

HALL MANAGEMENT CENTRE
IIT KHARAGPUR

OFFICE ORDER NO. IIT/HMC/01/2018 DATED 8th FEBRUARY 2018

Sub : Consolidated instructions relating to action warranted against Regular Hall Management Centre employees remaining away from duty without authorisation/grant of leave

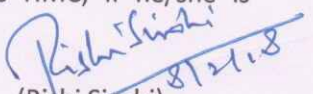
The undersigned is directed to convey the following :

- (a) Henceforth , any hall employee who is absent from duty without any authorised leave shall not be entitled to any pay and allowances during the period of such absence.
- (b) If an individual employee remains absent unauthorisedely or deserts the post, the period of such absence shall be deemed to cause an interruption or break in service of the employee, unless otherwise decided by the competent authority for the purpose of leave travel concession and eligibility for appearing in departmental examinations, for which a minimum period of service is required.
- (c) Further, if an employee overstays beyond the sanctioned leave of the kind due and admissible, and the competent authority has not approved such extension the consequences that flow from such refusal of extension of leave include that :
- the regular hall employee shall not be entitled to any leave salary for such absence;
 - the period shall be debited against his leave account as though it were half pay leave to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave
 - wilful absence from duty after the expiry of leave renders a regular hall employee liable to disciplinary action.

With respect to (iii) above, a regular hall employee will be informed of the consequences of such absence and directed to rejoin duty immediately/with a specified period, say within three days, failing which he would be liable for disciplinary action under Rules. It may be stressed that a regular hall employee who remains absent without any authority will be proceeded against immediately and this will not be put off till the absence exceeds the limit prescribed under the various provision of Leave Rules and the disciplinary case will be conducted and concluded as quickly as possible by the competent authority.

No hall employee will be granted leave of any kind for a continuous period exceeding five years.

A member of the regular hall employee ceases to be in the service of the HMC, if he/she is continuously absent from duty for five years, whether with or without leave.


(Rishi Sirohi)
Assistant Registrar

To
All Wardens/Asstt.Wardens, Halls of Residence
All Managers/Supervisors, Halls of Residence
HMC Web Site.