

WEST BENGAL STATE HEALTH & FAMILY WELFARE SAMITI

Registration No.: S/IL/14448 of 2002-2003

Swasthya Bhawan, 'B' Wing, 3rd floor, GN – 29, Sector –V, Salt Lake, Kolkata – 700 091

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Memo No: HFW/NHM-466/2020/Pt I/ 520

Date: 14-09-2022

ORDER

Leave Entitlement of Employees under National Health Mission (NHM), West Bengal

Over the years several orders/guidelines have been issued regarding leave entitlement of contractual employees of NHM. Now with the increase in the workforce a need was felt to frame a comprehensive leave guideline to be followed for availing of leaves as well as sanction of the same. In view of the same taking reference from the following orders of leave entitlement of contractual employees of NHM issued from time to time, the leave guideline is issued.

- i) Memo No. SHFWS/ESTD-797/2015/5879 dated 07.04.2015
- ii) Memo No. SHFWS/ESTD-924/2017/9184 dated 10.04.2018
- iii) Memo No. HFW/NHM/ HR Cell (singly)/8610 /428 dated 08.05.2020 dated 08.05.2020
- iv) Memo No. SHFWS/ESTD-669/2013 (Vol-1)/1115 dated 06.11.2020
- v) SHFWS/Meeting and Matters-13/2012/Pt II/1036 dated 02.02.2022

This guideline outlines the total leave entitlement of an employee during his/her contract period, the procedure for leave application, the leave sanctioning hierarchy, the process to be followed for maintenance of leave records, adjustment of overdrawn leaves and other matters related to leaves which were not clarified in any order issued earlier and often left to the interpretation of concerned authorities. Moreover, with the introduction of Annual Performance Report (APR) a detailed guideline for availing leaves and proper maintenance of leave records has become necessary where the leave status of an employee has to be verified by the Assessing Officer.

This supersedes all earlier orders and guidelines issued in this regard and will be effective on and from 01-04-2022.

Types of Leaves - All contractual employees of NHM will be entitled to the following types of leave(s):

1.1: Casual Leave (C.L):

1.1.1: Upto a **maximum of 14 working days** in each contractual year for all employees.

1.2: Annual Leave (A.L):

1.2.1: Upto a **maximum of 30 days** in each contractual year for all existing employees.

1.2.2: **Newly engaged employees** will be entitled to Annual Leave in the contractual year as per following manner:

- **7 days** if the **validity of the contract period is less than 3 months**
- **15 days** if the **validity of the contract period is more than 3 months but less than 6 months**
- **30 days** if the **validity of the contract period is 6 months and above**

1.2.3: **Weekends and government notified holidays** falling during the period of Annual Leave will be counted for leave calculation.

1.3: Maternity Leave (M.L) - All female contractual employees will be entitled to:

1.3.1: Upto a maximum of 180 days for 2 children only with full remuneration.

1.3.2: Such leave may be availed pre/post delivery as per discretion of the female employee.

1.3.3: In case renewal of service is due within the Maternity Leave period, it will not be withheld on the ground that the employee is on Maternity Leave. Renewal will be done based on satisfactory performance of the employee for the period prior to availing such leave.

1.3.4: An employee can avail his/her entitled Annual Leave (in the applicable year of contract) only after exhausting 180 days of Maternity Leave.

1.3.5: For extension of leave on medical advice after exhausting 180 days of Maternity Leave and available Annual Leave, application has to be sent to Human Resource Advisory Committee (HRAC) at State level through proper channel. HRAC will examine such cases and accord approval for Leave without Pay on case to case basis on medical/humanitarian ground.

1.3.6: A joining letter must be submitted to Reporting Authority after completion of Maternity Leave with or without any extension.

1.3.7: Maternity Leave can also be availed by a female employee upto a maximum of 42 days for abortion/miscarriage, for 2 children only with full remuneration.

1.4: Child Adoption Leave (C.A.L):

1.4.1: A female employee can avail a maximum of 180 days of Child Adoption Leave subject to the condition that the employee shall have less than 2 surviving children and the child so adopted is less than one year of age.

1.5: Quarantine Leave (Q.L):

1.5.1: An employee will be entitled to avail Quarantine Leave for all notified infectious diseases. However, period of such leave for any particular infectious disease will be subject to applicable rules and guidelines issued in this regard by this Department.

1.5.2: The employee can avail such leave subject to submission of all relevant medical documents and prescription of a doctor with at least an M.B.B.S degree and registered with Medical Council of India.

2. General Leave Rules:

2.1: All employees should mandatorily submit their leave application in the "Standard Format for Leave Application" attached as Annexure I with this guideline. Applications not submitted in the standard format, will not be considered for approval.

2.2: All 14 days of Casual Leave will be credited at the beginning of the contract period. Casual Leave cannot be combined with any other admissible leave.

2.3: Casual Leave should be granted in such a way that the total period of leave does not exceed 6 consecutive days including Saturdays, Sundays or government notified holidays. However, while calculating such leaves only working days will be taken into account.

2.4: For all existing employees, Annual Leave shall be credited on the 1st day of April of every Financial Year.

2.5: For all newly engaged employees Annual Leave will be credited on the 1st day of joining in the following manner:

- 7 days if the validity of the contract period is less than 3 months
- 15 days if the validity of the contract period is more than 3 months but less than 6 months
- 30 days if the validity of the contract period is 6 months and above

2.6: Government notified holidays and Sundays falling within the period of leave will be considered as part of his/her leave, if the employee fails to report on the last or first working day of the leave period.

2.7: Annual Leave for all such employees who have been allowed rejoining after a period of unauthorized absence, as per decision of HRAC, will be allowed in the following manner:

- 7 days if the validity of the contract period is less than 3 months
- 15 days if the validity of the contract period is more than 3 months but less than 6 months
- 30 days if the validity of the contract period is 6 months and above

2.8: Any leave outstanding at the end of the contract period cannot be carried forward to the subsequent contractual period.

2.9: Timely attendance of all employees needs to be ensured at all levels across all tiers. However, it may be noted that one Casual Leave will be deducted for 3 late attendances in a month.

2.10: For any planned leave of more than 3 days, application for approval of leave from competent authority must be taken at least a fortnight prior to availing such leave. The Leave Sanctioning Authority should intimate his/her decision to sanction/reject such leave within 7 days of application. In case, permission for sanction is delayed, the concerned employee may proceed for leave with intimation to the immediate Reporting Officer either in person or by message/email.

2.11: Any sudden/unplanned leave taken by the employee should mandatorily be intimated to the Immediate Reporting Officer either by message or e-mail. The same has to be officially submitted in the "Standard Format for Leave Application" within two days of joining office for record. *If any leave is taken without intimation to the Immediate Reporting Officer, it will be treated as "absence without intimation" and will be liable for administrative action as deemed fit by competent authority.*

2.12: For all Annual Leave taken for more than 7 days the employee will mandatorily submit a joining report on the day he/she returns to office.

2.13: Total leave availed by any employee in a given Financial Year will have to be mandatorily assessed in till 31st March for closing of leave account statement for that Financial Year. The leave status of an employee for that Financial Year will be provided to him/her by the State/District HR Cell latest by 10th of April for filling up his/her Annual Performance Report.

2.14: In case of overdrawn leave, the proportionate amount will be deducted from the remuneration of the employee in subsequent month(s) against excess leave availed.

2.15: In case of travel to any foreign country from own expense, permission should mandatorily be taken from the Executive Director, WBSH&FWS in standard format attached with this guideline as Annexure II, along

with an application forwarded by concerned CMOH of the District/Reporting Officer (in case of posting in State Headquarter), at least a fortnight prior to the date from which the leave will be availed.

2.16: In case of **unauthorized absence of any employee**, directives issued vide **Order No. SHFWS/ESTD-669 (Vol-1) / 1115 dated 06.11.2020** (attached) will be applicable.

2.17: Leave cannot be claimed as a matter of right. When the exigencies of public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

3: Special Consideration of physical absence from duty under Exceptional Circumstances:

3.1: If an employee is **suffering from any chronic medical conditions resulting in temporary disability and restricting movement up to his/her work place** and has submitted a prayer to work from home in online mode, provided his/her nature of work permits the same.

3.2: If an employee is **met with an accident/suffers from any serious physical injury** at the time of performing official duty or otherwise.

3.3: If an employee is **terminally ill and is undergoing treatment**.

3.4: Such cases of absence from duty during the period of his/her current contract period will be placed **before the Human Resource Advisory Committee (HRAC)** which will examine the merit of each case and take final decision regarding sanction of period of absence from duty under exceptional circumstances and eligibility for payment of remuneration during such period of absence.

3.5: For all such cases as mentioned in **Clause 3.1, 3.2 and 3.3**, the concerned employee has **to submit an application for consideration of absence to the Reporting/Appointing Authority** with all relevant medical documents and certificate/prescription of the concerned Medical Practitioner under whom the employee is undergoing treatment.

3.6: The concerned **Reporting Officer at State level/CMOH** of the district will forward all such applications with relevant medical documents to State HR Cell for placing the matter to HRAC.

3.7: If absence from duty under exceptional circumstances is **not sanctioned by HRAC**, such period of absence, if taken by an employee will be adjusted from available leaves and considered as **leave without pay**.

3.8: For Clause no 3.1, the **Immediate Reporting Officer** of the said employee will **certify the monthly performance** of the employee during the period of absence.

3.9: In case, the period of such absence overlaps with the date of renewal of service of the concerned employee, renewal will be done based on satisfactory performance of the employee as reflected in his/her **APR for the reporting period/previous period** (as the case may be depending on the relevant Clause under which the employee has been granted sanction).

4. Process to be followed by employees under NHM for Application and Approval of Leave

4.1: For all employees posted at Block Level (BPMU and all facilities under the concerned Block):

4.1.1: All employees working at block level in BPMU and all facilities under the concerned block will submit their leave applications in standard prescribed format to their Immediate Reporting Officer under whom he/she is working. The same will be forwarded to the Head of Office (BMOH/ BMOH – in Charge) in case the Immediate Reporting Officer is not the Head of Office (BMOH/ BMOH – in Charge).



4.1.2: All leave applications upto a maximum of 7 days of all employees will be approved by the Head of Office (BMOH/ BMOH – in Charge)

4.1.3: All leave applications beyond 7 days will have to be forwarded by the Head of Office (BMOH/ BMOH In-Charge) for approval by the concerned CMOH/CMOH - in Charge.

4.2: For all employees posted at ULB level:

4.2.1: All employees working at ULBs and all facilities under the concerned ULB, will submit their leave application in standard prescribed format to their Immediate Reporting Officer under whom he/she is working. The same will be forwarded to the Head of Office/In-Charge in case the Immediate Reporting Officer is not the Head of Office/In-Charge.

4.2.2: All leave applications upto a maximum of 7 days will be approved by the Head of Office/In-Charge

4.2.3: All leave applications beyond 7 days will have to be forwarded by the Head of Office for approval to the concerned CMOH/ CMOH - in Charge for approval.

4.3: For all employees posted at Facility level: (SDH, SGH, DH, RH):

4.3.1: All employees working at SDH, SGH, DH and RH will submit their leave application in standard prescribed format to their immediate Reporting officer under whom he/she is working. The same will be forwarded to the Head of Office/In Charge in case the Immediate Reporting Officer is not the Head of Office.

4.3.2: All leave applications up to a maximum of 7 days will be approved by the Head of Office/In Charge

4.3.3: All leave applications beyond 7 days will have to be forwarded by the Head of Office/In Charge for approval by the concerned CMOH/CMOH - In Charge.

4.4: For all employees posted at District Programme Management Unit (DPMU)

4.4.1: All leave application of employees working in DPMU will be approved by the concerned CMOH/ CMOH - In Charge.

4.4.2: In case of employees working at **DPMU** whose Immediate Reporting Officer is not CMOH/CMOH In charge, will submit the leave application in standard prescribed format to their Immediate Reporting Officer under whom he/she is working. The same will be approved by the CMOH/ CMOH - In Charge of the concerned district.

4.5: For all employees posted at District MCHs:

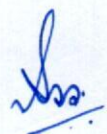
4.5.1: All leave application of employees working in District MCHs will be approved by the concerned Head of Office/In Charge.

4.5.2: In case of employees working at District MCH whose Immediate Reporting Officer is not Head of Office/In Charge will submit the leave application standard prescribed format to their Immediate Reporting Officer under whom he/she is working. The same will be approved by the Head of Office/In Charge of the concerned MCH.

4.6: For all employees posted at City Programme Management Unit (CPMU):

4.6.1: All leave application of employees working in CPMU will be approved by the concerned Head of Office/In Charge.

4.6.2: In case of employees working in (CPMU) whose Immediate Reporting Officer is not Head of Office/ In Charge will submit the leave application in standard prescribed format to their Immediate Reporting Officer



under whom he/she is working. The same will be approved by the Head of Office/In Charge of the concerned Municipal Corporation/Municipality.

4.7: For all employees posted at State Programme Management Unit (SPMU):

4.7.1: All employees working at SPMU will submit their leave application in standard prescribed format to their Immediate Reporting Officer under whom he/she is working. The same will be forwarded to the Programme Officer-In Charge of HR in case the Immediate Reporting Officer is not the Programme Officer NHM - In Charge of HR.

4.7.2: All leave applications of SPMU employees upto a maximum of 3 days will be approved by the Programme Officer NHM - In Charge of HR.

4.7.3: All leave applications beyond 3 days will have to be submitted after recommendation by the Immediate Reporting Officer under whom he/she is working (in case Immediate Reporting Officer is not the Programme Officer NHM - In Charge of HR) to the Programme Officer NHM-In Charge of HR for approval by Executive Director, WBSH&FWS.

4.8: For all employees posted at Facilities/Medical Colleges (MCH)s in Kolkata:

4.8.1: All leave application of employees working in **facilities/MCHs in Kolkata** will be approved by the concerned Head of Office/In Charge.

4.8.2: In case of employees working **facilities/MCHs in Kolkata** whose Immediate Reporting Officer is not Head of Office/ In Charge, will submit their leave application standard prescribed format to their Immediate Reporting Officer under whom he/she is working. The same will be approved by the Head of Office/In Charge of the concerned facility.

5. Reporting of Status of Leave: All units where the contractual employees of NHM are posted will:

5.1: Maintain an attendance register/biometry as per procedures of the concerned office

5.2: Maintain all leave records of employees working in the concerned office mandatorily

5.3: Submit monthly report of leave status of all employees posted in BPMU and its facilities, ULB and its facilities, SDH, SGH, DH, RH, District MCH and CPMU will have to be sent to the CMOH latest by 5th of the next month.

5.4: DPMU will maintain the leave status of all employees of BPMU and its facilities, ULB and its facilities, SDH, SGH, DH, RH, District MCH, CPMU and DPMU as per format provided by State HR Cell.

5.5: Send the monthly report of leave status of all employees posted at any Facilities/MCH in Kolkata will have to be sent to the State HR Cell latest by 5th of the next month.

5.6: State HR Cell will maintain the leave status of all employees posted at SPMU and Facilities/MCH in Kolkata. No other units/divisions will maintain separate leave status apart from this.

All concerned are being informed for compliance.

Executive Director, WBSH&FWS &
Mission Director, National Health Mission, WB

No: HFW-27011/137/2020/ 520 /1(20)

Date: 14-09-2022

Copy forwarded for kind information to:

1. Director of Health Service, Department of Health & FW, Govt. of WB.
2. Director of Medical Education, Department of Health & FW, Govt. of WB
3. Director SPSRC, Department of Health & FW, Govt. of WB
4. Senior Special Secretary, NHM, Department of Health & FW, Govt. of WB.
5. Additional Mission Director, NHM, Department of Health & FW, Govt. of WB.
6. Financial Advisor, WB SH & FW Samiti, Department of Health & FW, Govt. of WB.
7. Director Finance, State FMG, Department of Health & FW, Govt. of WB.
8. Programme Officer –I, NHM & Deputy Secretary, Department of Health & FW, Govt. of WB..
9. Programme Officer –II, NHM & Deputy Secretary, Department of Health & FW, Govt. of WB.
10. State Family Welfare Officer, Department of Health & FW, Govt. of WB.
11. Jt. DHS, NCD, Department of Health & FW, Govt. of WB.
12. Jt. DHS, PH & CD, Department of Health & FW, Govt. of WB.
13. State TB Officer, Department of Health & FW, Govt. of WB.
14. State Leprosy Officer, Department of Health & FW, Govt. of WB.
15. Senior Accounts Officer, NHM, Health & FW Department, Govt of WB
16. State Programme Officer (All Programmes), Department of Health & FW, Govt. of WB.
17. State Nodal Officer, Quality Assurance, Department of Health & FW, Govt. of WB.
18. State Nodal Officer, NUHM, Department of Health & FW, Govt. of WB.
19. State HR Cell, NHM, Department of Health & FW, Govt. of WB.
20. IT Cell, Swasthya Bhawan with the request to publish in the departmental website.

Programme Officer, NHM &
Deputy Secretary to the Govt of West Bengal

No: HFW-27011/137/2020/ 520 /1(10)

Date: 14-09-2022

Copy forwarded for kind information and necessary action to:

1. Director / Principal, Medical College & Hospitals (All)
2. MSVP, Medical College & Hospitals and Medical Colleges (All)
3. Director (CMS/RIO/BIN/STM/IBTM/ STDC/ IHTM)
4. CMHO, Kolkata Municipal Corporation
5. CMOH & Member Secretary, DH&FWSs (All Districts including Health Districts)
6. DFWO, Kolkata
7. CTO, Kolkata
8. MSO, Kolkata IDSP Society
9. Nodal Officer, NUHM (Kolkata, Howrah, Bidhannagar, Chandannagore, Asansol, Durgapur, Siliguri) Municipal Corporation
10. Superintendent, (IDBG Hospital / SN Pandit / Lady Dufferin Hospital / Abinash Dutta Maternity Home / Chittaranjan Seva Sadan / Ramrik Hospital / Garden Reach State General Hospital)

Programme Officer, NHM &
Deputy Secretary to the Govt of West Bengal



Standard Format for Leave Application NHM, West Bengal

- 1. Name of the Applicant :
- 2. Designation :
- 3. Place of Posting (BPMU/ULB/Health Facility of District)/DPMU /District MCH/CPMU/ Facilities of Kolkata and MCH/SPMU* :

(Also mention the name of block, district, facility or unit as applicable)

- 4. Details of leave applied for -
 - 4.1. Nature (CL/AL/Maternity Leave/C.A.L/Q.L) :
 - 4.2. Period (Date / Dates) : From..... To.....
 - 4.3. Ground on which leave is applied for :

4.4. No. of total working days for which leave applied for : (Days)

5. Leave already availed in the FY 20__ - 20__ :

Casual Leave _____ (No. of Days)	Annual Leave _____ (No. of Days)
Maternity Leave _____ (No. of Days)	Child Adoption Leave _____ (No. of Days)
Quarantine Leave _____ (No. of Days)	

- 6. Details of last leave availed:
 - 6.1. Nature (C.L /A.L/Maternity Leave/C.A.L/Q.L) :
 - 6.2. Period (Date/Dates) : From..... To.....
- 7. Permission for Station Leave :
- 7.1 Contact details during station leave :

Date: Forwarded/Recommended by the Immediate Reporting Officer Signature of Applicant

Date: (Signature with Designation)

8. Current Leave Status as certified by the Authorised Representative of HR Cell/Dy.CMOH (in charge of HR)/Immediate Reporting Officer:

Type of Leave	Admissible leave in the FY 20____ - 20____	Leave already availed till date of application in the FY 20____ - 20____	Certified that (Nature of leave) for(No. of Day / Days) from (Date) to (Date) is admissible as per existing leave entitlement of employees under National Health Mission (NHM).
Casual Leave	14 days		
Annual Leave	30 days		
Maternity Leave (In case of female employees)	180 Days		
Child Adoption Leave	180 days		
Quarantine Leave	Upto a maximum of 21 days		

Date:

Signature of Authorised Representative of HR Cell/Dy.CMOH (In-charge of HR)/Immediate Reporting Officer

9. For a maximum of 3/7 days of leave:

Approved by Head of Office - BMOH / BMOH-in Charge /In-Charge of ULB/ In-charge of Concerned Facility (SDH,SGH,DH,RH)/CMOH/CMOH-in Charge/In-charge of Concerned District MCH/In-charge of Concerned Municipal Corporation/Municipality/Programme Officer In - Charge of HR

Date:

Signature

10. Beyond 3/7 days leave -

Approved by Head of Office - CMOH/CMOH-In Charge/In-charge of Concerned MCH/In-charge of Concerned Facilities (Kolkata & MCH-Kolkata)/In-charge of Concerned Municipal Corporation/Municipality/Executive Director, WBSH&FW Samiti

Date:

Signature



Annexure II

**Declaration in Connection With Foreign Visit by Contractual Employee of
NHM, West Bengal**

1.	Name of the official	:	
2.	Place of posting	:	
3.	Designation	:	
4.	Employee Code	:	
5.	Name of the country / countries to be visit	:	
6.	Period of the proposed visit with specific dates	:	
7.	Purpose of the visit	:	
8.	Nature of the visit (official /private)	:	
9.	Cost of the trip borne by	:	
10.	Whether the official will accept foreign hospitality during his/ her stay abroad, if so,	:	
11.	Whether the official will undergo any foreign training/workshop / seminar etc. programme	:	
12.	Details of previous foreign visit in last four years (If any) mentioning date(s) of such visits(s)	:	

I undertake that:-

1. I shall not visit abroad unless I get permission from the Executive Director, WBSH&FW Samiti and
2. I shall return and resume my official duty and submit a joining report immediately after expiry of the above permission.

The above statements are true to the best of my knowledge and, if shall be personally liable for the same.

Name:

Place:

Date:

Signature of Applicant

Memo No:

Date:

Recommended and Forwarded to Appointing Authority for onward transmission along with all relevant documents (if any).

Full Signature of Reporting Authority with date and stamp

Designation:

Memo No:

Date:

Recommended and forwarded to ED, WBSH&FWS along with all relevant documents for approval.

Full Signature of Appointing Authority with date and stamp

Designation: