



No. CBSE/Personnel-A/Leave/2018 / 4712-80

Date: 16.10.2018

CORRIGENDUM

Subject: Consolidated guidelines for availing leave by the Officers/Officials –reg.

In continuation to Office Order No.CBSE/Personnel-A/Leave/2018/4062-70 dated 23-Aug.,2018, the Clause No.1(iv) may be read as ***"The administrative power to sanction earned leave and leave of any kind in respect of Officers/Officials upto level of Deputy Secretary posted in Hqrs. is Joint Secretary (A&L)"***.

This issues with the approval of the Competent Authority of the Board.

(Satpal Kaur)

Assistant Secretary (Pers.A)

Distribution:

1. PS to the Hon'ble Chairperson, CBSE.
2. SPS to the Secretary/Controller of Exams/Directors/Regional Directors, CBSE.
3. PS/PA to Joint Secy., IT/ Sr.PRO/IAFA, CBSE.
4. All the Regional Officers/Incharge, CoEs of the Board for compliance.
5. All the Officers up to the level of Section Officers, CBSE.
6. President, SBSWA, CBSE.
7. Personnel File.
8. Notice Board.
9. Guard File.



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No. CBSE/Personnel-A/Leave/2018/4062-70

Date: 20-August, 2018
23

OFFICE ORDER

Subject: Consolidated guidelines for availing Leaves by the Officers/Officials-reg.

The Consolidated Guidelines for availing leaves by the Officers/Officials of the Board issued vide Office Memo No.CBSE/Personnel-A/2018/3377-83 dated 04.07.2018, Circular No.CBSE/Personnel-B/2017/11107-116 dated 03.10.2017, Office Memo No.CBSE/ Pers.B/Misc/2018/587-617 dated 03.08.2018, Office Order No.CBSE/Hq/Personnel-A/MISC/Off.Order/ 2017/2833-39 dated 11.12.2017, Office Order No.CBSE/HQ/Pers.A/Misc/Off.Order/201/1487-97 dt. 26.08.2016, Office Order No.Personnel-A/Misc/Leave/2016/1973-77 dated 03.11.2016, Circular No.Personnel-A/MISC/ 2016/4431-35 dated 27.04.2017 are reiterated as under:-

1. Delegation powers to sanction leaves to the Head of the Units:-

- i. The leave sanctioning authority (for sanctioning earned leave & leave of any kind) is Head of respective Unit other than HQ located in Delhi/NCR i.e. JEE Unit, UGC-NET, CTET, JNVST & Misc. Exam Unit. Academic and Vocational & Training Unit of Delhi/NCR.
- ii. For maintenance of leave records, the following information shall be submitted to HQ on monthly basis:-
 - a. Duly sanctioned leave application along-with joining report and supporting documents for the leaves availed by the respective Officer/Official of their Unit.
 - b. Leave record in the enclosed pro-forms.
- iii. The Regional Officer shall be leave sanctioning authority for sanction of all kind of leaves of staff at Regional Offices and the Controller of Examinations in case of Regional Officers.
- iv. The administrative power to sanction Earned Leave in respect of Section Officers Assistant Secretaries and Deputy Secretaries posted in Delhi/NCR is Joint Secretary (A&L), HQ.
- v. Leave Sanctioning Authority will make sure that leaves applied for and leaves sanctioned are in consonance with the CBSE Service Rules-1985 and CCS (Leave) Rules 1972.

2. Process to apply for leaves:

- i. Every employee shall apply for any kind of leave viz to Earned Leave, Commuted Leave and Casual Leave in the enclosed Performa
- ii. The employees of the Board will submit leave application in advance and should not be proceeded for leave without the approval of the Competent Authority.
- iii. The leave period may not be extended without information/written permission.
- iv. The Reporting Officer shall take immediate action on the leave application of employees and forward a copy to Personnel Units (HQ) including sending the scanned copy on email.
- v. In emergent and unforeseen circumstances, the employee may submit their application/ intimation to Reporting Officer and proceed on leave. The Reporting Officer will ensure that such information is forwarded for sanction to the Competent Authority immediately with recording of such reasons.

Contd...2

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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

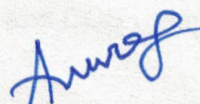
-2-

3. Child Care Leave:

As with reference to the introduction of Child Care Leave (CCL) in respect of women employees, the Competent Authority has decided that:-

- i. Prior approval/ sanction before availing CCL is mandatory.
 - ii. The request for grant of CCL should be made with bonafide reasons only.
 - iii. The request should be made to the Leave Sanctioning Authority in advance of at least 15 days, prior to the date of commencement of the leave.
 - iv. The leave application received after the specified period of time shall not be entertained and lead to rejection/deduction of other leaves even in the event of recommendation of the Reporting Officer.
4. The Regional Directors/Directors/Regional Officers/Head of the Units/Head of COEs shall avail leave or leave their respective offices/station without prior approval/intimation to the Competent Authority and ensure the compliance of the following instructions :-
- i. Not to avail leave or leave their offices/stations without prior approval/intimation to the Competent Authority. Tour programme with to and fro journey details for all tours for official purposes shall be sent in advance for obtaining prior approval of the Competent Authority.
 - ii. To take prior approval of the Competent Authority of accompanying subordinate/ associate staffs for official purposes, before proceeding for journey/leaving the station.
 - iii. The subordinate/associate staffs are required to perform the journey, strictly as per their entitled classes, as per rules.
 - iv. Further, not forward the e-mails with CC to the Competent Authority, unless it is required for perusal.

This issues with the approval of the Competent Authority.


(ANURAG TRIPATHI)
SECRETARY

Distribution:

1. PS to the Hon'ble Chairperson, CBSE.
2. SPS to the Secretary/Controller of Exams/Directors/Regional Directors, CBSE of the Board.
3. PS/PA to Joint Secy., IT/ Sr.PRO/IAFA, CBSE.
4. All the Regional Officers/Incharge, CoEs of the Board for compliance.
5. All the Officers up to the level of Section Officers, CBSE.
6. President, SBSWA, CBSE.
7. Personnel File.
8. Notice Board.
9. Guard File.

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केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार के आधीन एक स्वायत्त संगठन)

“शिक्षा केन्द्र”, 2, समुदाय केन्द्र, प्रीत विहार, दिल्ली - 110092

CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous organization under the Union Ministry of Human Resource Development, Govt. of India)

“SHIKSHA KENDRA”, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110 092

No. Pers. A/MISC./Leave/2016/1913-77

Date: 03.10.2016

03/11/16


CIRCULAR

It has been observed that some employees of the Board are availing different kinds of leave such as Earned Leave, Child Care Leave including Paternity Leave without prior intimation & approval of the Competent Authority of the Board. In some cases, the leave applications have also been found lying with Reporting Officer and the same are forwarded to Personnel Units, (HQ) after the leave has already been availed by the employee concerned. As per Rule 8.10.1 of CBSE Service Rule 1985, prior approval of leave by the Competent Authority is mandatory.

2. In this regard, the following guidelines are issued:-

- The employees of the Board will submit leave application for Earned Leave, Child Care Leave and Paternity Leave well in advance and should not proceed without the approval of the Competent Authority.
- The leave period may not be extended without information/written permission.
- The Reporting Officer shall take immediate action on the leave application of employee(s) and forward copy to Personnel Units, (HQ) including sending the scanned copy on email.
- In emergent & unforeseen circumstances, the employee may submit their application/intimation to Reporting Officer and proceed on leave. The Reporting Officer will ensure that such information is forwarded for sanction to the Competent Authority immediately with recording of such reasons.

This issues with the approval of the Competent Authority.


(Ajay Mishra)
Deputy Secretary (A&L)

DISTRIBUTION

1. Sr. P.S. to Chairman, CBSE.
2. Sr. P.S. to Secretary, CBSE.
3. Sr. P.S. / P.S. to all Head of Departments.
4. All the officers of the Board up to the level of Section Officer with the direction to bring the above circular in notice to the employees working under them.
5. Notice Board/Scrap file.



CENTRAL BOARD OF SECONDARY EDUCATION
(An autonomous organization under the Union Ministry of Human Resource Development, Govt. of India)
"SHIKSHA KENDRA", 2, COMMUNITY CENTRE,
PREET VIHAR, DELHI-110092

CBSE/HQ/Per A/Misc./ Off. Order/2016/1487-94

Date 26.08.2016

OFFICE ORDER

It has been observed by the Competent Authority that Regional Officers/ Regional Directors/ Directors of the Board avail Leave or leave their respective offices/ station without prior approval/ intimation to the Competent Authority. This has been viewed seriously by the Chairman, CBSE.

All Regional Officers/ Regional Directors and Directors of the Board are therefore, directed not to avail Leave or leave their offices/station without prior approval/ intimation to the Chairman, CBSE.

This issues with the approval of the Competent Authority.


(Joseph Emmanuel)
Secretary

Copy to:-

1. S. P.S. to the Chairman, CBSE
2. All the Directors/ HODs of the Board (Academic/NEET/JEE/NET/CTET & Misc. Exam)
3. All the Regional Directors/ Regional Officers of the Board
4. Deputy Secretary (A&L), CBSE, HQ, Delhi
5. I.A.F.A., CBSE, HQ, Delhi
6. S.O. Rectt Cell, CBSE, Hqrs, Delhi
7. Office Order file
8. Scrap Register

26/8/16

- 1) Supdt.-I (Rectt-Cell)
- 2) Sh. Jagdish / Asstt. (R.C.)



No. Pers. A/MISC./Leave/2016/ 4431-35

Date: 24.04.2017

CIRCULAR

In continuation to the circular no. Pers.A/Misc./Leave/2016/1973-77 dated 03.11.2016, a 'Standard Process Sheet' has been approved by the Competent Authority for dealing with the cases related to Earned Leave, Medical Leave & Casual Leave in respect of Officers/Officials of the Board.

2. All the employees of the Board are hereby informed to apply leave in the enclosed proforma.

This issues with the approval of the Competent Authority.

(Ajay Mishra)

Joint Secretary (A&L)

DISTRIBUTION

1. E.O. to Chairman, CBSE.
2. Sr. P.S. / P.S. to all Head of Departments.
3. All Regional Offices/Units/CoEs
4. All the officers of the Board up to the level of Section Officer with the direction to bring the above circular in notice to the employees working under them.
5. Notice Board/Scrap file.

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केन्द्रीय माध्यमिक शिक्षा बोर्ड Central Board of Secondary Education

छुट्टी / छुट्टी बढ़ाने की अर्जी के लिए फार्म

Form of application for Leave or Extension of Leave

1	प्रार्थी का नाम/ Name of Applicant	
1(a)	कर्मचारी कोड / Employee Code	
2	पद/ Post Held	
3	विभाग, कार्यालय और अनुभाग Deptt., Office & Section	
4	वेतन Pay	
5	मांगी गई छुट्टी की किस्म, अवधि और उसके शुरू होने की तारीख / Nature and period of leave applied for and date from which required	
6	छुट्टी के दिन यदि कोई हो, जिन्हें छुट्टी से पहले या बाद में जोड़ना चाहते हैं / Holidays if any proposed to be prefixed/ suffixed to leave.	
7	छुट्टी का कारण / Reason for Leave	
8	पिछली छुट्टी से लौटने की तारीख और उस छुट्टी की किस्म और अवधि / Date of return from last leave and the nature & period of that leave	
9	क्या छुट्टी के दौरान स्टेशन छोड़ रहे हैं / Whether leaving station during the leave period	
10	यदि हाँ, तो छुट्टी के दौरान का पता / If so, then address during Leave Period	
11	मेरा विचार आगामी छुट्टी में..... के खंड वर्ष के लिए छुट्टी यात्रा की रियायत लेने का है/नहीं है / I propose/ do not propose to avail myself of leave travel concession in the block years during the ensuing leave.	
तारीख / Date :		प्रार्थी के हस्ताक्षर / Signature of the Applicant
12	नियंत्रण अधिकारी की टिप्पणी और या सिफारिश Remarks and /or Recommendation of the Controlling Officer.	
तारीख / Date. :		हस्ताक्षर / Signature . पदनाम / Designation:

(केवल कार्यालय कार्य हेतु / For office work only)

छुट्टी की अनुमत्यता के बारे में प्रमाणपत्र
Certificate Regarding Admissibility of Leave

प्रमाणित किया जाता है किसे तक दिन सीसीएस (छुट्टी) नियमावली,
1972 के नियमके अधीन (छुट्टी की किस्म) श्री/श्रीमति/कु. को
अनुमत्य है ।

Certified that(Nature of Leave) in respect of Shri/Smt./Ms.
for[day(s)] from to is admissible under CCS (Leave) Rules, 1972.

तारीख Date :

हस्ताक्षर Signature .

पदनाम Designation :

13 * स्वीकृति देने वाले अधिकारी का आदेश
Orders of the Sanctioning Authority

तारीख Date

पदनाम Designation

हस्ताक्षर Signature .



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No : CBSE/Pers. B/Misc./2017/1700-10

Date: 10/09/2017
03/10

CIRCULAR

CBSE vide Office order No. Admin./10(1)/2008/11107-116 dated 08.09.2008 had delegated the administrative power to sanction Earned leave in respect of Section Officers Assistant Secretaries and Deputy Secretaries posted in Delhi/NCR to the Joint Secretary (A&L) HQ.

This has been reviewed and the Competent Authority has decided to delegate the leave sanctioning authority (for sanctioning earned leave & leave of any kind) to the Head of respective Unit other than HQ located in Delhi/NCR i.e.

- a. JEE Unit
- b. UGC-NET
- c. CTET, JNVST & Misc. Exam Unit
- d. Academic Unit

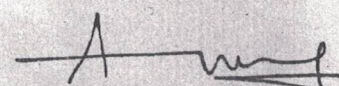
For maintenance of leave records the following information will be submitted to HQ on monthly basis:

- a. Duly sanctioned leave applications along-with joining report and supporting documents for the leaves availed by the respective Officer/Official of their Unit.
- b. Leave record in the enclosed pro-forma.

Leave Sanctioning Authority will make sure that leaves applied for and leaves sanctioned are in consonance with the CBSE Service Rules-1985 and CCS (Leave) Rules 1972.

The Joint Secretary (A&L) would continue to be the leave sanctioning authority for the Officers/Officials up-to the level of Deputy Secretary posted in CBSE, HQ as per earlier Office order.

This issues with the approval of the Competent Authority.


(Anurag Tripathi)
Secretary, CBSE

Encl: As above.

Distribution:

1. EO to Chairperson, CBSE
2. SPS to Secretary.
3. SPS to Controller of Examinations.
4. SPS/PS to Directors/HODs, CBSE for information and to bring this into notice of the Officers/Officials working in their units concerned.
5. All the Officers of the CBSE, HQ up-to the level of Section Officers/Branch In-Charges for further circulation amongst the staff working under their control.
6. Scrap File/Notice Board

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केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

No.CBSE/Hq/Pers. A/Misc./Off. Order/2017/ 2833-39

Dated: 08.12.2017

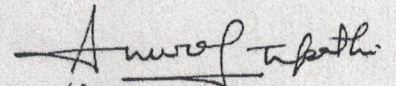
OFFICE ORDER

It has been observed by the Competent Authority that Regional Directors/Directors/ Regional Officers/Head of the Units/Head COEs avail Leave or leave their respective offices/station without prior approval/intimation to the Competent Authority and also forward the E-Mails with CC to Competent Authority which are not of important nature & usually are not required to be forwarded to the Competent Authority. This has been viewed seriously by the Competent Authority.

Therefore, in continuation to Officer Order No.CBSE/HQ/Per.A/Misc./Off. Order/2016/1487-94 dated 26.08.2016 (copy enclosed), the Regional Directors/Directors/ Regional Officers/Head of the Units/Head COEs of the Board are therefore, directed to ensure compliance of the following instructions:-

1. Not to avail Leave or leave their offices/stations without prior approval/intimation to the Competent Authority. Tour programme with to and from journey details for all tours for official purposes shall be sent in advance for obtaining prior approval of the Competent Authority.
2. To take prior approval of the Competent Authority of accompanying subordinate/associated staffs for official purposes, before proceeding for journey/leaving the station.
3. The subordinate/associated staffs are required to perform the journey, strictly as per their entitled class, as per rules.
4. Further, not to forward the E-Mails with CC to the Competent Authority, unless it is required for perusal.

This issues with the approval of the Competent Authority.


(Anurag Tripathi)
Secretary

Copy to:-

1. P.S. to Chairperson, CBSE.
2. All the Directors/HODs of the Board (Academic/NEET/JEE/UGC-NET/CTET).
3. All the Regional Directors/Directors/ Regional Officers/Head of the Units/Head COEs of the Units of the Board.
4. Deputy Secretary (A&L), CBSE Hq., Delhi.
5. IAFA, CBSE Hq., Delhi.
6. SO Recruitment Cell, CBSE Hq., Delhi.
7. Office Order File.



No : CBSE/Pers. B/Misc./2018/587-617

Date: 03/08/2018

OFFICE MEMORANDUM

In continuation to the Circular No:CBSE/Pers.B/Misc./2017/1700-10 dated 03.10.2017, the Competent Authority has delegated the leave sanctioning authority (for sanction of earned leave & leave of any kind) in respect of the Officers/Officials posted at Vocational & Training Unit in Delhi/NCR to the Director (Vocational & Training). The other conditions of the above stated Circular dated 03.10.2017 remains the same.

This issues with the approval of the Competent Authority.

Jaiprakash Chaturvedi
03/08/2018
(Jaiprakash Chaturvedi)
Deputy Secretary (A&L)

Copy to:-

1. P.S to Chairperson, CBSE.
2. SPS to the Secretary/Controller of Examination/Directors/Regional Directors CBSE of the Board.
3. All the Officers up-to the level of Section Officers at HQ, Academic Unit, CoE, Delhi for further circulation amongst the staff working under their control.
4. Notice Board.
5. Guard File.



केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION

F.No.CBSE/Personnel-A/2018/3371-83

Date: 06.2018
04.07.18

OFFICE MEMORANDUM

Subject: Child Care Leave (CCL) –reg

With reference to the introduction of Child Care Leave (CCL) in respect of women employees, undersigned is directed to convey the decision of the Competent Authority that:-

1. Prior approval/ sanction before availing CCL is mandatory.
2. The request for grant of CCL should be made with bonafide reasons only.
3. The request should be made to the Leave Sanctioning Authority in advance of at least 15 days, prior to the date of commencement of the leave.
4. The leave application received after the specified period of time shall not be entertained and lead to rejection/deduction of other leaves even in the event of recommendation of the Reporting Officer.

APChaturvedi
30/06/2018
(Jaiprakash Chaturvedi)
Deputy Secretary (A&L)

Distribution:

1. P.S. to the Chairperson, CBSE Delhi.
2. Sr.P.S. to the Secretary, CBSE Delhi.
3. Sr.P.S. to all Directors /CE, CBSE Delhi.
4. All the DDOs concerned of the Board /ROs /COEs, CBSE.
5. S.O. (Rectt.Cell/Guard File) CBSE HQ Delhi
6. Personal file of the incumbent.
7. Scrap register.

“शिक्षा केन्द्र” 2, सामुदायिक केन्द्र, प्रीत विहार दिल्ली-110092

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