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Amended in 116th BM Dated 30.09.2024
Amended in 124th BM Dated 02.03.2026)

FCI ARAVALI GYPSUM AND MINERALS INDIA LIMITED
(A GOVT. OF INDIA UNDERTAKING)
JODHPUR

FCI ARAVALI GYPSUM AND MINERALS INDIA LIMITED LEAVE RULES-2012

(A) APPLICATION

These Rules shall apply to regular employees of FAGMIL including officers.

These Rules shall not be applicable in the case of persons:

a. Engaged on contract or on Foreign Service terms.

b. Trainees and Apprentices of all categories.

c. Daily rated casual or Muster Roll employees.

(B) DEFINITIONS

"Competent Authority" mean the persons who have been so authorized in this behalf.

"Regular Employee" means a person employed against a sanctioned post and will also include a person employed on probation.

"FAGMIL" means FCI Aravali Gypsum and Minerals India Limited and/or its Management and / or such Officers, who may be so authorised in this behalf.

"Earned Leave" means leave earned in respect of period of services with FAGMIL and granted on full pay.

"Half Pay Leave" means leave on half pay earned in respect of service with FAGMIL, and granted on half pay.

"Commuted leave" means leave granted on appropriate medical certificate on full pay at the rate of one day for every two days' half pay leave admissible.

"Extra-ordinary Leave" means leave without pay sanctioned under special circumstances.

"Pay" for purposes of these rules will be the amounts drawn monthly by an employee as basic pay and will also include Special Pay, Personal Pay, and Non – practicing allowance or such other emoluments specially classified as "Pay" by the Company.

(C) Leave Entitlement

a. Leave cannot be claimed as a matter of right but may be sanctioned, refused, curtailed, revoked or postponed by the competent authority according to the exigencies of circumstances.

b. In case the Competent Authority recalls an employee to duty before the expiry of his leave in the exigencies of work, the employee shall be treated as on duty from the date on which he starts from the place of his stay for the station to which he is ordered to report, provided the curtailment of leave is for minimum of 7 days.

Subject to the above and other provisions of these Leave Rules, the following types of leave shall be admissible to employees including officers:-

i. Casual Leave
ii. Earned Leave
iii. Half pay Leave
iv. Maternity Leave
v. Extra – ordinary Leave without pay
vi. Study Leave
vii. Special Leave
viii. Quarantine Leave
ix. Special Casual Leave
x. Special Casual Leave for terrorist victims

Sl. No.	Category of Leave	Entitlement	Remarks
(i)	**Casual Leave**	12 days in a Calendar year	Casual Leave cannot be accumulated and any unutilized leave will lapse at the end of the calendar year. For the period of Casual Leave, an employee shall be entitled to pay and allowances at the rate at which he would have drawn these, had he not proceeded on Casual Leave. An employee joining the service of the Company during the first half of the calendar year shall be allowed full admissible quantum of Casual Leave, and an employee joining the Company during the latter half of the calendar year shall be entitled to 6 days Casual Leave in that calendar year. Casual Leave will not ordinarily be granted for more than 10 days at a time Casual Leave is admissible for half day also. If

			half day's Causal Leave is taken, the lunch interval will be taken as the dividing line. However, Causal Leave on Saturday, which is a half working day will be counted as a full day. Sundays, "Public Holidays' and 'Weekly Offs' occuring during the spell of Casual Leave will not be treated as part of the Casual Leave. Casual Leave cannot be combined with any other type of leave except compensatory off. If an employee overstays the casual leave granted to him, he shall be treated as absent for the whole period of casual leave unless the over – stayed is permitted to be regulated by grant of further casual leave, if due, as per these rules, or, unless the whole of the absence is allowed by the 'competent authority' to be converted into any other kind of leave.
(ii)	**Earned leave**	1 day for every 11 days of period spent on duty/regular leave	Earned leave will accrue to all employees including officers at the rate of one day for every 11 days of service. However, no earned leave will accrue for the period of extra – ordinary leave, study leave and during the period when an employee is under suspension. Maximum accumulation 300 days. iii) Sundays, Public Holidays and Weekly Offs, falling before, during and after the spell of Earned leave will not be counted as part of the leave. iv) For the period of Earned leave an employee shall be entitled to pay & allowances at the rate at which he would have drawn, had he not proceeded on Earned leave.
	Encashment of Earned Leave		Encashment of earned leave will be allowed twice in a calendar year subject to minimum of 15 days at a time and not more than 50% of the earned leave to the credit of the employees as on 1st of January. This will be further subject to the condition that a minimum balance of 30

			days will remain in the credit of leave account of the employee. Withholding of leave salary/leave encashment during pendency of disciplinary proceedings :- When an employee against whom disciplinary proceedings for imposing major penalty are contemplated and/or pending against him/her on the charges of having caused loss/damage to the company islikely to accumulate earned leave over and above the ceiling of 300 days during the next two months, he/she may be allowed to encash earned leave on two occasions upto a maximum of 34 days in a year till the completion of disciplinary proceedings. Encashment of EL will be made by applying the factor of 30 days.

iii. Half pay Leave

Credit to half pay leave (HPL) account is made in advance as under:-

a. On entering the service 5/3 days per month for each completed calendar month from the date of joining to the immediately following 1st January/ 1st July rounding up to the nearest full day.

b. Thereafter 10 HPL on each 1st July and 1st January every year (20 days HPL for each completed year of service) and,

c. On the date of retirement/ resignation/ removal from service/ dismissal/ death while in service at the rate of 5/3 days per month for each completed calendar month in the relevant half year, rounding up to the nearest full day.

Half Pay leave will be allowed only on personal ground. Half Pay Leave can be commuted to full pay leave @ one day for every two days half pay leave during leave preparatory to retirement and on medical grounds on production of medical certificate from registered practicenor/ Government hospital/ Company's doctor. The holidays falling during the spell of HPL shall be counted as leave.HPL can be accumulated without any limit. However, the pay during Half Pay Leave shall be calculated at the rate of half the pay and dearness and other allowances other than HRA, as may be admissible on such pay.

iv. Maternity Leave

Maternity leave and other related benefits will be granted to female employees as per Maternity Benefits Act, 1961 and amendments (if any) as notified from time to time.

a. Maternity leave and other related benefits will be granted to female employees as per Maternity Benefits Act, 1961 and amendments (if any) as notified from time to time.
b. Child Care Leave: Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible.
c. Child Adoption Leave: Grant of child adoption leave of 180 days to female Government servant on adoption of a child up to the age of one year, on the lines of maternity leave admissible to natural mothers.
d. Paternity Leave: Paternity Leave to a male employee (including an Apprentice) with less than two surviving children during the period of confinement of his wife, i.e. upto 15 days before or upto six months from the date of delivery of the child and if such leave is not availed of within this period, it shall be treated as lapsed.

1. The Department of Personal and Training in its O.M. No. 11020/01/2017- (L) dated 30.8.2019 (copy enclosed) made the following amendment of Rule 43 C relating to Child Care Leave (CCL):

1. CCL changes, after may be granted at 100% of the leave salary for the first 365 days and 80% of the leave salary for the next 365 days.

2. The CCL may be extended to single male parents who may include unmarried or widower or divorcee employees.

3. For single female Government servants, the CCL may be granted for six spells calendar year. However, for other eligible government servants, it will continue to be granted for a maximum of three spells of a calendar year.

(Amended on 91th BM dated 26.09.2019 and 124th BM dated 02.03.2026)

Conditions

a. In case of maternity leave for pregnancy, employee should have less than two serving children.

b. In the case of maternity leave for miscarriage and abortion, MC should be produced and there is no restriction on number of children.

c. Maternity Leave can be combined with any other kind of leave.

d. The leave period is counted for pension as well as increment.

e. Leave salary for maternity leave is equal to the pay last drawn before going on leave.

f. If the employee is entitled to benefits under Employees State Insurance Act the amount of leave salary will be reduced by the amount of benefits payable under the Act.

g. No woman shall be entitled to maternity benefit unless she has actually worked in an establishment of the employer from whom she claims maternity benefit for a period of not less than one hundred and sixty days in the twelve months immediately preceding the date of her expected delivery:

Provided that the qualifying period of one hundred and sixty days aforesaid shall not apply to a woman who has immigrated into the State of Assam and was pregnant at the time of the immigration.

v. Extra Ordinary Leave (without pay):

Under Special circumstances, when no other leave is due and the employee concerned requests in writing for the grant of extra-ordinary leave such leave may be granted to him at the discretion of the Management which may be combined with earned leave or Half Pay Leave / Commuted Leave.

An employee on such leave will not be entitled to any pay or allowance except house rent allowance and City Compensatory Allowance, if any. An employee on such leave will also pay House Rent Recovery at full rate, in case he is living in the housing accommodation provided by Fagmil.

In case extra-ordinary leave is taken by an employee up-to 30 days it would not disturb the normal date of increment, but more than 30 days and less than 60 days, will have the effect of postponing the date of increment by one month and so on. In case extra-ordinary leave is taken on medical grounds it would count for the purpose of determination of the date of annual increment of the concerned employee and the normal date of increment in such cases, shall not be disturbed.

The period of EOL is not counted towards eligibility for promotion. The period on which the employee remains on Extra Ordinary Leave (without pay) is counted for calculation of Half Pay Leave.

vi. Study leave

Study Leave without pay can be granted at the discretion of the Management on merits of each case for a maximum period of 2 years during the entire service to those employees only who have put in a minimum period of 2 years service in the Company. No expenses in connection with their study are borne by the Company. Also the period of study leave will not be taken into account for the purposes of annual increment, eligibility for promotion and earnings of earned leave. However, it will be counted for payment of Gratuity under the payment of Gratuity Act.

vii. Special Leave

Special Leave on full pay for a total period not exceeding 6 months during the entire service is permissible for serious ailments like TB, Cancer, Heart Leprosy, Mental disease, paralysis and any other disease which the Competent Authority may add to this list from time to time. This leave is allowed only when no other leave is due.

viii. Quarantine leave

This leave may be granted with pay to an employee who is required not to attend duty in consequence of the presence of any infectious disease in his family or household. Such leave may be granted on the certificate of the Medical or Public Health Officer of the Company for a period not exceeding 20 days and in exceptional cases 30 days. Quarantine leave, if necessary, may be combined with any other kind of leave, but the total leave shall not exceed the maximum limit prescribed above. Cholera, Small – Pox, Plague, Diphtheria, Typhus fever and cerebrospinal meningitis may be considered an infectious disease for purposes of this leave. Any other diseases as may be declared by the Government concerned to be an infectious disease for purpose of quarantine leave, may be considered as an infectious disease for the purpose of this clause. In case of Chicken-pox, quarantine leave shall not be sanctioned unless certified by Medical Officer or the Medical Practitioner on approved panel or the Public Health Officer of the Company. The term 'household' used here includes all individuals residing in the same house irrespective of whether or not they belong to the same family. If the employee himself suffers from infectious disease, he is entitled to medical leave or earned leave whichever is due to him but not quarantine leave.

ix. Special Casual Leave

Special Casual Leave falls outside the normal leave and can be granted to the employees to meet special situations but not for domestic or personal reasons as in the case of C.L. Special Casual leave can be granted on the following grounds :-

a. Periods spent in Camp to those permitted to join Territorial Army up to 14 days.

b. Participation in Inter Unit or Inter – departmental tournaments up to 12 days in any calendar year.

c. Donation of blood on working days - SCL for that day. When employees are deputed to other cities by the Management for donating blood to co – employees or their dependant family members, they may be allowed actual train / bus fare as per their entitlement under TA Rules besides Special Casual Leave for the day of blood donation and actual journey period. No DA is however, admissible in such cases.

d. Special Causal Leave not exceeding six working days to the male employees who undergo sterilization / vasectomy operation.

e. Special Casual Leave not exceeding 14 days to female employees who undergo tubectomy operation.

f. Special Causal Leave up to 7 days to such male employees whose wives undergo tubectomy operation to look after the wife during her convalescence after her operation.

g. One day's Special Causal Leave to such female employees who have had IUD insertions.

The above Leave is granted to the employees subject to their fulfilling other conditions as laid down under the Scheme.

h. Special Casual Leave to each office bearer of the Recognized Union subject to an overall ceiling of 10 days in a year for attending to bonafide Union work. Extra five days SCL is also permissible each to the Coordinator and Secretary General, Coordination Committee of recognized Unions, over and above their own ceiling of 10 days as office bearer of Union. The grant of such SCLs is subject to exigencies of office work and prior approval of the Competent Authority.

i. Appearing in the examinations approved by the Management for actual number of days of examinations (only twice for such examination).

j. Ex-Servicemen when called by Defense Ministry for participation in Republic Day Parade, special casual leave for the period of stay in Delhi + period spent on journey to and fro Delhi by direct route.

k. Sports & Cultural activities which enhance Company's image at the discretion of Head of Unit / Division.

l. Grant of Special Casual Leave is permissible to an employee when called as witness by the Courts, towards the days of his absence, i.e. minimum travelling time by shortest route, by the number of days falling short – after adjusting the casual leave which may be due to him. This concession is only allowed to the employees when they are called as witnesses in the cases where the Company is a party or where Company calls the incumbent for evidence, even though the Company has nothing to do in these cases.

Where the Company is a party and the employee is called in evidence, the said employee is treated as on duty and paid the usual TA / DA.

m. For other purposes at the discretion of the Head of the Unit / Divisions taking in to consideration local circumstances and merits of the cases.

n. Employees going on Industrial Educational Tours up to 7 days. The holidays / off days falling before, after and between the days of Industrial Education Tour are not counted for the purpose of determining number of Special Casual Leave.

o. Special Causal Leave is also permissible for a period not exceeding 30 days in a calendar year to the employees when deputed for :-

Participation in mountaineering and trekking expeditions organized and sponsored by Institutions recognized by the Central Govt.

Attending coaching camps in sports organized by National Institute of Sports, Patiala, National Sports Federation/Sports Board recognized by All India Council of Sports.

x. Special Casual leave for Terrorist victims :

Heads of the Units/Offices may, at their discretion, grant Special Casual leave to the employees who become victims of the terrorist action within the following parameters:

a. The concerned employee shall produce a certificate from the Distt. Magistrate's office certifying that he was injured due to terrorist action

b. The period of such leave shall, in no case, exceed 240 days and the leave Salary for the Special Casual Leave will be regulated as under :-

For the first 120 days or any period of such leave, employee will be eligible for the leave salary equal to leave salary while on Earned Leave and;

For the remaining period of any such leave, the leave salary will be equal to leave salary during Half Pay leave.

c. The Special Casual Leave so granted will be for the period of hospitalization including the period employee remains on leave on medical advice after discharge from the hospital till he resumes duty after he is declared medically fit by the Competent Medical Authority.

d. The amount of leave salary payable under this rule shall be reduced by the amount of compensation under the Workmen Compensation Act or under the Company's Group Personal Accident Insurance Scheme, as the case may be, for the relevant period.

e. Special Casual leave so granted can also be combined with any other type of leave.

Grant of leave of any kind is regulated as per the conditions laid down in the main Leave Rules.

The employees placed under suspension shall not be entitled to avail, encashment or accrual of any leave during the period of suspension.

(D) GENERAL CONDITIONS

a. An employee who desires to obtain leave of absence shall apply in the form that may be prescribed from time to time, to his leave sanctioning authority. Leave application must state the reason for the leave applied for.

b. Ordinarily, leave will begin on the date on which an employee is relieved from duty and will end on the day on which he resumes duty.

c. Except in emergencies, application for leave for a period up-to 3 days shall be made one day in advance and for leave more than 3 days shall be made at least 7 days in advance of the date from which the leave is required.

d. An employee shall not proceed on leave until and unless he obtains the sanction order of the leave applied for by him. Those not doing so, will be guilty of 'misconduct'.

e. Before proceeding on any kind of leave, an employee shall without fail, inform his Departmental/Sectional Head concerned, his address during the period of leave in case he desires to be away from his usual place of local residence.

f. An employee, who desires to extend his leave, shall make an application in writing to his Department / Section in-charge in advance, giving him sufficient time to communicate his reply before the expiry of the leave originally sanctioned. A written reply either of the sanction or of the refusal of extension of leave will be sent to the employee concerned if his address is available, and if such reply is likely to reach him before the expiry of the leave originally granted to him.

g. If the application for extension of leave is on medical grounds and the employee is away from Headquarters at a place where Company does not have authorized Medical Officers, he shall submit his application along with a Medical Certificate from a

Government Medical Officer in-charge of a Civil hospital, or, a registered Medical Practitioner. The Medical Certificate must clearly specify the days for which the extension is required and also the reason and the nature of disease etc. The Company reserves the right to direct the employee to appear before a Medical Officer(s) to be nominated by the Company, for Medical Examination. The decision of such a Medical Officer(s) shall be final and binding on the employee.

h. No employee, while on leave, shall take up any employment or any vocation for profit or gain. If he does so, his services will be liable to be dispensed with, without notice and the company will forfeit all privileges accrued to him during his service.

i. The employee placed under suspension shall not be entitled to avail, encashment or accrual of any leave during the period of suspension.

j. Except casual leave, any kind of leave permissible under these rules may be granted in combination with or in continuation of another type of leave.

k. An employee, who has been granted leave or extension of leave on medical grounds, shall not be allowed to resume duty unless he produces a certificate of fitness from any of the Medical authorities' viz. Government Medical Officer, In-charge of a Civil Hospital, a Registered Medical Practitioner or the Doctor on the approved panel of the Company.

l. An employee shall not absent himself without leave beyond the period of leave originally granted or subsequently extended; otherwise he will be liable to disciplinary action for 'misconduct'.

m. If an employee remains absent without prior permission, he will be marked absent in the attendance register and it will render him liable to disciplinary action for 'misconduct'.

n. When employee is certified medically unwell to attend office, holiday(s), if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any, immediately succeeding the day he is so certified (including that day) shall be treated as part of the leave; and

Sundays, weekly offs and public holidays falling immediately succeeding the day on which leave expires shall not be counted as leave when HPL or EOL etc. availed (other than on medical grounds) in continuation of leave already granted. In other words, if an employee who is granted EL and on its expiry the next day happens to be holiday that holiday will not count as leave when he avails leave such as HPL/EOL in continuation of leave already sanctioned on other than Medical grounds.

(E) INTERPRETATION

a. The Chairman & Managing Director may at his discretion, issue detailed regulations and administrative instructions for implementation of these rules.

b. Any question of doubt or interpretation or application should be referred to the Chairman and Managing Director whose decision shall be final and binding.

c. The Chairman & Managing Director shall have power to supplement these rules or to remove difficulties in the application of these to such extent and subject to such exceptions as may be considered necessary.

d. On the commencement of these rules, every rule and order in force immediately before such commencement in so far as it provides for any of the matters contained in these rules shall cease to operate.

(F) Closed /Restricted Holidays

A total of 16 holidays would be allowed to the employees in a calendar year, which are categorized as under:

a. National Holidays- 03Nos. (26th January, 15th August & 2nd October)
b. Closed Holidays- 13 Nos.
c. Restricted Holidays**-** 02 Nos.

The closed holidays to be observed at units /offices will be decided out of the list of holidays of Centre / State Govt. in consultation with the recognized union every year. The restricted holidays can be availed by employees at their choice which can be combined with casual leave /weekly off.

In respect of employees, who are posted in rotating shifts at the units, in the event they are not allowed closed holidays or the restricted holidays, they may be allowed compensatory offs in lieu thereof which can be claimed in next three months.

(G) Admissibility Compensatory offs

Employees who are required to attend duty on holidays/off days may be granted compensatory offs to avail with in a period of 30 days up to the level of E-0 i.e. Jr. Manager and equivalent. No extra days wages will, however, be allowed in lieu of compensatory off. Compensatory offs can be combined with casual leave /weekly off and other holidays.

(Amended in 116th BM Dated 30.09.2024)

(H) Absence without leave

An employee shall not absent himself without leave beyond the period of leave originally granted or subsequently extended in which case he will have his lien on the post. If an employee remains absent without proper permission, he will be marked absent in the attendance register and it will render him liable to disciplinary action.

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