

**No.F.3 (5-2591)-FWPM/SHFWS/2012
HEALTH & FAMILY WELFARE DEPARTMENT
GOVERNMENT OF TRIPURA**

Dated 15th November 2012

MEMORANDUM

Subject:- Entitlement of Leave to staff appointed on contract basis under National Rural Health Mission (NRHM).

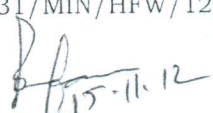
The undersigned is directed to convey the decision of the Government in respect of leave entitlements to all staff appointed on contract basis under National Rural Health Mission (NRHM) which shall be admissible as under:-

- (i) 12 (Twelve) days Casual Leave in a calendar year.
- (ii) 10 (Ten) days Medical Leave in a calendar year on medical ground with full remuneration. Medical Leave will be carried forward to subsequent years up to the engagement period.
- (iii) 30 (Thirty) days Special Leave in a completed calendar year (at the rate of 2½ days for each completed calendar month) subject to the following:-
 - a) The Leave Account will be credited with Special Leave in advance in two installments (i.e. 15 days in each case of two full half years) 1st day of January and July in every calendar year.
 - b) The un-utilized Special Leave at the credit of any contractual staff at the close of the previous half year shall be carried forward to the next half year subject to the condition that the accumulated leave will not exceed 300 days in entire tenure of engagement.
 - c) No staff will be entitled to avail the benefit of leave encashment in lieu of the un-utilized Special Leave accumulated / at the credit of staff in case of resignation, discontinuation, death or cessation of NRHM programme.
- (iv) 180 (One Hundred eighty) days Maternity Leave will be admissible to female staff in place of existing 120 (One Hundred Twenty) days issued earlier vide Memorandum No.F.3 (5-916)-FWPM/HRP/2009 dated 6th October 2010, provided that such leave shall not be admissible for more than 2(two) occasions. During such leave she shall be paid full rate of normal emoluments as drawn before her proceeding on leave.
- (v) 7 (Seven) days Paternity Leave with last remuneration drawn will be admissible to male staff provided that such leave shall not be admissible for more than 2(two) occasions, only in case of delivery of his wife within the period of six months from the date of delivery.
- (vi) Maternity & Paternity Leave will not be debited to leave account.

2. The above benefit of Leave will take effect from 1st January 2013. Hence, the leave account should be maintained in the Annual Record Book individually from that date by the respective head of office.

Accordingly, individual record book (in the shape of service book) should be completed and maintained by the respective head of the office under intimation to the State Health & F.W. Society by 15th December positively.

3. This is issued as per approval of the Government vide U.O.No-1531/MIN/HFW/12 dated-11/10/2012.


(B. Basfore)

Deputy Secretary to the
Government of Tripura

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Copy to:

1. The Director of Health Services, Govt. of Tripura for kind information.
2. The Director of Family Welfare & Preventive Medicine, Govt. of Tripura for kind information.
3. The Director Medical Education, Govt. of Tripura for kind information.
4. The Member Secretary, State Health & F.W. Society, Tripura for kind information and necessary action.
5. The State Programme Officer, RCH/RNTCP/NVBDCP/NPCB/IDSP/NLEP/NIDDCP for kind information and necessary action.
6. The Branch Officer, AYUSH , O/o the Directorate of Health Services for kind information.
7. The Medical Superintendent, IGM/ GBP/ TSD/ RGM Hospital for kind information and necessary action.
8. The Chief Medical Officer, West/Khowai/Sipahijala/ South/ Gomati/Unakoti/ North/ Dhalai Districts for information and necessary action.
9. The Sub-divisional Medical Officer, Khowai/ Bishlaghar/ Melaghar/ Amarpur/ Belonia/ Sabroom/Kanchanpur/ Dharmanagar/Kamalpur/ Longtraai Valley/ Gandacherra for information and necessary action with request to circulate the same to MO I/Cs of PHCs & CHCs under their control.
10. The Website Section for uploading the same in the NRHM website.

Copy also forwarded to:

1. P.S. to the Hon'ble Minister of Health & F.W. Department, Government of Tripura.
2. P.S. to the Secretary, Health & FW Department, Government of Tripura.
3. P.S. to the Secretary & Mission Director, NRHM, Government of Tripura.
4. The District Magistrate of West/Khowai/Sipahijala/South/Gomati/Unakoti/ North/ Dhalai for kind information.

Deputy Secretary to the
Government of Tripura