

L.N.V.M. SOCIETY (LEAVE) REGULATIONS, 2006

1. SHORT TITLE AND COMMENCEMENT

- (1) These Regulations may be called the L.N.V.M. Society (Leave) Regulation, 2006.
- (2) They shall come into force from the date of passing of resolution in the society meeting.

2. APPLICATION

These Regulations shall apply to all employees of the L.N.V.M. Society except :

- (a) persons on deputation to the L.N.V.M. Society.
- (b) persons in casual or daily rated or part-time employment; and
- (c) persons employed on contract except when the contract provides otherwise.

3. DEFINITIONS

In these regulations unless the context otherwise requires :

- (a) "Authorized Medical Officer" means a medical officer appointed by the Society either on full time basis or a Registered Medical Practitioner possessing minimum qualification as MBBS / BDS / BAMS / BHMS.
- (b) "Society" means the Laxmi Narain Verma Memorial Society.
- (c) "Competent Authority" means in relation to the exercise of any power, the Director or any Member or any other Officer of the Society to whom powers may be delegated by the Director.
- (d) "Completed year of service" means continuous service of specified duration in the Society and includes period spent on duty as well as leave including extraordinary leave;
- (e) "Employee" means a person in the whole time service of the Society.
- (f) "Form" means a form appended to these regulations;
- (g) "Hospital" means a hospital / dispensary / Medical Inspection (M.I.) Room established by the Society or empaneled or recognized by the Society or under the Central or State Government or Municipal Authority or Local Body;
- (h) "Nursing Homes" means Nursing Homes empaneled or recommended by the Society;
- (i) "Permanent Employee" means an employee who has been appointed against a permanent post sanctioned on a permanent basis and has been confirmed against the post; and
- (j) "Temporary Employee" means an employee who has been appointed against a temporary post sanctioned for a specific period or appointed on a temporary basis against a permanent post and has not been confirmed.

4. RIGHT TO LEAVE

- (1) Leave cannot be claimed as a matter of right.
- (2) When the exigencies of service so require, leave of any kind may be refused or revoked by the Society competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for by the employee except at the written request of the employee.

5. REGULATION OF CLAIM OF LEAVE

An employee's claim to leave is regulated by the regulations in force at the time the leave is applied for and granted.

6. RETROSPECTIVE COMMUTATION OF ONE KIND OF LEAVE INTO ANOTHER

- (1) At the request of the employee, competent Society may, at its discretion, convert retrospectively leave of one kind taken earlier into leave of different kind which was due and admissible to him at the time the leave was granted if the employee's request is received within 30 (thirty) days of his joining duty on the expiry of the relevant spell of leave availed by him.
- (2) Any amount of leave salary paid in excess shall be recovered or any arrears shall be paid after adjustment.

7. MAXIMUM OF CONTINUOUS LEAVE

Unless the Competent Authority, in view of the exceptional circumstances of the case otherwise determines, no employee shall be granted leave of any kind for a continuous period exceeding 10 days.

8. ACCEPTANCE OF SERVICE OR EMPLOYMENT WHILE ON LEAVE

An employee while on leave, shall not up any service or employment elsewhere including the setting up of a private professional practice such as accountant, consultant or legal or medical practitioner without obtaining the previous sanction of the competent authority.

9. COMBINATION OF DIFFERENT KINDS OF LEAVE / HOLIDAYS

(1) Regular Leave

- (a) Except as otherwise provided in these regulations, any kind of leave under these regulation may be granted in combination with or in continuation of any other kind of leave except casual leave.
- (b) Prefixing or suffixing of holidays to leave shall be allowed except in cases where for administrative reasons; permission for prefixing or suffixing of holidays to leave is specially withheld.
- (c) Intervening Holidays including Sundays and Saturdays, wherever applicable falling within the spell of any kind of leave shall be counted as leave.
- (d) Suffixing of Sunday during EL shall be counted as leave.
- (e) If an employee served the Society in period of 1 year and is an EL and joining Saturday morning then he/she will be given Sunday/of an old employee is present event only one day in a way and is taken EL with Suffix a Sunday then Sunday will not be counted as leave.

(2) Casual Leave

- (a) Casual leave cannot be combined with any other kind of leave under these regulations except special casual leave and restricted holiday and compensatory leave. It should not be combined with both special casual leave and regular leave taken together.
- (b) An employee can be permitted to combine half a day's casual leave with any other kind of leave if his absence on the next working day was due to sickness or other compelling grounds only if he has no further casual leave at his credit and he was allowed to avail half a days casual leave in the afternoon.

(3) Restricted Holiday - Restricted Holiday can be prefixed or suffixed to any kind of leave or casual leave.

(4) Compensatory Leave - A Compensatory leave granted in lieu of duty performed by an employee on Sunday or a holiday for a full day may be treated as holiday for the purpose of prefixing or suffixing of leave.

(5) Holidays - Holidays can be pre-fixed or suffixed to any kind of leave and to be treated as duty for the purpose of drawl of pay and allowances.

(6) Special Casual Leave - The Special Casual Leave can be combined with Sundays, restricted holidays and othe holidays but not with any other kind of leave.

10. GRANT OF AND RETURN FROM LEAVE

- (1) Application for leave - Any application for leave or for extension of leave and Joining Report shall be made in prescribed form annexed to the Regulations to the Competent Authority to grant leave.
- (2) Maintenance of leave account - A leave account shall be maintained properly and up to date in the prescribed form annexed to the regulations for each employee of the Society by the officer authorized in this behalf. He should countersign every entry in the leave account.
- (3) Employee should apply leave in advance - Except in emergency, application for leave for 3 (three) days or more on grounds other than on medical grounds shall be submitted to the authority competent to grant leave in the prescribed form annexed to the Regulations at least 7 (seven) days before the date from which the leave is required.
- (4) Employee should furnish leave address before proceeding on leave. (a) An employee before proceeding on leave shall furnish in the application his address during the period of leave. However, in case when it is not possible to indicate address, reasons for not doing so shall be explained by the employee in the leave application and the competent authority would satisfy itself before granting leave.

(b) No employee should leave the Headquarters / place of station / posting without permission of the Competent Authority. In all applications for leave including casual leave or compensatory leave during which the employee proposes to leave the station, the fact should be stated in the application with the outstation address.
- (5) Verification of admissibility of leave - No leave shall be granted to an employee until a report regarding its admissibility has been obtained from the Competent Authority maintaining the leave account.
- (6) Leave not to be granted in certain circumstances - (a) Leave shall not be granted to an employee when the competent authority has decided to dismiss, remove or compulsorily retire him from service of the Authority.

(b) Leave shall not be granted to an employee who has been placed under suspension.
- (7) Medical Certificate for leave on medical grounds - Leave on medical grounds shall be sanctioned to an employee on production of medical certificates of illness from an Authorized Medical Officer or Hospital or Nursing Home. Competent Authority may secure second medical opinion, if necessary.
- (8) Fitness Certificates at the time of joining - An employee who has been sanctioned leave or an extension of leave on medical grounds shall not be allowed to resume duty unless he produces a "fitness certificates" from the Authorised Medical Officer or Hospital or Nursing Home.
- (9) Waiving the production of medical Certificate - The authority competent to grant leave may, in its discretion, waive the production of Medical Certificate in case of an application for leave for a period not exceeding 3 (three) days at a time. Such leave shall not be treated as leave on medical grounds and shall be debited against leave other than leave on medical ground.
- (10) Commencement and termination of leave - Leave ordinarily begins on the day on which the transfer of charge is effected and ends on the day preceding that on which the charge is resumed.
- (11) Return from leave - An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted by the Competent Authority to curtail his leave and resume duty before the expiry of leave sanctioned to him. He shall submit a Joining Report in the prescribed form (**FORM NO. II**).
- (12) Recall to duty before the expiry of leave - An employee may be recalled from leave, by the Competent Authority, if the exigencies of the work so demand and shall be paid;

(a) Travelling Allowance for the journey to be performed to resume duty, as admissible to him; and
- (13) Absence from duty after the expiry of leave (Over stay of leave) and unauthorized absence from duty-

(a) Unless the authority competent to grant leave, extends the leave, an employee who remains absent after his leave is over is entitled to no leave salary for the period of such absence and that 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 with double deduction of salary for the have period.

- (b) Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.
- (c) The unauthorized absence of this kind apart from resulting in loss of pay and allowances for the period of such absence would also constitute a break in service entailing forfeiture of past service, unless the break itself is condoned and treated as 'eies-non'. If the break is condoned and treated as 'dies non' by the Competent Authority, the service rendered prior to unauthorized absence be counted for all purposes but the period of break itself with not count for any purpose and treated as dies non unless the employee represent in this regard.
- (d) The consequence of unauthorized absence from duty, which is not condoned, would be as follows:
 - (i) Pay and Allowances - No pay and allowances are admissible during the period of unauthorized absence.
 - (ii) Increment - The period of such unauthorized absence would not count for increment.
 - (iii) Leave - The period of such unauthorized absence would not count for earning leave.
- (e) If such employee reports for duty before or after initiation of disciplinary proceedings, he may be taken back for duty because he has not been placed under suspension.

11. KINDS OF LEAVE DUE AND ADMISSIBILITY

(1) Earned Leave

(a) Calculation of Earned Leave

(i) Advance credit in two installments

The leave account of an employee shall be credited with 30 (thirty) days earned leave in a calender year. This shall be credited in advance in two installments of 15 (fifteen) days each on the first day of January and the first day of July of every calender year.

- (ii) The earned leave at the credit of an employee at the close of a half year shall be carried forward to next half year, subject to the condition that the earned leave so carried forward plus the credit for the half year shall not exceed 300 (three hundred) days.
- (b) At the initial appointment :- The credit for the half year in which an employee is appointed will be credited at the rate of 2½ (Two and half) days for each completed calender months of service which he is likely to render in half year in which he is appointed.
- (c) Application for Earned Leave :- An application for earned leave or extension shall be made in the prescribed form (**FORM NO. 1**)
- (d) At the retirement or resignation :- The credit for the half year in which an employee is due to retire or resigns from the service shall be allowed leave at the rate of 2½ (Two and a half) days per completed calender month up to the date of retirement or resignation. If in the case of an employee who resigns or retires from the service, the leave already availed of is more than the credit so due to him necessary adjustment shall be made in respect of leave salary overdrawn, if any.
- (e) On removal or dismissal or death :- The credit for the half-year in which an employee is removed or dismissed or died will be allowed at the rate of 2½ (Two and a half) days per completed calender month up to the end of the calender month preceding the calender month in which he she is removed or dismissed or died.
- (f) Adjustment of Extraordinary leave :- If any employee has taken extraordinary leave in a half year, the credit allowed shall be reduced by 1/10 th (one-tenth) of the extraordinary leave availed of during the previous half year subject to a maximum of 15 (fifteen) days.

- (g) Adjustment of Extraordinary Leave taken at the time of retirement or resignation or removal or dismissal or death :- If an employee, who is retired or resigned or removed or dismissed or died in the middle of a calendar year, has taken any EOL during that half year, the earned leave credit shall be reduced at the rate of 1/10th (one-tenth) of such EOL and leave account regularized.
- (h) Fraction to be rounded off :- While giving credit, fraction of 0.5 and above a day shall be rounded off to the nearest day e.g. 7½ (seven and a half) days to be rounded off to 8 (eight) days.
- (i) When the period of absence treated as dies-non :- When the period of absence has been treated as 'dies-non' in half year, the credit to be allowed to leave account at the commencement of the next half year shall be reduced by 1/10th (one-tenth) of the period of 'dies-non' subject to maximum of 15 (fifteen) days.

(2) Half Pay Leave

(a) Calculation of Half Pay Leave

- (i) Advance credit in two installments :- The leave account of an employee shall be credited with 2(two) days half -pay Leave in a calendar year. This shall be credited advance in two instalments of 1(one) days each, on first day of January and First day of July of every calendar year.
- (ii) On initiated appointment half pay leave will be granted from the next half of joining.
- (iii) Fraction to be rounded off :- While giving credit of half-pay leave, fraction of a day shall be rounded off to the nearest day.
- (c) To be granted on Medical certificate or on private affair :- The leave under this Regulation may be granted on production of medical certificate from an authorized medical officer or on private affairs.
- (d) Not to be granted in certain circumstances :- Half pay leave shall not be granted to an employee unless the competent authority has reason to believe that the employee will return to duty after expiry of such leave.
- (e) Maintenance of Half-Pay Leave account :- The balance should be worked out at the end of each half-year by debiting.
 - (i) HPL taken
 - (ii) Leave - not - due taken
- (f) Application for Half Pay Leave :- An application for half-pay leave or extension shall be made in the prescribed form **(FORM NO. 1)**

(3) Leave not Due (Without Payment)

- (a) Conditions for grant of leave not due :- Leave not due may be granted to a permanent employee subject to the following conditions :
 - (i) At the request of the employee :- When there is no half-pay leave at the credit of the employee and he requested for grant of leave not due.
 - (ii) At the discretion of the Competent Authority :- The Competent Authority is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of leave;
 - (iii) Maximum amount of leave not due :- Leave not due during the entire services shall be limited to a maximum of 360 (three hundred & sixty) days out of which not more than 90 (ninety) days may be granted at a time and 180 (one hundred and eighty) days may be granted otherwise than on Medical Certificate.
- (b) In the case of temporary employee suffering from dreaded disease :- Leave Not Due may be granted for a period not exceeding 360 (Three hundred and sixty) days, during his entire service to a temporary employee who is suffering from tuberculosis, leprosy, cancer or mental illness subject to the fulfillment of conditions.
 - (i) That the employee has put in a minimum of one year of service in the Society.
 - (ii) That the post from which the employee proceeds on leave is likely to last till his return to duty; and

- (iii) That the request for grant of such leave is supported by medical certificate.
- (c) Application for Leave not due : An application for Leave not due shall be made in the prescribed form **(FORM NO. 1)**.

(5) Extra-Ordinary Leave (EOL)

- (a) Conditions for grant of Extra-Ordinary Leave :- Extra Ordinary Leave (EOL) may be granted to an employee in the following special circumstances, namely :
 - (i) When no other leave is admissible.
 - (ii) When other leave is admissible, but the employee applied in writing for the grant of extra ordinary leave.
- (b) Maximum Extra-Ordinary Leave admissible on any one occasion :
 - (i) Unless the competent authority, in view of exceptional or extreme compassionate circumstances otherwise determines, no employee shall be granted Extra-Ordinary Leave on any one occasion in excess of 12 (twelve) months but not in excess of three months without medical certificate and 6 (six) months with medical certificate in respect of temporary employees. Provided that the limit aforesaid may be raised to 18 (eighteen) months on production of a medical certificate in case, where the employee is undergoing treatment for cancer or for mental illness in an institution recognized by the Society or is undergoing treatment in a sanatorium, institution or under a specialist, recognized by the Society, for pulmonary tuberculosis or pleurisy or tubercular origin, or tuberculosis of any part of the body or leprosy.
 - (ii) For 24 (twenty four) months, where the leave is required for the purpose of prosecuting studies certified to be in the public interest provided the employee concerned has completed 3 (three) years continuous service on the date of expiry of leave of the kind due and admissible including 3 (three) months extraordinary leave under clause (a).
 - (iii) Employees belonging to Scheduled Caste or Scheduled Tribe may, for the purpose of attending the Pre-Examination Training course at the Centres notified by the government from time to time, be granted extraordinary leave by the competent authority in relaxation of sub-clause (ii).
 - (iv) Two spells of Extra-ordinary Leave, if intervened by any other kind of leave, shall be treated as one continuous spell for the purpose of applying the maximum limit.
- (c) Application for Extra-ordinary Leave : Application for Extra-Ordinary Leave or extension shall be made in the prescribed form **(FORM No. 1)**.

(6) Maternity Leave

- (a) For Pregnancy : A female employee with less than two surviving children may be granted Maternity Leave to 100 (one hundred) days twice in service period including for Medical Termination of Pregnancy or Abortion. In order to avail this leave, the employee should complete one-year regular service in Society. The leave will be granted on submission or production of Medical Certificate from Authorized Medical Officer or Hospital or Nursing Home. Maternity leave shall be considered as half paid leaves.
- (b) Threatened abortion : Maternity leave is not admissible for threatened abortion.
- (c) Leave not to be debited : Maternity leave shall not be debited to the leave account. A female Employee may be granted leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days) without production of medical certificate for a period up to one year or till such time the child is one year old, whichever is earlier. However this facility will not be admissible in case she is already having two surviving children.
- (d) For child adoption :- Maternity leave is not admissible.
- (e) Combination with other kind of leave :
 - (i) Maternity Leave may be combined with leave of any other kind.

- (ii) Leave of the kind due and admissible including commuted leave for a period not exceeding 60 (Sixty) days if applied for may be granted in continuation of maternity leave (except on account of leave for miscarriage or abortion).
- (f) Application for Maternity Leave: Application for Maternity Leave shall be made in the prescribed form **(FORM No.1)**.

(7) Special Disability Leave

- (a) If the employee is entitled to any benefit under the Accidental Insurance the Act, the amount of leave salary will be deducted from the amount of benefit payable under the above act.
- (b) Authority competent to sanctioned leave - Appointing authorities are competent to sanction Special Disability Leave.

(8) Study Leave

The study leave may be granted to an employee to undergo specialised higher studies in technical or professional subject having direct connection with sphere of his duties or any other study, on terms and conditions as decided by Competent Authority.

(9) Leave Salary

- (a) Earned Leave - An employee on earned leave shall draw the leave salary admissible to him which shall be equal to the pay drawn by him immediately before proceeding on earned leave.
- (b) Half Pay Leave / Leave Not Due - An employee on half pay leave not due is entitled to leave salary equal to half the amount in specified in Sub-Regulation (a) of Regulation 9.
- (c) Extra-ordinary Leave - An employee on extraordinary leave is not entitled to any leave salary.
- (d) Maternity Leave - During the period of such leave the female employee shall be paid leave salary equal to the half pay drawn immediately before proceeding on leave.

(10) Encashment of Leave

Application for encashment of Leave shall be submitted by the employees. The payment made under encashment of Leave shall not be counted as pay for any purpose including contribution towards provident fund.

- (1) Encashment of Earned Leave : During service, Encashment of Earned Leave will be permissible maximum twice in a financial year with minimum of 10 days at a time without insisting on proceeding on leave subject to the concerned employees keeping a residual leave of minimum of 30 days at credit at the time of encashment of earned leave.
 - (a) Encashment of unutilised Earned Leave : In the following circumstances, an employee will be entitled for encashment of unutilized earned leave due and admissible at the credit of the employee on the last day of his service without keeping any residual leave subject to a maximum of 300 (three hundred) days.
 - (b) On retirement or Registration: Employees will be entitled for encashment of earned leave at the time of their retirement after attaining the age of superannuation or resignation from service;
 - (c) On death: The earned leave standing at the credit of a deceased employee (who dies while in service) will be encashed and paid to his dependents or legal heirs at the rate of pay last drawn by the deceased while in service; and
 - (d) The cash equivalent under this clause will be as follows :

$$\text{Cash Equivalent} = \frac{\text{Basic} + \text{DA}}{30} \times \text{No. of EL to be encashed}$$

- (2) Encashment of unutilized Half-Pay-Leave: In the following circumstances, an employee will be entitled for encashment of unutilized half pay leave due and admissible at credit on the last day of his service,

subject to a maximum of 24 (twenty four) days of half pay leave.

- (a) Leaving the service of Society on attaining the age of superannuation.
- (b) Death while in service
- (c) Cessation of service including resignation other than on ground of disciplinary action, on attaining age of 50 (fifty) yrs. provided the employee has put in a minimum of 20 (twenty) years of service in Society including a minimum service of 1 (one) year in Society.

- (d) Calculation of Encashment of Half Pay Leave

$$\text{Cash Equivalent} = \frac{\text{Half of Basic pay} + \text{DA}}{30} \times \text{No. of HPL to be encashed (Max 24)}$$

12. CARRY FORWARD OF LEAVE

When an employee moves from one Institution of the Society to another Institution of Society with consent of both the employers, the employee shall be granted the facility to carry forward his earned leave and half pay leave.

13. SPECIAL CASUAL LEAVE

(1) Family Planning Scheme

- (a) Special casual leave up to a maximum of 6 working days may be granted to such of the employees who undergo sterilization operation under the Family planning Scheme. The above special casual leave may be sanctioned by the competent authority on production of a medical certificate from a Hospital approved by Society, Government of India in support of the request from an employee.
- (b) A day's special leave may be granted to such of the female employees who may go for Intra Uterine Contraceptive Device insertion under the Family Planning Scheme, on the date of insertion of Intra Uterine Contraceptive Device, subject to the production of a medical certificate from the Family Planning Centre that the employee concerned has undergone Intra Uterine Contraceptive Device insertion. The special casual leave may be sanctioned by the competent authority.
- (c) Special Casual Leave for a period of not exceeding 3 days may be granted female employees who may undergo non-puerperal sterilization under the Family Planning Scheme, subject to the production of a medical certificate to the effect that the employee concerned has undergone such an operation. No special casual leave will, however, be granted in the case of puerperal operation.
- (d) Male employees whose wives undergo either puerperal or non-puerperal Tubectomy operation for the first time or for the second time due to failure of the first operation (under Family Welfare Programme) may be granted special casual leave for 3 days, subject to the production of a medical certificates stating that their wives have undergone Tubectomy operation for the second time due to the failure of the first operation. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.
- (e) Employees whose wives under Tubectomy / Salpingectomy operation after Medical Termination on Pregnancy (MTP) may be granted special casual leave up to 3 days, subject to the production of the medical certificate stating that their wives have undergone Tubectomy / Salpingectomy operation after Medical Termination of Pregnancy. It shall not be necessary to state in the certificate that the presence of the employee is required to look after the wife during her convalescence.

- (2) Employees who could not attend office on account of Bandh, Curfew, failure of Transport etc.

- (a) The competent Authority may grant at its discretion, Special Casual Leave to employees residing at places 8 kms. away from their offices when they are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs etc. subject to the condition that no transport facility is made available by the Society. Those employees, who are in possession of Motorcar or Motor Cycle or Scooter or Moped and are claiming reimbursement of conveyance charges, are not entitled to special casual leave on this account. If the absence was due to picketing or disturbances or curfew, special casual leave may be granted irrespective of the distance from residence to office.

- (b) If, however, the official had applied, or applies for leave for genuine reasons e.g. medical grounds, etc. for the day/days of the bandh, he/she may be granted the leave admissible including casual leave and not Special Casual leave.

(3) Combination of special Casual Leave

- (i) The special casual leave can be combined with Sundays, restricted holidays and other holidays but not with any other kind of leave.
- (ii) This leave will not figure in the regular leave account of the employee. It will be treated as duty for all purposes like fixation of pay, grant of increment and payment of salary.

14. CASUAL LEAVE

- (1) Application for casual leave - An application for casual leave shall be made in the prescribed form **(Form No. V)**
- (2) Conditions for grant of Casual Leave - Casual leave will be admissible to all employees of the Society both permanent and temporary as indicated below:
 - (i) Up to maximum of 12(twelve)days in a calendar year;
 - (ii) It can be combined with Sundays, Restricted holidays and other holidays, but not with any other kind of leave. when so combined, the instructions regarding the total period of absence, shall be issued by competent Authority;
 - (iii) Casual leave cannot be availed of for less than half a day;
 - (iv) Newly appointed employees during their first year of service will be given casual leave at the rate of 1 day per month, whereas an employee who has completed one 3 days per quarter. It can be taken may of 3 days at a time for an employee who has served society for a period of min. 1 year.
 - (v) Casual leave will not figure in the regular leave account of the employee. It will be treated as duty for all purposes like fixation of pay, grant of increment and payment of salary ;
 - (vi) Casual leave is to be got sanctioned in advance except in the case of emergency or sudden illness. In such cases, the concerned official is required to intimate the office on phone or through written communication; and
 - (vii) Maintenance of Casual leave Record - the casual leave records for the official working in different units or Departments will be maintained by the accounts department.

15. POWER TO RELAXATION

Director of the Society may, at his discretion in deserving cases, for reasons to be recorded in writing, relax any of the conditions for grant of leave of any kind under these regulations.

16. AMENDMENTS

These leave regulations may be amended or modified from time to time by the Society.

17. REMOVAL OF DOUBT

Where a doubt arises as to the interpretation of these regulations, it shall be referred to the Director of the Society who shall decide the same.

NOTE: For smooth implementation of the regulations notified, it is further stated that in case of any doubts in respect of the procedure or entitlement, the clarification already issued, specific to these issues, would also apply. Whenever it is contravening any specific provision of the regulations notified in such case reference may be made to the Society's Hqrs.

