5. When an employee is suspended pending enquiry and it has finally decided to impose punishment under clause (2) of clause (XIII) the total period of loss of wages will not exceed 4 days and he will be paid his/her full pay for the rest of the period less the subsistence allowance already paid or payable to him.
6. The payment of Subsistence Allowance, while under suspension, will be subject to his/her not taking up any employment during the period of suspension. During suspension period suspended employee is asked to mark his/her attendance at a designated time.
7. Any employee who is convicted in a Competent Court of Law for any offence including moral turpitude, and /or who is sentenced to imprisonment will be liable for dismissal without enquiry and will not be reinstated in employment.
8. In awarding punishment the Management shall take into account the gravity of misconduct, his previous record, if any, and other extenuating or aggravating circumstances that may exist. A copy of the order passed on the employee shall be supplied to him.

XVIII. PROMOTION

When a vacancy occurs, promotion will be determined by the following factors:

- a). Proficiency in task assigned
- b). Potential for higher responsibility.
- c). Punctuality and good conduct on and off the premises.
- d). Seniority in service
- e). Annual Performance Appraisal.

XIX. TRANSFER

1. Any employee may be transferred or sent on deputation in the interest of CNI SBSS any where within Church of North India, provided that any such transfer shall not adversely affect the total emoluments or the basic terms and conditions of service of the employee concerned. He/she will be required to observe the Rules and Regulations and working days and hours scheduled relating to the job/Section/Department to which he/she is transferred.

2. In the event of refusal to accept a transfer the employee may be considered ABSENT FROM WORK WITHOUT LEAVE OR PERMISSION FOR THAT PERIOD. In such an event if the absence from duty is continued for eight (8) consecutive days, on the day the Management shall deem that the employee has abandoned his employment on his own accord. In such circumstances it shall be considered that the employee has voluntarily resigned from the services of the CNI SBSS, and therefore shall be liable to deposit three months Wages (Basic plus D.A.) in lieu of notice.

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3. An employee who is issued a transfer order may collect from the Head quarter (CNI SBSS) sufficient advance amount to defray expenses to execute transfer order. However, such employee will render full and complete account to CNI SBSS as per rules and eligibility, immediately but not less than seven (7) days of his joining duty. The employee will be paid the expenses as per his entitlement.

4. Joining time on transfer shall be five days in addition to the actual time spent in travel by the shortest route. Intervening Sunday and holiday is to be included in joining time.

5. In case of transfer, the provision provided relating to transfer as revised from time to time through circulars shall apply.

XX. EMPLOYMENT CERTIFICATE

Every employee shall, on leaving his service, be entitled on application to an employment certificate in the form to be prescribed by the Management from time to time.

XXI. SAFETY REGULATION AND ACCIDENT PREVENTION

1. No unauthorized person shall operate or interfere in any way with vehicles, equipment, electrical, gas, water connection or any other assets belonging to the CNI-SBSS.
2. Any employee taking unnecessary risks which might involve personal danger, danger to others or danger to buildings or any property, will be liable to dismissal.
3. All cases of injury arising out of or in the course of employment shall be reported immediately to the Competent Authority.
4. All staff shall be insured against Personal Accident Insurance Scheme and Mediclaim Policy.

XXII. STOPPAGE OF WORK

1. The Management may at any time in the event of fire, epidemics, civil disturbances or other causes beyond its control, stop any section or sections of the wholly or partially, for any period or periods of time without notice.
2. In the event of such stoppage occurring during working hours, the employees affected will be notified by word of mouth whether they are to remain or leave their place of work. No deduction on account of such a stoppage shall be made from an employee's wages.

XXIII. AMENDMENTS

1. These Rules and Regulations are subject to amendments by the Executive Committee of the CNI-SBSS
2. The employees shall be notified of any changes or amendments to the said Rules and regulations.
3. The amended rules and Regulations shall govern the service conditions of the employees from time to time.

STAFF LEAVE RULES

Leave is a privilege generally granted to employees. It cannot be claimed as a right. All leave of absence is granted subject to exigencies of work and the convenience of the Management, so that smooth running of the establishment is not affected. The leave year shall be 1 January to 31 December.

The following Leave rules are framed in super-cession of all previous leave rules so far framed and applied.

1. These Leave Rules may be called "The Leave Rules".
2. These rules shall apply to all employees of CNI-SBS. The Management is empowered to grant leaves, as detailed below to the employees of CNI-SBSS.

General

1. During probation period, casual leave & Earned leave would be granted on pro-rata basis between the date of appointment and the 31st December of that year.
2. Temporary, Casual and part-time employees are not entitled to any leave. Any absence from duty shall be treated as leave without pay.
3. An employee on leave shall not take any regular employment.
4. Holidays and Sundays falling within a period of leave will count as leave.
5. No leave shall ordinarily be granted to any employee beyond the date on which he/she compulsorily retires.
6. An employee who is dismissed or removed from service, but is reinstated on appeal or revision is entitled to count his/her former service for leave. Similarly, an employee who is placed under suspension for a period is entitled to count the period of suspension as duty, for purpose of leave, on withdrawal of the order of suspension without any punishment or penalty being inflicted on him for the event which resulted in the order of suspension; otherwise the broken period of suspension shall not be taken into account for calculation of his/her leave.
7. Extension of leave, before it expires should be applied for and the Management's decision in writing shall be communicated to the employee concerned at his/her address by letter under certificate of posting.
8. An employee shall before proceeding on any leave intimate to the competent authority his/her address while on leave and shall keep the authority informed of any change in the address.

9. If it takes an employee more than 36 hours to reach his home (permanent address as per his employment record) and return to his place of work by the shortest route, the time spent on travel over and above 36 hours should be allowed to him/her in addition to the Christmas leave or Earned leave only once a year.

Earned leave

1. All Resource Centres on Social Action and the Headquarters will, at the beginning of each year, prepare a program for granting leave to their staff. For this purpose, the Incharge shall ask the members of their staff to notify them at the beginning of each year (not later than 30th January) when they wish to take leave-choice of two period in the order of preference to be submitted – so that a schedule may be prepared accordingly.
2. Leave will be granted at the convenience of the Management and if a large number of employees apply for leave at the same time, it would not be possible to grant leave to all of them without dislocation of work. In that event, the employees will be asked to stagger their leave so that work may not suffer.
3. Earned leave be granted to an employee on contract at the rate of 30 days for each twelve months of service.
4. During Earned Leave, an employee will draw the full pay of his/her substantive appointment inclusive of all allowances.
5. Earned leave may be accumulated to a maximum of 90 days. Earned leave can be availed before the expiry of the contract period. It can be encashed after the expiry of the period of contract.
6. Earned leave cannot be claimed as a right. When exigencies of the service so require, discretion to effuse or revoke or curtail leave of any description is reserved by the Management.
7. If the Management offers Earned leave at their convenience and the employee rejects such offer, earned leave to the extent of the Period offered will be forfeited.
8. Application for Earned leave shall be submitted to the appropriate authority not less than 30 days before the date the leave should commence.
9. Thirty days of Earned leave may be taken at one time or in two installments of not less than (10) days at a time with prior permission of the Management.

10. Weekend or holidays declared by the Management may be prefixed as well as suffixed to the period of earned leave. However, all Sundays and holidays falling within the leave period will form part of the leave.
11. Earned leave for all confirmed employees will accrue on the 1st January of each year, relating to the previous year's service. In the case of any employee joining after the 1st January of a particular year. The Earned leave would be granted on pro-rata basis between the date of appointment and the 31st December of that year.
12. Employee who are discharged or dismissed, superannuated or have died or have resigned due to ill health during the course of a year shall be entitled to encashment of Earned leave at the rate of two and half days per month for fractional part of final year of service.

Casual leave

1. Casual leave may be granted at the rate of 15 days in calendar year.
2. Casual leave is intended to provide for occasional absence and application for the same must be submitted for sanction twenty-four hours previous thereto except in real emergency. In such cases the employee concerned must report by telephone to the appropriate authority as early as possible. He/she must regularize this by an application for Casual leave immediately on reporting to work.
3. Casual leave will be sanctioned on prior application for a maximum period of three days at a time.
4. Casual leave is not cumulative.
5. Casual leave shall not be allowed or combined in continuance of leave of any kind.
6. Casual leave for the same period shall not be granted to a large number of employees at one time.
7. Casual leave cannot be availed for Sick leave nor can it be utilized to supplement Earned leave or claimed as a right or given when the interest of CNI-SBSS forbids it.
8. If any employee has overstayed the period of Casual leave sanctioned to him/her or has absented himself/herself without prior permission and failed to procure sufficient satisfactory reason, or is found to be in the habit of absenting himself/herself from duty such absence may be treated at the discretion of the management as Absence without Pay or dealt with as misconduct for disciplinary purposes.

9. If an employee has used up all his/her casuals leave and he still needs more leave it may be granted by the Chief Coordinator/Secretary either without pay or on condition that the extra leave days will be deducted from the Earned leave of the employee concerned if that is possible and can be arranged.

SICK leave

1. Sick leave can be granted at the rate of 15 days in a Calendar year. Further sick leave up to 15 days may be granted in a year on half salary.
2. Sick leave for 2 days or less can be taken through telephonic information from the appropriate authority within 1st hour of 1st day of leave taken. Where as if an employee falls sick while on leave and/or away from headquarters she should produce a certificate from a recognized medical practitioner. She must regularize this by an application for Sick leave immediately on reporting to work.
3. An employee on sick leave for 3 days or more must submit a certificate of fitness on resuming duty. The employee at the earliest will submit the Medical Certificate of illness but not later than on the day he resumed his duty. Post-facto medical certificate will not be accepted. Management will have the option of obtaining a second medical opinion before sanctioning the sick leave.
4. Sick leave with full pay may be accumulated up to a maximum of 30 days, and sick leave on half pay up to a further period of 15 days. This privilege of accumulation is applicable only to Contract/confirmed/permanent employee.
5. Sick leave should not ordinarily be taken in continuation of any other leave without the previous sanction of the appointing authority, which may require a certificate from a doctor.

Maternity leave

An Employee who has completed a minimum of six months continuous service shall be entitled to Maternity Leave with pay as follows:

1. Maternity leave would be admissible to married female employees for a maximum of 4 months.
2. Maternity leave shall be granted twice during the entire period of service to married women only.
3. Maternity leave may be combined with Earned leave if necessary.
4. In case of complication of pregnancy, sick leave may be granted in extension of maternity leave.

Note: M.T.P. or abortion shall not come under the preview of this clause in Maternity Leave.

Paternity leave

An Employee who has completed a minimum of six months continuous service shall be entitled to Paternity leave of 15 days up to two kids.

Special/Extra-ordinary Leave

1. Request for Extra-Ordinary leave must be made in writing to the Governing body one month in advance.
2. At the discretion of the special/extra-ordinary leave may be granted to employee(s) depending upon the need, situation and circumstances.

Study Leave

Leave may be granted to staff appearing for an examination/special study tour/ provided in relation to his/her work with the CNI SBSS. All such leave with pay/without pay may be sanctioned before the examination/study tour by the Governing body.

I hereby agree to abide by the above Service Rules of CNI-SBSS.