

NATIONAL INSTITUTE OF IMMUNOLOGY,  
NEW DELHI

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CIRCULAR

A number of instances has come to notice that the Staff members had proceeded on Earned Leave, paternity leave, maternity leave, CCL, special Casual leave, etc., without prior approval /sanction from the competent authority, which resulted hamper the smooth functioning of the Institute. Leave is a provision to stay away from the work for some genuine reason with the prior approval of the authorities. It may be granted for a casual purpose for a planned activity, on medical grounds or in extra -ordinary conditions. However, leave cannot be claimed as a matter of right. The need and necessity of timely submission of leave application has been emphasized by the Institute from time to time through circulars and official briefings by the competent authority. It is once again reiterated that no one shall be proceed on leave without proper sanction/ prior approval of the competent authority, deviation, action under the provisions of FR 17 and CCS(CCA)Rules 1965, will be taken against the such employee and the period of leave without any authority shall be regularized as leave without pay. Period less than stipulated duty hours will be converted into half day if no prior intimation is given by any employee.

2. In order to avoid disciplinary/ legal action all the Head of the Departments/ Sections Incharge(s) are suggested to bring above instructions to notice of all the staff, including contractual staff and consultants, working under their department/section and direct them not to proceed on leave without proper sanction/prior approval of the competent authority.

  
(Lt.Col.(Dr.) D.K. Vashist)  
Senior Manager

Distribution

1. Director,s Secretariat
2. All the Department Heads
3. All the Sections Incharge(s)
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