

KALAKSHETRA FOUNDATION

F.No.A-17/1/2018

26.04.2018

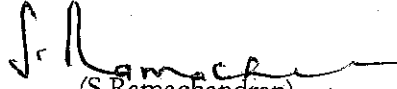
CIRCULAR

Subject: Earned Leave credit of the Cooks, BCCH – Reg.

1. Reference is invited to Circular of even number dated 29.1.2018 for adoption of CCS (leave) Rules, 1972 to the regularly appointed officers of the Foundation w.e.f. 1.1.2018. It was informed that staff working in vacation department of KF i.e. RDCFA, BASSS and BCCH would not be entitled to any Earned Leave if the staff concerned avails full vacation. It was also informed that if a staff avails a portion of the vacation, he shall be entitled to Earned Leave in such proportion of 30 days.
2. As faculty of RDCFA and BASS School avail full vacation they are not entitled for credit of Earned Leave and as such no EL will be credited to their leave account w.e.f. 1.1.2018.
3. BCC Hostel is meant for students of College and Schools staying in the Hostel. Though it is a vacation department, crediting of Earned Leave to the following two category of staff serving in the hostel will be regulated as under:
 - (i) House-maids and Gardeners attached with BCCH are required to attend office during vacation period for thorough cleaning works which is not possible during non-vacation periods and for watering of plants. During summer vacation period they are attached with Central Office and hence they are not treated as vacation department staff. They are therefore, entitled for crediting of full earned leave. As the practice of attaching them with Central Office during vacation period started from 1.1.2017, they are entitled for credit of full earned leave as applicable to non-vacation staff.
 - (ii) The Cooks and Assistant Cooks of BCC Hostel avail vacation for 36 days only whereas the School and College faculty avail 80 days of vacation in a year. The Hostel functions even during Dasara, Christmas and Pongal holidays, and hence the cooks are required to attend to duties during these holidays. As full vacation is not availed by the Cooks vis-à-vis teaching staff, Earned Leave will be credited to their account in proportion of vacation not allowed as under:

$36/80 \times 30 = 13.5$ days rounded off to 14 days.

The Earned Leave will be credited @ 7 days on 1st January and 1st July of the year respectively.


(S. Ramachandran)
Administrative Officer i/c

To

- 1.All staff of BCC Hostel
- 2.Notice Board
- 3.Website