



भारतीय आयुर्विज्ञान अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH

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No.16/50/2015-Admn.II

Dated: 4.6.2015

OFFICE MEMORANDUM

Subject: Leave entitlement of contractual employees engaged in ad-hoc projects of ICMR-regarding.

In order to bring uniformity for the grant of leave to contractual employees engaged in various ICMR ad-hoc projects, henceforth following guidelines shall be observed:

- i) Initially employees in ad-hoc project shall be engaged on contract basis for not more than one year.
- ii) The term of engagement can be extended on yearly basis or till the project is completed, whichever is early.
- iii) The contractual employees shall be allowed earned leave at the rate of 2 ½ days per month of completed service.
- iv) They shall not be eligible for any other kind of leave except maternity leave as admissible under Maternity Benefit Act, 1961.
- v) Unutilised leave during the period of engagement will not be carried forward.
- vi) On termination of service, contractual employees shall not be entitled to the benefit of encashment of earned leave.
- vii) CCS (Leave) Rules shall not be applicable in respect of contractual employees of ad-hoc ICMR Projects.
- viii) Casual Leave/Restricted Leave shall be allowed as per GOI instructions.

(Signature)

(Bharat Bhushan)
Administrative Officer

To

All ICMR Institutes/Centres
All Heads of Division at ICMR Hqrs.

Copy to:

1. PS to DG, ICMR.
2. PS to Sr. DDG (A)/Sr. FA
3. ADGs, Sr. AOs, AO, SO
4. Notice Board.
4. IRIS Section: for uploading the circular on ICMR website.