



**Bharatiya Vidya  
Bhavan**  
AGARTALA KENDRA

# **BHAVAN'S TRIPURA COLLEGE OF TEACHER EDUCATION**

(Recognised by N.C.T.E. & Affiliated to Tripura University, A Central University)

(Recognized by UGC under Section 2(f) & 12(B) of UGC Act, 1956)

P.O : Bimangarh (Narsingarh), Agartala, West Tripura, PIN - 799 015

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**Dr. G. V. SUBRAMANIAN**

Director

**SRI DEBASHIS CHAKRABORTY**

Chairman

F.1(1)/Chairman/Policy/BVB/2021/3

Date: 22-11-2021

## **LEAVE POLICY**

Every regular employee of Bharatiya Vidya Bhavan shall be entitled to such leave as are admissible to the employees. The Leave Rules is framed and approved by the Kendra Committee, Bharatiya Vidya Bhavan, Agartala Kendra. These rules may be called Bharatiya Vidya Bhavan, Agartala Leave Rules, 2011. This shall be deemed to have come into force w.e.f. 01-07-2011. It shall apply only to the regular Teaching and Non-Teaching staff of Bharatiya Vidya Bhavan, Agartala Kendra and not to a person on daily rated or casual or part time or contractual employee unless specifically included in the contract.

### **Kind of Leave:**

The following kinds of leave are admissible to the regular teaching and non-teaching staff of Bharatiya Vidya Bhavan, Agartala.

1. Casual Leave
2. Half Pay Leave
3. Commuted Leave
4. Extra-ordinary Leave
5. Maternity Leave.
6. Quarantine Leave

### **Casual Leave**

An employee of Bharatiya Vidya Bhavan, Agartala may have **12 days** of Casual leave in a calendar year. The casual leave may be prefixed or suffixed to any holidays or Sundays but the total period of leave shall not exceed 08 days at a time. Sundays and holidays falling within the leave period shall not be part of the casual leave.

Provided that casual leave shall not be affixed or suffixed to any long vacation.

### **Half Pay Leave**

- (i) Half pay leave admissible to a regular employee in respect of each completed year of service shall be 20 days (Half pay)
- (ii) Half pay leave may be credited to the leave account of every regular employee in advance, in two installments of 10 days (Half Pay) each on the 1st day of January and July of every calendar year. To give the benefit of half pay leave to an employee whose appointment takes place in the middle of the calendar year half pay leave may be calculated at the rate of 5/3 days for each completed month of service.

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Debashis Chakraborty  
Chairman  
BHARATIYA VIDYA BHAVAN  
AGARTALA KENDRA

  
DR. RAJAT DEY  
Principal  
Bhavan's Tripura College of  
Teacher Education  
Narsingarh, Agartala-799015



- (iii) Half pay leave may be granted on private or on medical grounds. In case the leave is taken on medical ground the application for leave shall be supported by a Medical Certificate from a Registered Medical Practitioner.
- (iv) Leave salary at the rate of the average pay shall be admissible.

#### **Commutated Leave**

- (i) An employee may commute every two days of half pay leave due to him/her into one day of full pay leave on medical ground. An application to this effect duly supported by a medical certificate from a Registered Medical Practitioner shall be submitted.
- (ii) When commuted leave is taken by an employee, twice the number of days of leave taken shall be debited against the half pay leave due to him/her.
- (iii) Half pay leave can be accumulated to the credit of an employee and allowed to be commuted on medical ground subject to the satisfaction of the competent leave sanctioning authority, that there is a reasonable prospect of the concerned employee returning to duty on its expiry.

#### **Extra-ordinary Leave**

Extra-ordinary leave on loss of pay may be granted at the discretion of the Management to an employee in special circumstances, if he/she puts up such an application, subject to the following:

1. When no other leave is admissible.
2. When other leave is admissible, but the employee applies in writing for grant of extra-ordinary leave. Extra-ordinary leave can not be availed concurrently during the notice period.

#### **Maternity Leave**


1. Maternity leave may be granted to a female regular employee on full pay on not more than two occasions during her whole service career for a period of **120 days** from the date of commencement.
2. Maternity leave may also be granted to a regular female employee in case of miscarriage or abortion subject to condition that such leave does not exceed **45 days** in the entire service carrier and application for the leave is supported by a certificate from Registered Medical Practitioner.

#### **Quarantine Leave**


Quarantine leave is a leave of absence from duty of an employee necessitated in consequence of his/her suffering from infectious disease considered hazardous to the health of other in the Institutions. Such leave may be granted on production of a certificate from the Registered Medical Practitioner or Public Health Officer of the State for a period not exceeding **21 days**. Any leave necessary for quarantine purpose in excess of this period may be granted as **Extra-ordinary leave** on submission of application.

For the purpose of granting quarantine leave under this Rule the infectious diseases shall be those declared by the Govt. from time to time and include the following

- (i) Small Pox (ii) Scarlet fever (iii) Plague (iv) Spinal meningitis.

  
Shri. Debashis Chakraborty  
Chairman  
BVB, Agartala Kendra

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