

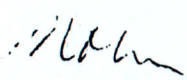
HMT LIMITED
36, Cunningham Road,
BANGALORE - 560 052.

OFFICE ORDER NO. 45/88 DATED 28.1.1989

Sub: Leave and Leave Encashment Rules.

The revised Leave and Leave Encashment Rules as per the Annexure come into force with effect from 1st February 1989 in supersession of all the previous Office Orders on the above subject.

This issues with the approval of the competent authority.


(H. R. Atva)
Director, Personnel

EDM/GMF(M)/GMM/GM(SV)/AGM(A)/AGM(PI)
EDV/MA(R&D)/AGM(P&A)
GMB/JGM(A)/AGM(PI)
GMK/DGM(A)/DGM(PI)
GM(H)/JGM/JGM(Press)/JGM(A)/JGM(CMFI)/
DGM(PI)
GM(HMB)/DGM(A)/AGM(PI)
GTM(A)/DGM(A)/AGM(PI)
EDA/GTM(MT)/GTM(TRP)/JGM(A)/AGM(PI)
GTM(DMU)/MA(DMU)/DPM
EDW/GM(P)/GMM(MA)/JGM(A)/AGM(EE)
AGM(A)(WM)/AGM(PI)/M(MBP)
GMW/AGM(A)/DGM(PI)
GTM(S)/AGM(A)/PMR
GMW(2M)/JGM(A)/PMR
GTM(R)/DGM(A)/JGM(PI)
DGM(C)/MA(CP)/DPM(C)
EDG/GMF/DPM
GTM(LU)/DGM(A)/PMR
GMS/MFN/AGM(P&A)(CSB)
GM(CNC)/MA(C)/AGM(P&A)
DGM(NMT)

DMC/GM(QC)/JGM(P)/GTM(MP)
CEC(P)/DGM(C)
DFN/GM(LA)/GMF/DGM(F)
GM(I)/GMF(I)/GMP(I)/MPL
JGM(X)/DGM(S)/AGM(A)
RXM/RXF/RXN/RXA
GTM(C)/GTM(D)/GTM(M)/GTM(B)
RSM(A)/RMK
GM(BLH)/AGM(A)/PMR
GM(HRD)/JGM(ER)/DGM(P)/
AGM(P&A)/AGM(OD)/CLO/CVO
CPR/SEY/SSO/DMH

C&MD-For kind information

LEAVE AND LEAVE ENCASHMENT RULES

1. The regular employees (excluding trainees/apprentices/casuals) of HMT are eligible for the following types of leave:

- i) Earned Leave
- ii) Casual Leave
- iii) Sick/Commutated Leave
- iv) Maternity Leave (Women employees not covered by ESI)
- v) Special Leave.

1.1 Classification of Employees:

Employees are classified as follows for the purposes of Leave Rules:

Category 'A' : Employees covered under ESI

Category 'B' : Employees not covered by ESI

B1 - Upto and including the level of Deputy Managers (PS IV)

B2 - Level of Managers & above (PS V and above).

2. **TYPES OF LEAVE:**

2.1 Earned Leave:

2.1.1 Number of days:

a) Earned Leave is computed taking into account the period of duty including leave with pay, holidays, the period of lay-offs and absence on account of injury/accident arising out of and in the course of employment.

Leave without pay is not considered as on duty and shall not be counted for computing Earned Leave.

Admissible EL will be credited to the account of the eligible employee at the end of the same month. The quantum of EL and the maximum limit, to which it can be accumulated are as under:

Earned Leave	Categories of employees		
	Employees covered under ESI	Employees not covered under ESI	
	'A'	'B1'	'B2'
i) Quantum	1 1/2 days per month (18 days per year of service)	2 1/2 days per month (30 days per year of service)	2 3/4 days per month (33 days per year of service)
ii) Max.Limit of accumulation	90 days <i>120</i>	120 days (Upto 180 days by the Unit Chiefs/GMs) <i>150</i>	180 days (Upto 240 days by EDs/FDs. However in case of the executives directly reporting to C&MD/EDs/FDs by C&MD.) (Powers delegated to DPS vide Office Order No.53/88 dt. 11.10.1988, for GMs/Unit Chiefs.) <i>210 GM:24</i>

2.1.2 Utilisation:

- (a) New clause:
2.1.2(a) Earned Leave can be availed 15 times by WG and 12 times by PS cadre employees in a calendar year. *(me vide no 5. 28-3)*
- (b) Earned Leave for less than a day or for a fraction of a day is not admissible.
- (c) Earned Leave due to the employee can be availed of only after confirmation on appointment. However, the persons recruited from other public sector undertakings, carrying forward leave to HMT, may be allowed to avail the same even during the probationary period.

2.2 Casual Leave:

2.2.1 Number of days:

Casual Leave of 10 days for 'A' and 'B1' categories and 7 days for 'B2' category is allowed in each calendar year which will be credited at the beginning of the same year. Unutilised leave lapses at the end of the calendar year.

2.2.2 Utilisation:

- (a) Employees/Company - Trainees who join during the calendar year shall also be eligible for availing casual leave. However, the quantum of casual leave during such calendar year shall be calculated on pro-rata basis as per the eligibility for their respective categories.
- (b) 2 Hours' casual leave may be allowed to the employees on valid reasons only at the beginning or at the end of the shift.

(c) O.O. No. 4/89 dt 11.4.89

2.3 Sick Leave/Commutated Leave:

2.3.1 Sick Leave on full pay is allowed as under for each calendar year, which will be credited at the beginning of the same year.

Sick Leave	Category		
	'A'	'B1'	'B2'
i) Quantum	8 days	10 days	10 days
ii) Accumulation of leave	30 days	No limit	No limit

2.3.2 Utilisation:

- (a) Sick Leave for less than 1/2 a day or for periods other than multiples of 1/2 a day is not permissible.
- (b) Sick Leave in excess of 2 days should be supported by a valid medical certificate in the case of sickness. In case of sick leave covered by a valid medical certificate a fitness certificate must be produced when rejoining duty.
- (c) Sick Leave to the credit of employees in B1 and B2 categories (Non-ESI employees) can be commuted to half pay leave for double the period. This leave - commuted leave - can be availed only in case of sickness supported by a valid medical certificate.
- (d) Employees/Company Trainees who join during the calendar year shall be eligible for sick leave. However,

the quantum of sick leave during such calendar year shall be calculated on pro-rata basis as per the eligibility for their respective categories.

(e) Sick Leave can be availed of while on tour in case of sickness supported by a valid medical certificate.

2.4 Maternity Leave:

2.4.1 Women employees in 'A' category will be governed by the provisions of ESI Act only.

2.4.2 Number of days:

Women employees in 'B1' and 'B2' categories are eligible for Maternity Leave on full pay for a maximum period of 6 weeks before confinement and 6 weeks after confinement; maternity leave in excess of 6 weeks is not permissible before or after confinement. Maternity leave will be granted by the sanctioning authority on production of a medical certificate.

Amended
C.P.No.
31.1.14

2.4.3 Utilisation:

Women employees in 'B1' and 'B2' categories are also eligible for leave with full pay in case of miscarriage/ medical termination of pregnancy for a period of 6 weeks immediately following the miscarriage/medical termination of pregnancy. Such leave may be granted by the Sanctioning Authority on production of a medical certificate. Any other document as mentioned in the Rule No.3(f) may also be sought by the Competent Authority. Record of all such leave availed will be kept in the personal file of the employee.

2.5 Special Leave:

2.5.1 Special Leave on full pay for the employees in 'A', 'B1' and 'B2' categories (including Company Trainees and probationers) may be granted at the sole discretion of the competent authority not below the rank of GM/Unit Chief, Business Group Chief/Functional Directors for the following purposes:

- (a) Participation in sports activities where employees represent the Company or State/Country.
- (b) Training for Territorial Army.
- (c) Defence service calls (Reservists) for the period of training and for the journey periods on a differential rate of pay basis i.e., the difference between civil and military rates of pay.
- (d) For Family Welfare Planning:
 - i) not exceeding 6 working days for vasectomy operation for male employees.
 - ii) not exceeding 14 working days for tubectomy for female employees who undergo nonpuerperal operations and
 - iii) one day to female employees to have had IUD insertions under the Family Planning Programme on production of medical certificate to that effect. The same quantum of special leave can be granted if the employee undergoes the vasectomy or tubectomy operations, as the case may be, second time on failure of the first operation; provided that the employee produces a medical certificate from HMT Hospital or any Government or Company recognised Hospitals or any other Family Planning Centre approved by the Company and countersigned by the Company's Medical Officer to the extent that the first operation was a failure and that the second operation was actually performed.
 - iv) Non-puerperal tubectomy operation under the Family Planning Programme, the permanent employee whose wife undergoes this operation shall be eligible for special leave upto 7 days subject to production of medical certificate from the doctor who performs the operation to the effect that the presence of such employee for assistance is essential for the period of leave to look after his wife during her convalescence after the operation.
 - v) Laparoscopy or puerperal tubectomy at the time of delivery. The employee whose wife undergoes this operation will be granted 1 day special leave.
- (e) Curfew - in terms of administrative instructions issued by the Management from time to time.
- (f) Special Leave can also be granted for the following purposes:
 - i) Participation in Training Programmes, Seminars

- and Conferences as nominated participant/faculty.
- ii) Appearance in Court as jury, assessor or a Company witness.
 - iii) Receiving State/National Awards.
 - iv) Appearing as prosecution witness on behalf of the State on production of certificate from the Court.
 - v) Absence from duty necessitated by the presence of declared infectious diseases due to which the employee is quarantined in his house by the competent health authorities.

2.6 Study Leave:

- (a) Study Leave is allowable to professionally qualified persons like Engineering Graduates, MBAs, Medical Graduates, CAs, ICWAs, ACS and those qualified in Personnel Management and Industrial Relations.
- (b) Employees who have completed the training period, if any, and have been confirmed on appointment can apply for study leave. The employees under contractual obligations would not be eligible for study leave if this is for study to be pursued abroad.
- (c) For the sanctioned study leave period, the employees are eligible for retaining Company's quarters/leased accommodation, reimbursement of medical expenses. However, they are not eligible for LTC for such leave period.

2.6.1 Terms and conditions:

- (a) The Course for which the study leave is requested for should be useful to the Company.
- (b) The period of study leave shall not exceed 2 years.
- (c) Study Leave is without pay. No remuneration of any kind is payable to the employees during the period of study leave.
- (d) If the employee does not report back for duty for more than 7 days after expiry of the study leave, he shall be deemed as having voluntarily left/abandoned the services of the Company of his own accord.

Further, the Company reserves the right to recover the compensation, if any.

- (e) The employee must execute a bond to serve the Company for a period of 3 years after completion of the study leave.
- (f) The period of study leave will be counted for purposes of seniority, increment, qualifying period for promotion and gratuity.
- (g) Study Leave for executives of Unit Cadre i.e., PS VI & below may be sanctioned by Functional Directors on recommendation of the respective Unit Chiefs/Business Group Chiefs. C&MD will be the sanctioning authority for study leave for the Corporate Cadre i.e., PS VII and above.

3. **GENERAL RULES:**

- (a) Sanction of leave shall be at the discretion of the sanctioning authority.
- (b) EL, CL and SL availed will be reckoned only in terms of working days; intervening holidays/holidays at either end of the leave period shall not be counted as leave. Intervening holidays will be counted for all other types of leave, unless specified otherwise.
- (c) Combination of different types of leave is permissible.
- (d) The term 'Leave Salary' includes all the wage/salary components which are paid to an employee while on duty. For commuted leave on half pay salary payable shall be half of the total of the above components.
- (e) When an employee is recalled before the expiry of the sanctioned leave due to official exigencies, travelling and daily allowance as per his entitlement shall be paid to such employee for the journey performed to join duty.
- (f) The competent authority may direct the employee to appear before the Company's Medical Officer, any Specialist, or Medical Board, if deemed necessary. An employee who is

unable to attend duty for more than 15 days on account of sickness shall, at the time of joining duty, present to the competent authority the history of medical treatment undergone by him/her including all diagnostic tests taken by him/her, medicines prescribed and taken with the supporting documents along with the fitness certificate issued by the consulting doctor as and when required by the competent authority.

4. LEAVE PROCEDURE:

- (a) Leave must be applied for and sanctioned before it is availed of. However, in case of an emergency, if prior sanction cannot be obtained, an intimation in writing must be sent to the sanctioning authority immediately and sanction must be obtained on resuming duty.
- (b) Applications for earned leave must be made atleast 7 days in advance. However, the sanctioning authority may reduce or waive this period of advance notice depending upon the circumstances.
- (c) Leave availed of without sanction will be treated as unauthorised absence and it will attract disciplinary proceedings in accordance with the CDA Rules of the Company or the Certified Standing Orders as the case may be.
- (d) Applications for leave must be made in duplicate on the prescribed forms and forwarded to the sanctioning authorities through proper channel.
- (e) If, for any reasons, leave applied for is not sanctioned, one copy of the leave application shall be returned to the applicant, with the reasons for refusing the leave mentioned thereon. The second copy of the application shall be filed for future reference with the sanctioning authority in the personal file of the employee.
- (f) The sanctioning authority shall send one copy of the sanctioned leave application to the Time Office within one day of the date of sanction, returning one copy to the applicant.

5. LEAVE SANCTIONING AUTHORITY:

<u>Sl.No.</u>	<u>Leave Sanctioning Authority</u>	<u>In respect of</u>
1.	Executives in PS III	WG Employees working under them. All employees in PS I
2.	Deputy Manager (PS IV)	All employees in PS II and below.
3.	Manager (PS V)	All employees in PSIII and below.
4.	Asst.Gen.Manager (PS VI)	All employees in PS IV and below
5.	Head of Dept. as defined in the CDA Rules. (Not below the rank of DGM i.e., PSVII)	AGMs and below ie., PS VI and below.
6.	Unit Chief/General Manager	All employees under his control. If, however, an executive of Corporate cadre i.e., PS VII & above is granted more than a week's leave, the respective Business Group Chief/Functional Director should be kept informed.
7.	Business Group Chief	All the employees under his control.
8.	Functional Director	i) All employees under his control. ii) Study Leave for Unit Cadre i.e., upto PS VI on recommendation from the respective Business Group Chiefs.
10.	C&MD	i) All employees under his control. ii) Study Leave for Corporate Cadre i.e., PS VII & above on recommendation from the respective Directors/Business Group Chiefs.

6. CARRY FORWARD OF EARNED LEAVE/SICK LEAVE/COMMUTABLE LEAVE FROM ONE PUBLIC SECTOR TO ANOTHER PUBLIC SECTOR

Employees who move from one public sector undertaking to another public sector undertaking with the consent of the respective Managements or under the orders from the Government shall be eligible to carry forward Earned Leave/Sick Leave/Commutable Leave to their credit. Necessary formalities should be completed for payment of leave salary in respect of out-going employees and for obtaining leave salary from the other public sector in respect of in-coming employees.

7. ENCASHMENT OF EARNED LEAVE:

7.1 Extent of Leave Encashable:

7.1.1 Employees covered under ESI (Category 'A')

The employees covered under ESI shall be permitted to encash upto a maximum of 75% of the earned leave standing to their individual credit on the date of encashment. The minimum encashable earned leave shall be 5 days.

NOTE: Those employees who cease to be covered under ESI at any time during the relevant leave accounting year will be considered as ESI employees for purposes of encashment of earned leave relating to that year.

7.1.2 Employees not covered under ESI (Categories 'B1' & 'B2'):

The maximum number of days of encashable earned leave will be one half of the earned leave at their credit on the date of encashment. The minimum encashable earned leave shall be 10 days.

7.2 Encashment of Earned Leave on Separation:

7.2.1 Earned Leave at the credit of employees on the date of separation including superannuation, voluntary retirement, death in harness, resignation and termination of services will be admissible. Encashment of earned

leave for second time may also be allowed in the same calendar year for the above mentioned case. The amount payable in case of separation due to death shall be disbursed to the deceased employee's nominee for PF. If such nominee is not available, it can be paid to the nominee for gratuity.

7.2.2 Procedure:

- (a) For the purposes of earned leave encashment, calculations will be made treating 26 days as a month, the basis being basic pay plus dearness allowance including Family Planning increment, PP, interim relief or ad-hoc relief, if any.
- (b) Encashment of earned leave will be allowed only once in a calendar year.
- (c) The earned leave at the credit of the employee will be certified by the Accounts Department.
- (d) On sanction of encashment of leave for an employee subject to the limits specified in this scheme the encashed earned leave will be debited to the employee's leave account.
- (e) The amount payable towards encashment of earned leave will not be counted as wages or salary for purposes of overtime, Provident Fund, Bonus etc. The period of such leave encashed will not be counted for earning leave or any other purposes.
- (f) Any fraction of a day in the encashable and non-encashable portions of leave at credit may be rounded off to a full day subject to the condition that the total if rounded off does not exceed the total Earned Leave at credit.
- (g) An employee shall not be eligible for encashment of leave during a period of suspension.

7.2.3 Deductions:

- (a) Deductions for Income Tax, where applicable, shall be made from the amount of leave encashment. In addition, if amount due to the company on account of default by the employee could also be recovered.
- (b) In cases of separations of all types, Company's dues shall be recovered from the amount of encashment.

7.3 Sanctioning Authority for Encashment:

Same as mentioned in Para 5 for Leave Sanctioning Authority.

However, the respective Unit Chiefs/Business Group Chiefs/Functional Directors should be kept informed by the Sanctioning Authority.

8. INTERPRETATION:

The interpretation of the Personnel Directorate shall be final in respect of these rules.

9. SAVINGS:

These Rules can be changed, altered, modified or amended by the C&MD at his discretion.

10. SUPERSESION:

These rules supersede all Office Orders/Circulars/Rules etc., issued on the above subject covered under these rules.

HMT LIMITED
 Regd. Off: HMT Bhavan,
 # 59, Bellary Road,
BENGALURU - 560 032.

OFFICE ORDER NO.030/20 DATED 30th SEPTEMBER, 2020

Sub: Amendment to Leave and Leave Encashment Rules - Introduction of Paternity Leave.

Keeping in view the provisions of Paternity Leave applicable in respect of Central Government employees and other CPSEs, it is decided to introduce Paternity Leave for eligible regular Male employees in HMT Limited (Holding Company) as approved by the Board of Directors of HMT Limited in the meeting held on 14th September, 2020.

Accordingly, the following Clause is incorporated with the following amendment in the "Leave and Leave Encashment Rules" of the Company which shall come into force with immediate effect:

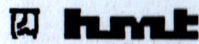
5.4/2.8 PATERNITY LEAVE:

Regular Male Employees with less than two surviving children may be granted Paternity Leave for a period of 15 days (in one spell, which includes Sundays, Weekly off & Holidays) during the period of confinement of his wife that is up to 15 days before expected time of delivery or up to six months from the date of delivery of the child and if such leave is not availed during this period, it shall be treated as lapsed. Paternity leave shall also be admissible in cases of still born child. Paternity leave shall not be debited against leave account and may be combined with any other kind of leave as in the case of maternity leave. Subject to above, the leave shall be granted only twice in the entire period of service. The Leave shall be applied in the usual Leave Application, supported by a Medical Certificate duly countersigned by the Chief Medical Officer.

All are requested to note the above.


 (S. Girish Kumar)
 Chairman & Managing Director

DFN/MDI/MDM CVO
 CHO: GM(ABD)I/c.HR/JGM (CP&AM)
 CLO/DCVO/AGM(CHR)/AGM(CHR) I/c.A&PR/AGM(F)
 MGR.(C)-DLO/DM(IA)/ACOS/OA-I
 PS to CMD / COE(CA)/ C(CS)
 ABD: GM(ABD)/DGM (HR/E&M)
 FPA: GTM/O(HR)
 MTL: GMM/DGM(CP&HR)/AGM(F)
 HMT(I)L: GM(PJ)/AGM(CHR) I/c.HR/AGM(F)/O(HR)



HMT LIMITED

Regd. Office: HMT Bhavan, # 59, Bellary Road,
BENGALURU - 560 032.

OFFICE ORDER NO. 029 /20 DATED 10th SEPTEMBER, 2020

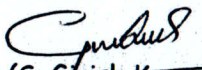
Sub: Amendment to Leave & Leave Encashment Rules.

In line with approval of the Board in its meeting on July 29th 2020, the following Clause in the Leave & Leave Encashment Rules of the Company stands modified as under:

6. CARRY FORWARD OF LEAVE FROM ONE PUBLIC SECTOR TO ANOTHER PUBLIC SECTOR:

	Existing	Amended
Cl. No. 6	Employees who move from one public sector undertaking to another public sector undertaking with the consent of the respective managements or under the orders from the Government shall be eligible to carry forward Earned Leave/Sick Leave/ Commutable Leave to their credit. Necessary formalities should be completed for payment of leave salary in respect of out-going employees and for obtaining leave salary from the other public sector in respect of in-coming employees.	<p>6. Employees who move from one Public Sector Undertaking to another Public Sector Undertaking, with the consent of the respective managements or under the orders from the Government, shall be eligible to carry forward Earned Leave / Sick Leave / Half Pay Leave / Commutable Leave to their credit. Cash equivalent of their Gratuity and PF shall be transferred to their new Organisation.</p> <p>They are also eligible to retain their lien with the Company for a maximum period of 5 years or till their date of retirement whichever is earlier. The employee is required to inform the Company in the specified format, at the time of getting relieved, whether he desires to retain the lien or not. This shall apply for postings in other subsidiaries of HMT Group also.</p> <p>6(a) Employees who are selected through PESB, may also encash the Earned Leave/Half Pay Leave in their credit (to the permissible extent), at the time of getting relieved or opt for transfer of the same to their new organization. Cash equivalent of their Gratuity and PF shall be transferred to their new Organisation.</p> <p>6(b) An employee who gets a PESB posting in HMT Limited itself, shall also be allowed to encash their Earned Leave/ Half Pay Leave (to the permissible extent) at the time of getting relieved to report to their new assignment in the Company.</p> <p>6(c) In-coming employees who join the Company from Central Government / other Public Sector Undertakings /other Subsidiaries of HMT Group or those returning from lien will not be permitted to carry forward their Earned Leave/Half Pay Leave to their credit. Only cash equivalent of PF & Gratuity is to be transferred to the Company.</p>

All are requested to note the above.


(S. Girish Kumar)

Chairman & Managing Director
10/09/2020

DFN/MDI/MDM CVO

CHO :JGM (CP&AM)/GTM(ABD)I/c.HR
CLO/DCVO/AGM(CHR)/ AGM(CHR) I/c.A&PR
/AGM(F)/MGR.(C)-DLO
DM(IA)/ACOS/O(A)-I

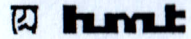
FPA :GTM/DM (A)/O(HR) - FPA

ABD :GTM/DGM (HR/E&M)/JO(A)- ABD

MTL :GMM/DGM(CP&HR)/AGM(F)

HMT(I):JGM(PJ)/AGM(CHR)I/c. HR/AGM(F)/O(HR)

PS to CMD COE(CA) C(CS)



HMT LIMITED

Regd. Off: HMT Bhavan, # 59, Bellary Road,
BENGALURU - 560 032.

OFFICE ORDER NO. 031(a)/20 DATED 11th NOVEMBER, 2020

Sub: Amendment to Leave and Leave Encashment Rules - Introduction of Sabbatical Leave.

In line with other CPSEs Leave Rules, it is decided to introduce **Sabbatical Leave** in HMT Limited (Holding Company) & HMT(International) Limited as approved by the Board of Directors of HMT Limited & HMT(International) Limited in the meetings held on 14th September, 2020 and 21st September, 2020 respectively.

Accordingly, the Clause No.5.4/2.9 is incorporated with the amendment in the "**Leave and Leave Encashment Rules**" of the Company, as per enclosure, which shall come into force with immediate effect.

All are requested to note the above.


(S. Girish Kumar)
Chairman & Managing Director

DFN/MDI/MDM

CHO: GM(ABD)I/c.HR/JGM (CP&AM)
CLO/DCVO/AGM(CHR) & I/c.A&PR/AGM(F)I/c.CHO
DM(MA)/ACOS/OA(CF)/PS to CMD
COE(CA)/C(CS)
ABD: GM(ABD)/DGM (HR/E&M)
FPA: GTM(FPA)/O(HR)

HMT(I)L: GM(PJ)/AGM(CHR)I/c.HR /AGM(F)/O(HR)

ENCLOSURE TO OFFICE ORDER NO.031(a) DATED 11th NOVEMBER, 2020

5.4/2.9 SABBATICAL LEAVE:

The Sabbatical leave shall be introduced to facilitate employees in achieving their personal goals/meet personal requirements, which they are unable to pursue while working.

2.9.1 The sabbatical leave is admissible up to 730 days in entire service period, which could be availed in maximum two spells of not less than 365 days each. The personal goals for which sabbatical leave may be granted are given as under:

- a) To pursue higher studies.
- b) *For taking care of medical requirements or attending to ailing family members.
- c) To pursue philanthropic goals.
- d) To write Book(s), composing music, art, participate as part of study group and other artistic/literary pursuits.
- e) To join spouse abroad/other place of posting in India.
- f) To pursue hobbies/interests such as hiking, adventure sports, etc.
- g) To pursue their entrepreneurial ventures not having conflict of interest with the Company.
- h) For going on wellness sojourns.
- i) Any other reason on merit of the case.

**For cases of Sabbatical Leave, for taking care of medical requirements of family members, the same may be admissible for up to two spells of minimum 180 days each. However, in cases, where the Sabbatical Leave availed in 2 spells is upto 365 days, the employee will be eligible to apply for Sabbatical Leave for one more time on any other ground mentioned above.*

2.9.2 Eligibility Conditions:

On the date of application,

- a) The employee should have rendered minimum **2 years** of continuous service including training period/probation.
- b) The employee should not be more than **54 years of age** (except for Clause 2.9.1 (b)).
- c) The employee should not be under suspension and no Disciplinary proceedings/Vigilance cases should be pending against him/her.

2.9.3 General Provisions:

- a) Sabbatical Leave cannot be demanded as a matter of right. Normally, the intent to proceed on Sabbatical Leave shall be expressed in writing by the concerned employee to the Head of the Department at least 2 months in advance, followed by the application in the prescribed format (**Copy enclosed**). However, in case of emergencies on medical grounds for spouse, child or parent, requiring the employee to proceed on Sabbatical Leave, the condition for giving minimum two months notice may be relaxed. As such, save as provided above, under no circumstances an employee cannot proceed on Sabbatical Leave without prior approval of the sanctioning authority.

- b) At any given time, not more than 10% of employees in a Unit may be permitted to avail Sabbatical Leave with the approval of Unit Chief.
- c) The leave may be combined with leave of any kind due and admissible, However, it cannot be combined with unauthorized absence.
- d) Sundays, Weekly off, declared Holidays, etc. falling during the period of leave will also count for the total period of Sabbatical Leave.
- e) While availing Sabbatical Leave, the employee shall not take up any full time/ part time/consultancy in the nature of employment or any other type of employment elsewhere. **A declaration to this effect shall be given by such employee.**
- f) In case of sabbatical permitted for starting an entrepreneurial venture, the employee shall undertake the venture for which the permission was granted.
- g) If an employee fails to join back the services of the Company after lapse/expiry of Sabbatical Leave, the employee will be presumed to have left the services of the Company and accordingly, termination proceedings shall be carried out by the Unit concerned.
- h) The requests of employees for proceeding on Sabbatical Leave after being recommended by the Head of Department, will be put up to the Unit Chief for approval.
- i) The process of ensuring the check points and approval of Sabbatical Leave will be done off-line and not in the digital mode.

2.9.4 Admissibility of benefits during Sabbatical Leave

The following benefits shall be admissible to an employee during the period of Sabbatical Leave:

- a) Medical facilities in India to self and eligible dependent family members at the place of posting/retention of family before proceeding on Sabbatical Leave, is restricted to free medical consultation at HMT Hospital. Hospital charges and Medicine charges are to be borne by the employee.
- b) Housing facilities in Company Quarters/leased accommodation in India, if provided, can be retained by the employee by payment of rent in advance for the following month at the applicable rates and Electricity/Water charges at actuals.
- c) Continuity of service for the purpose of benefits of Gratuity.

2.9.5 The following shall not be admissible for the period of Sabbatical Leave:

- a) Pay and Allowances (including HRA)
- b) Performance Related Payment
- c) Performance payment/ Bonus
- d) Special Incentive or any other incentive provided to employees.

2.9.6 The period of Sabbatical Leave will not be counted for the following:

- a) Earning of Earned Leave, Half Pay Leave.
- b) Annual Increment.
- c) Eligibility period for Promotion
- d) Period required for completion of probation.

2.9.7 The coverage under insurance policies such as GPA, JPA & EDLI, where entire premium is borne by the Company will continue during the period of Sabbatical Leave.

Application Format for Sabbatical Leave

Name			
Staff No			
Designation			
Deptt.			
Unit			
Duration (DD/MM/YYYY)	From	To	Total No. of days
Reason (pls tick)	To pursue higher studies.		
	For taking care of medical requirements or attending to ailing family members (Covered under the definition of 'Family' under Medical Attendance Rules)*		
	To pursue philanthropic goals.		
	To write book(s), composing music, art, participate as part of study group and other art/ literature		
	To join Spouse abroad / other place of posting in India		
	To pursue hobbies/ interests such as hiking, adventure sports etc		
	To pursue entrepreneurial ventures not having conflict of interest with the company		
	For going on wellness sojourns		
Any other reason			
Whether Sabbatical Leave is to be combined with any other kind of leave (mention such period)	EL / HPL / / Maternity Leave From (DD/MM/YYYY)- To (DD/MM/YYYY)		
Address during Leave			
DECLARATION			
I _____, Name, T. No. _____, hereby declare that I shall not take up any full time / part time / consultancy in the nature of employment or any other type of employment elsewhere.			
I also declare that I will start the entrepreneurial venture _____ for which permission has been granted by the Company and also there will be no conflict of interests			
Signature of the employee with date			

Recommended/ Not Recommended .	
Signature of Controlling Officer	
Name	
Designation	
Date	
Signature of Head of Department	
Name	
Designation	
Date	
Completed Application format to be forwarded to Unit HR	



एचएमटी लिमिटेड
Regd. Off: HMT Bhavan,
59, Bellary Road,
BENGALURU – 560 032.

OFFICE ORDER NO. 04 /20 DATED 27th APRIL, 2020

Sub: Introduction of Half Pay Leave / Commuted Leave

In line with the approval of the Board, it is decided to introduce Half Pay Leave / Commuted Leave for the regular employees classified as Category B (those not coming under ESI), in lieu of Sick / Commuted Leave. Accordingly, the following amendments are issued in respect of the "Leave and Leave Encashment Rules" of the Company and shall be effective from 1st April, 2020.

Chapter /Para No.	Existing.	Amended																																
5.4 / 1	<p>The regular employees, including Management Trainees, Technician Trainees and the Company Trainees recruited in terms of Office Order No.32/89 Dt.8.11.89 (excluding other Trainees/Apprentices/Casuals) of HMT are eligible for the following types of leave:</p> <p>i) Earned Leave ii) Casual Leave iii) Sick/Commuted Leave iv) Maternity Leave (Women employees not covered by ESI) v) Special Leave</p>	<p>The regular employees, including Management Trainees, Technician Trainees and the Company Trainees recruited in terms of Office Order No.32/89 Dt.8.11.89 (excluding other Trainees/ Apprentices/ Casuals) of HMT are eligible for the following types of leave:</p> <p>i) Earned Leave ii) Casual Leave iii) Sick/Commuted Leave iv) Maternity Leave (Women employees not covered by ESI) v) Special Leave vi) Study Leave vii) Half Pay Leave</p>																																
5.4 /2.3	<p><u>SICK LEAVE /COMMUTED LEAVE:</u></p>	<p><u>SICK LEAVE /COMMUTED LEAVE:</u></p>																																
	<p>2.3.1 Sick Leave on full pay is allowed as under for each calendar year, which will be credited at the beginning of the same year.</p> <table><thead><tr><th>Sick Leave (Days)</th><th colspan="3">Category</th></tr><tr><th></th><th>'A'</th><th>'B1'</th><th>'B2'</th></tr></thead><tbody><tr><td>Quantum</td><td>8</td><td>10</td><td>10</td></tr><tr><td>Accumulation</td><td>30</td><td>No limit</td><td></td></tr></tbody></table>	Sick Leave (Days)	Category				'A'	'B1'	'B2'	Quantum	8	10	10	Accumulation	30	No limit		<p>2.3.1 Sick Leave on full pay is allowed as under for each calendar year, which will be credited at the beginning of the same year.</p> <table><thead><tr><th>Sick Leave</th><th colspan="3">Category</th></tr><tr><th></th><th>'A'</th><th>'B1'</th><th>'B2'</th></tr></thead><tbody><tr><td>Quantum</td><td>8 days</td><td>Nil</td><td>Nil</td></tr><tr><td>Accumulation</td><td>30 days</td><td>NA</td><td>NA</td></tr></tbody></table>	Sick Leave	Category				'A'	'B1'	'B2'	Quantum	8 days	Nil	Nil	Accumulation	30 days	NA	NA
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Accumulation	30 days	NA	NA																															

5.4 / 2.7	Nil	<p><u>HALF PAY LEAVE (HPL):</u></p> <p>Employees classified as Category B (i.e. not covered by ESI) only will be entitled for Half Pay Leave</p>
	NIL	<p>2.7.1 CREDIT / ACCUMULATION OF HPL</p> <p>i. Eligible employees will be entitled to 20 days of 'Half Pay Leave' in a year, subject to pro-rata deduction for period of unauthorized absence / LWA.</p> <p>ii. Advance credit will be allowed on 1st January of each year at the rate of 20 days for each year of service. While determining the credit during the period of service, the period of unauthorized absence / LWA, during the preceding year shall be reckoned for crediting of HPL in respect of next year period and accordingly deducted.</p> <p>iii. However, at the time of joining or separation, 'Half Pay Leave' will be credited /debited at the rate of 1.67 days for each completed month on pro-rata basis, depending on the actual number of days of service in the respective year, which shall be suitably rounded off to the nearest whole number.</p> <p>iv. The procedure for pro-rata computing of Half Pay Leave credits at the time of joining or separation shall mutatis mutandis apply during service period of an employee.</p> <p>v. There shall be no limit for accumulation of Half Pay Leave.</p> <p>2.7.2 COMMUTATION OF HPL:</p> <p>Half Pay Leave can be commuted into full pay leave on medical reason. Commuted Leave shall be sanctioned on the following conditions:</p> <p>i. When Commuted Leave is granted, twice the number of such leave will be debited to the Half Pay Leave account of the employee.</p> <p>ii. Commuted Leave up to 3 days on one occasion on medical grounds can be sanctioned without the need for submission of a Medical Certificate. However, the Sanctioning Authority, at his/her own discretion may demand for a Medical Certificate and fitness certificate.</p>

		<p>iii. Commuted Leave for more than 03 days at a time will require submission of medical certificate and fitness certificate.</p> <p>iv. In case the employee avails such leave for more than 30 days in a calendar year, the management at its own discretion, may refer the employee for medical examination to Company's Medical Officer.</p> <p>v. No Commuted Leave shall be granted unless the Sanctioning Authority has reason to believe that the employee will return to duty on its expiry and commuted leave of more than three days, will be permitted on submission of a medical certificate</p> <p>2.7.3 ENCASHMENT OF HPL</p> <p>The Half Pay Leave at the credit of the employee, can also be considered for encashment within the overall limit for encashment of Earned Leave as per the eligibility i.e., both Earned Leave (EL) & Half Pay Leave (HPL) taken together, if the EL in the credit of employee is less than the maximum limit allowed for encashment under the respective category. The maximum limit of EL allowed for encashment under each category, will continue to be at the existing levels.</p> <p>However, it is clarified that to make up the shortfall in Earned Leave, no commutation of Half Pay Leave would be permissible. But this can only be used at the time of separation when there is any shortage of Earned Leave in credit.</p>
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All are requested to note the above.

This is issued with the approval of the Competent Authority.

Susheela

(K.A. Susheela)

Asst. General Manager(CHR)

o/c

CMD / DFN - for kind information
CVO

JGM (A&PR)/JGM (CP&AM)/GTM(ABD)/c.HR

DGM(A) /CLO/AGM(CHR)/AGM(F)/MGR(C) -DLO/DM(IA)/ACOS/O(A)-I

COE(CA)/C(CS)/EA to CMD

GTM(ABD)/c.TRP

GTM/DM (A)/O(HR) - FPA

GTM/DGM (HR/E&M) / JO(A) – ABD