



AN INSTITUTE OF NATIONAL IMPORTANCE &  
AUTONOMOUS BODY UNDER THE MINISTRY OF CULTURE, GOVT. OF INDIA

F.NO. A-121/1/2018

24-Nov-2020

OFFICE ORDER

Kalakshetra Foundation had adopted CCS (Leave) Rules to the regularly appointed officers of the Foundation w.e.f. 1.1.2018 irrespective of their drawing pay as per Central Government Scale or State Government Scale.

2. Whereas it is observed that, some of the employees are not following the said rules properly. Accordingly, it is reiterated that all the employees of the Foundation must adhere to the following norms while availing leave of any kind.
3. Leave cannot be claimed as a matter of right. The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for.
4. Employees shall apply in the prescribed leave format to their immediate superior officer or to the head of the unit through proper channel for availing any kind of leave and can avail such leave only with prior written permission from the sanctioning authority except in case of unavoidable circumstances such as medical emergency.
5. In case of unavoidable circumstances and if prior permission is not obtained from the concerned head of the unit, the respective office should be intimated about the leave on the very day and should submit the leave application on his/her return without fail. There is no provision for grant of half-a-day leave in any kind of leave except casual leave.
6. **Station leave permission shall be obtained separately from the concerned head of the unit/competent authority prior to leaving the headquarters in addition to their permission for leave. Station leave permission shall be obtained even if the employee leaving the headquarters during the holidays/vacation/weekend.**
7. After availing leave, joining report shall be submitted without fail at the time of joining.
8. Commuted Leave should be applied in the prescribed leave form invariably accompanied by Medical certificate from a Government Doctor/AMA and on completion of leave, Fitness Certificate from a Government Doctor/AMA to be submitted before joining duty. An officer who is on leave on medical certificate will be permitted to return to duty only on production of medical certificate of fitness from the AMA/Govt. Doctor as the case may be. Commuted leave may be granted at the request of the officer even when earned leave is available.
9. All Head of the unit(s) shall ensure that the leave records are maintained in proper manner without fail. Any lapse in adherence of these norms will be viewed seriously.
10. CCS (Leave) Rules may be seen for further reference.



  
(Revathi Ramachandran)  
Director

Copy to,

1. All staff of Central Office / All departments of RDCFA /BASS school/BCCH/CERC
2. Notice Board of all units
3. Website of KF