

**SERVICE REGULATIONS**

**FOR**

**FLYING CREW**



# **( FLYING CREW ) SERVICE REGULATIONS**

## **CHAPTER I**

### **GENERAL**

1. These Regulations shall be known as the Indian Airlines Ltd. (Flying Crew) Service Regulations hereinafter referred to as Flying Crew Service Regulations.

2. They are intended to define conditions of service, including recruitment, promotion, discipline and appeal, pay and allowances (including travelling and other allowances), leave and retirement benefits.

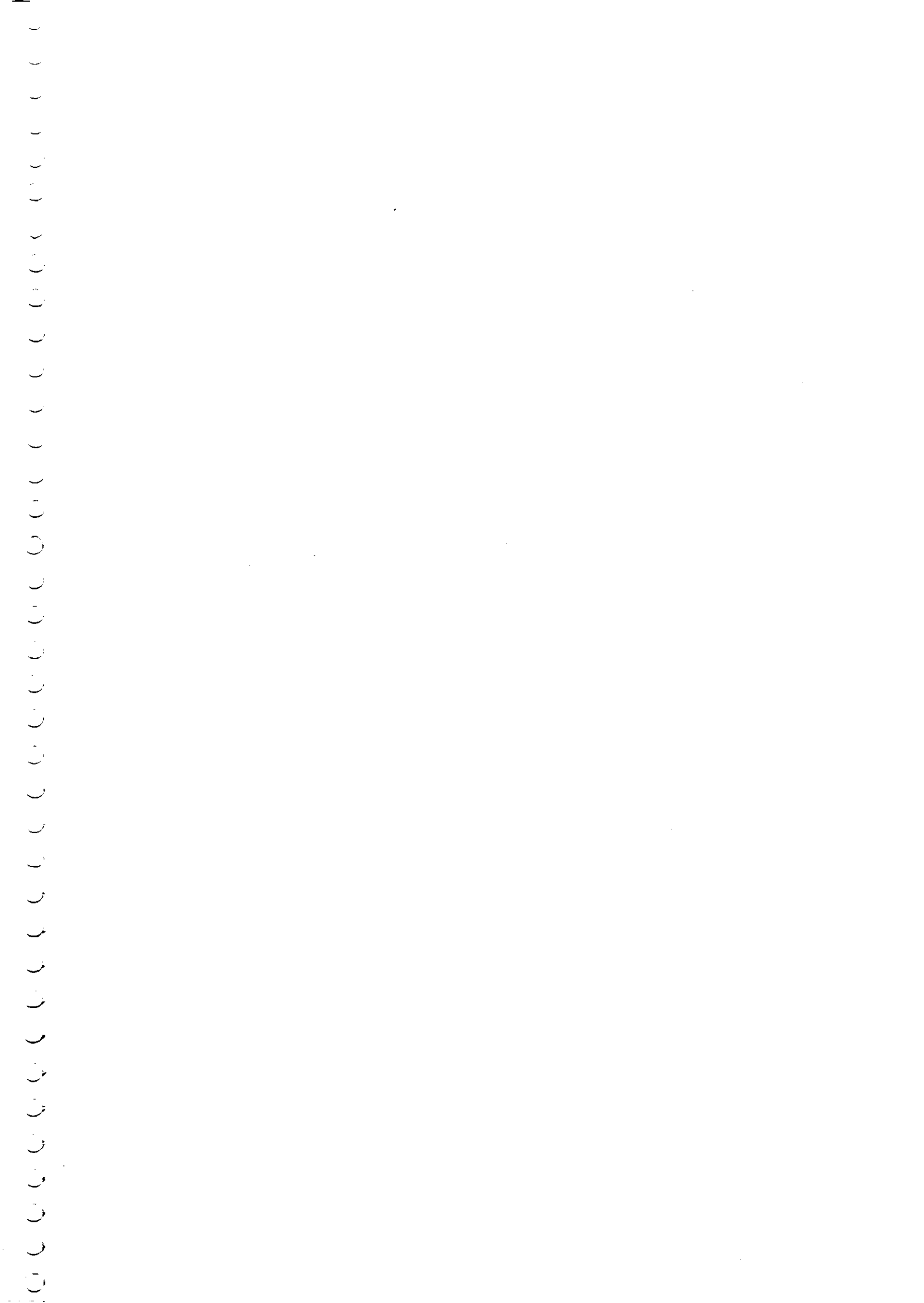
3. These regulations shall come into force with effect from the 1<sup>st</sup> January, 1955 or from such later dates from which they have been amended, modified or introduced and shall apply to Flight Purser, Air Hostesses, Flight Engineers and Pilots (see Appendix 1) in the wholetime employment (whether permanent or temporary) of the Indian Airlines Ltd. and to those under contract / agreement to the extent not otherwise specified in the contract.

Note (I) Engineering and Ground personnel, when detailed on flight duty as a necessary complement of the crew, shall be eligible for the same facilities such as board and lodging, transport, as are provided to other members of the crew.

Note (II) These regulations shall not apply to a Pilot-Apprentice/Trainee Pilots, Trainee Air Hostess/Flight Purser and Trainee Flight Engineers.

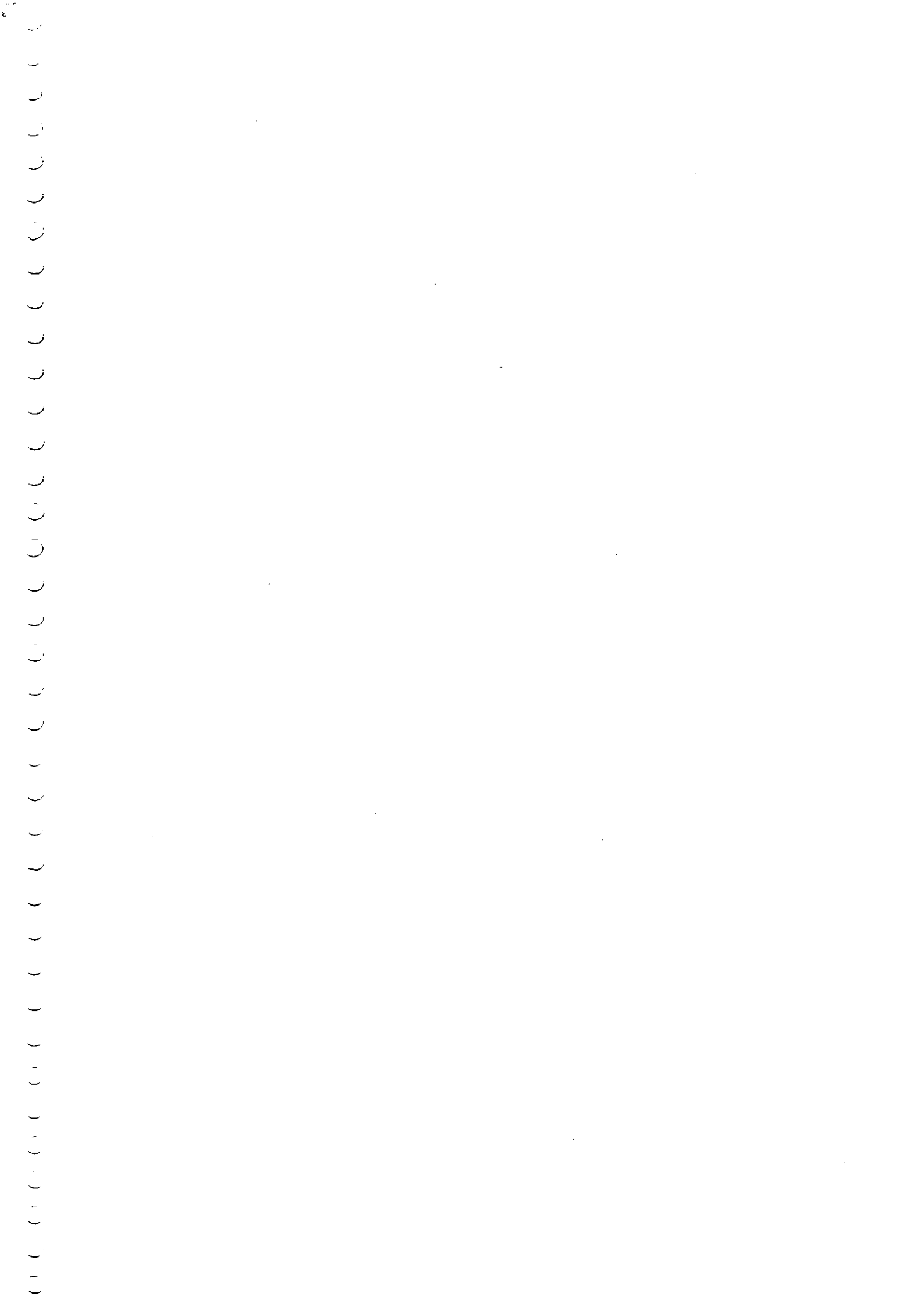
3A Nothing contained in these regulations shall have the effect of altering the provisions of any special law for the time being in force.

4. Subject to the provisions of Section 45 of the Air Company's Act, 1953, (No.27 of 1953), the Company reserves to themselves the right to modify, cancel or amend any or all of these regulations.\*



5. If any question arises as to the interpretation of these regulations the same shall be decided by the Company.

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- This takes effect from 06.03.1993

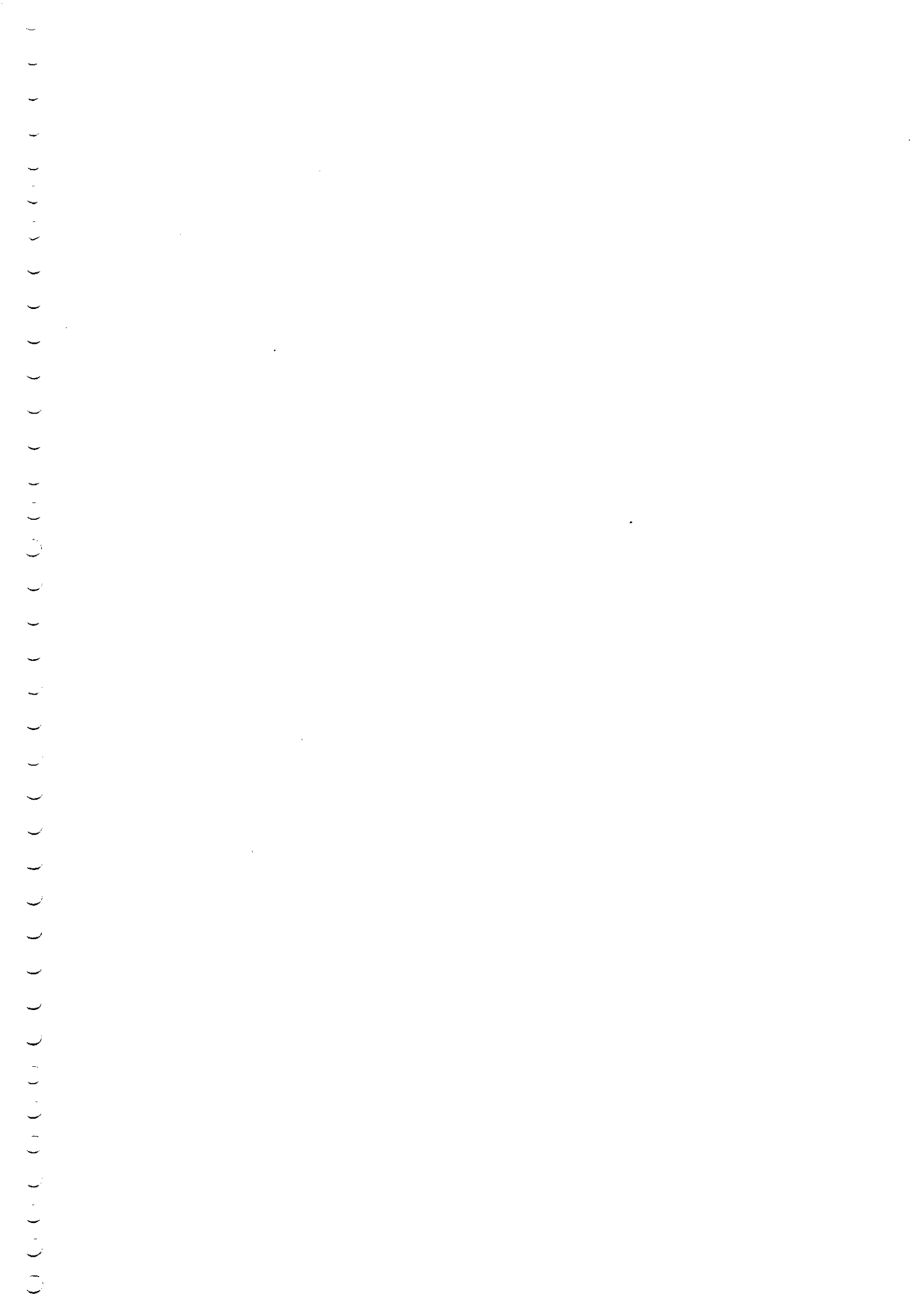


## CHAPTER II

### DEFINITION

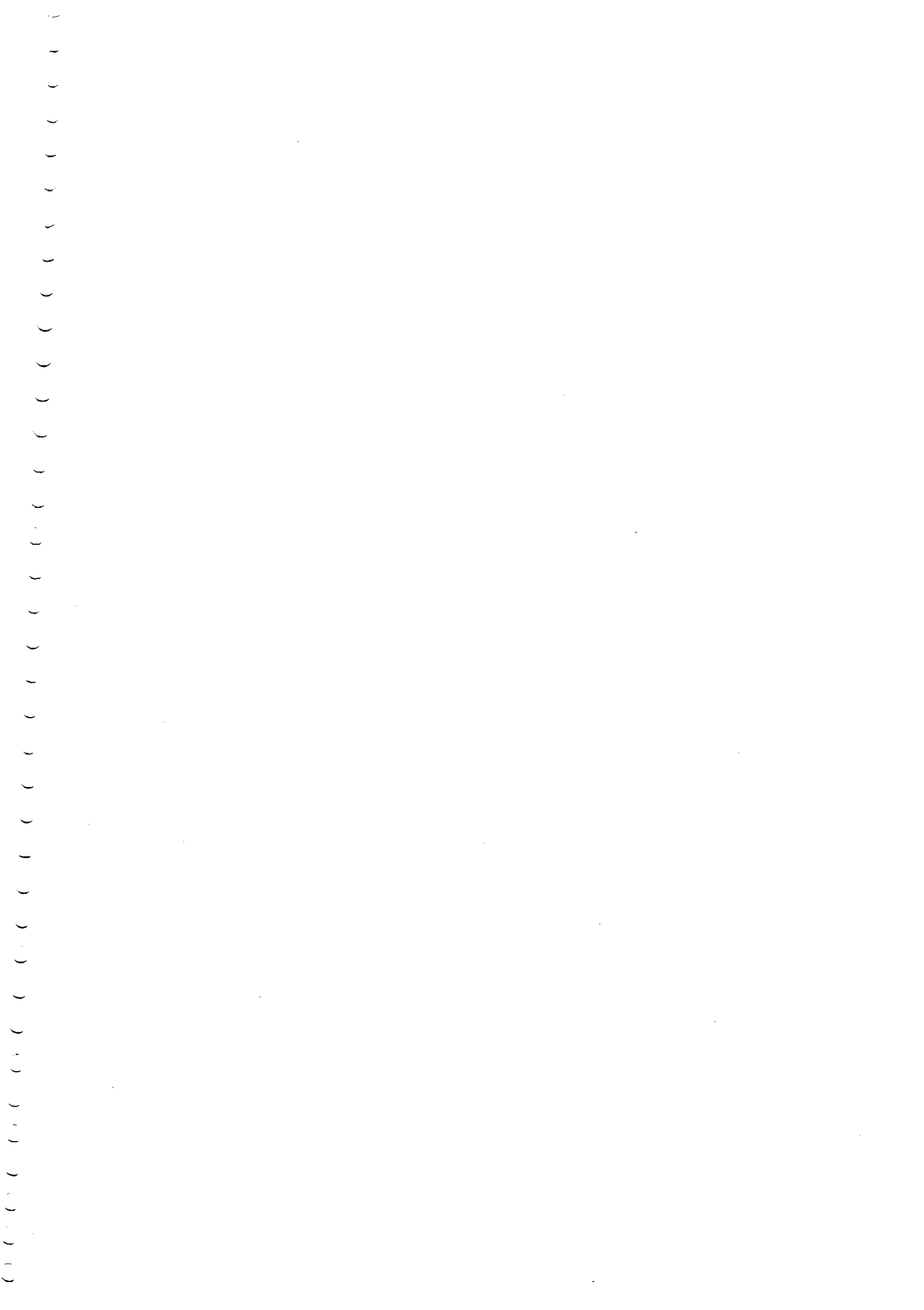
6. Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in these regulations in the sense here explained.

- (1) 'Chairman' means the Chairman of the Company.
- (2) 'Competent Authority' in relation to the exercise of any power means the Chairman of the Company or any other authority to which the power is delegated.
- (3) 'Corporation' means the Indian Airlines constituted under the Air Company Act, 1953 (No.27 of 1953), the Air Corporation Act was repealed by the Air Corporations (Transfer of Undertakings & Repeal ) Act, 1994 and Indian Airlines has become a Company with effect from 1<sup>st</sup> March, 1994.
- (4) 'Employees' means a person in the whole-time service of the Company.
- (5) 'Family' means the employee's spouse (one only), legitimate children and step children, wholly dependent upon him.
- (6) 'Managing Director' means the Managing Director of the Company.
- (7) 'Head of Department' means an Officer declared as such by the Company.
- (8) 'India-based personnel' means persons of Indian domicile recruited in India.





- (9) 'Medical Officer' means a Medical Officer who is appointed by the Company whole-time or part-time or a Registered Medical Practitioner approved by the Company.
- (10) 'Month' means a month according to English calendar.
- (11) 'Pay' means the amount drawn monthly by an employee as (i) Basic Pay in the scale applicable to the post held by him substantively or in an officiating capacity, and any other emoluments which may be specially classified as pay by the Company.
- (12) 'Permanent employee' means an employee who has completed a prescribed probationary period and who has been confirmed thereafter as regular member of the staff against the 'Permanent' sanctioned establishment.
- (13) 'Temporary employee' means an employee whose services have been engaged for a specified period, which may be extended from time to time, for work of a temporary nature against the 'temporary' sanctioned establishment.



## **CHAPTER III**

### **APPOINTMENTS, TRANSFERS AND TERMINATION OF SERVICE**

7. The establishment strength including both the number and designation of posts in the various categories and scales shall be determined by the Company from time to time.

Temporary additions to the number of posts may be made by such officers as may be authorised by the Company in this behalf.

8. Appointment to various posts shall be made by promotion or direct recruitment or by deputation from the Government of India or any other State Government in accordance with such conditions as the Company may determine from time to time.

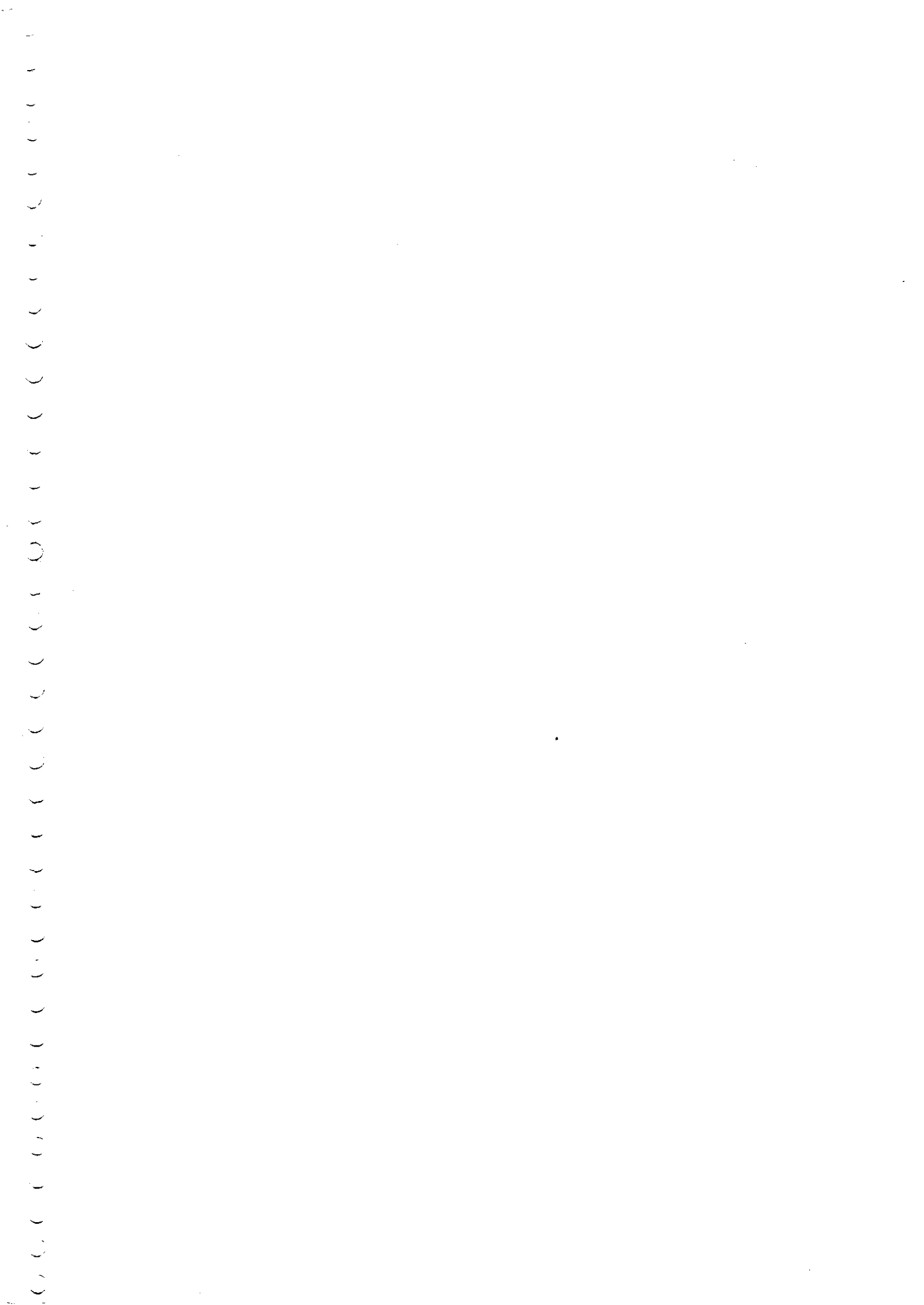
9. Every person appointed to a service or post in the Company shall undergo a period of probation as shown below. This period may be extended or relaxed in respect of employees at Sr.No.1 to 10 (except Deptt. Heads ) at the discretion of the Managing Director. The period of probation of other employees may be extended or relaxed at the discretion of the Chairman.

- |      |   |             |
|------|---|-------------|
| (I)  | For employees at Sr.No.1 to 2 of Appendix I | -Six months |
| (ii) | For other employees                         | - One year  |

10. No person shall be appointed to a post without a Medical Certificate from a Medical Officer. The Medical Certificate must be annexed to the first salary bill of the person concerned. The form of the Certificate is given in Appendix-II.

11. An employee of the Company is liable to serve or undergo training, anywhere in or outside India as may be required.

12. Flying Crew including Cabin Crew, shall be retained in the service of the Company only so long as they remain medically fit for flying duties but shall retire on



attaining the age of 58 years. The Cabin Crew shall be subjected to medical examination once a year after attaining the age of 35 years. \*

Provided that the competent authority may require an employee to retire after he attains the age of 55 years on giving three months' notice without assigning any reason. Provided further that the retention of Cockpit Crew in the service of the Company shall be subject to his keeping his licence current. Provided also that an employee may by giving three months notice: \*\*

Provided also that an employee may voluntary retire from service by giving three months notice:

\*\* a) On attaining the age of 55 years.

Or

b) On the completion of 20 years of continuous service with the approval of the competent authority.\*\*\*

Provided further, notwithstanding anything contained in Regulation 12, the service of an employee may at the option of the Managing Director and the employee being found medically fit, be extended by one year at a time beyond the age of retirement of 58 years for an aggregate period not exceeding two years.

12A The retirement of an employee shall take effect from the afternoon of the last day of the month in which the employee attains the age of superannuation instead of the actual date of Superannuation.

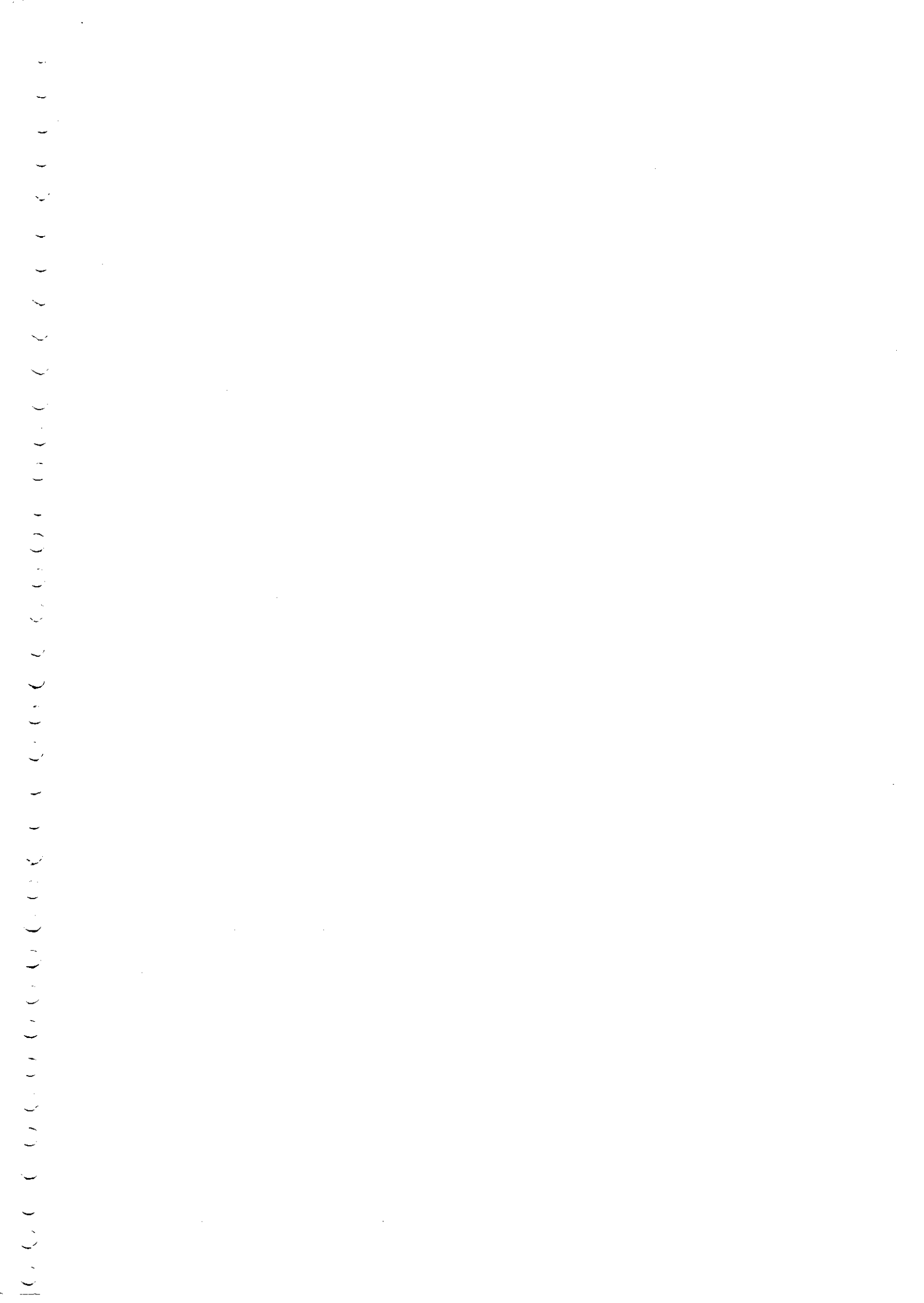
12B(x) An employee, who proposes to take up any commercial employment with any other organisation before the expiry of a period of two years from the date of retirement (including voluntary retirement), will be required to obtain prior written sanction of the Competent Authority, as per the prescribed procedure, before accepting such an employment Failure to do so, on the part of any employee, will debar the employee concerned for Post-Retirement Benefits, as are applicable from time to time.

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\* This takes effect from 19-10-1989

\*\* This takes effect from 14-06-1980

\*\*\*\* This takes effect from 18-04-1992



\* 13 The services of an employee may be terminated without assigning any reason to him/her and without any prior notice but only on the following grounds not amounting to misconduct under the Standing Orders namely:-

(a) If he/she is, in the opinion of the Company (the Board of Directors of Indian Airlines Ltd.) incompetent and unsuitable for continued employment with the Company and such incompetence and unsuitability is such as to make his/her continuance in employment detrimental to the interest of the Company:

OR

if his/her continuance in employment constitutes, in the opinion of the Company (the Board of Directors of Indian Airlines Ltd.), a grave security risk making his/her continuance in service detrimental to the interests of the Company:

OR

If in the opinion of the Company (the Board of Directors in Indian Airlines Ltd.) there is such a justifiable lack of confidence which having regard to the nature of duties performed, would make it necessary in the interest of the Company, to immediately terminate his/her services.

\*\* (b) No employee shall resign from the employment of the Company without giving six months notice in writing to the Company of his/her intention to resign

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(x) Fin/Rule/5/2000 Ref: HFD-9/2/94 dt. 14-02-2000.

\* This takes effect from 1.3.93

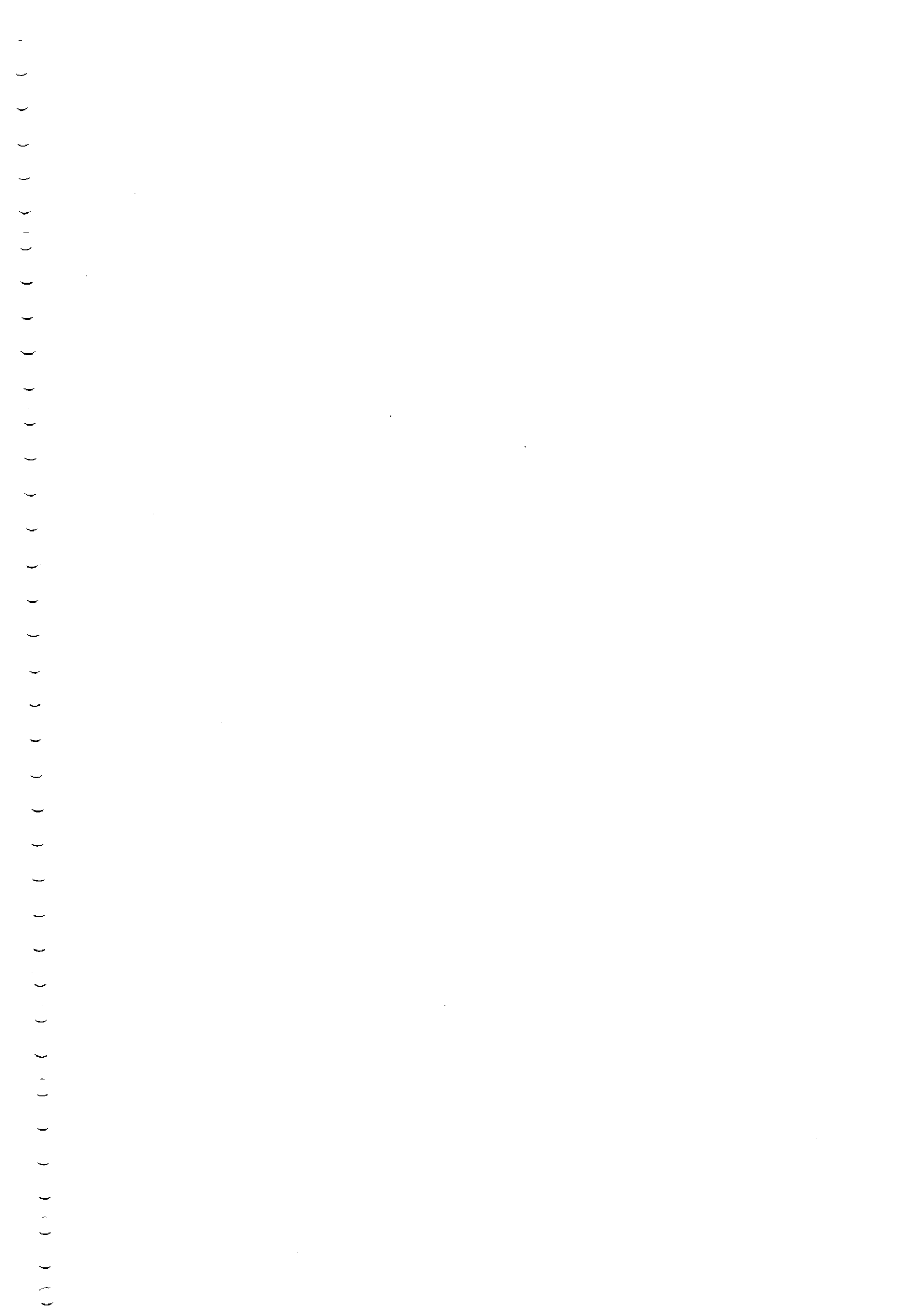
\*\* This takes effect from 17-3-93





Provided that Managing Director of the Company may dispense with or reduce the period of six months on grounds of continued ill-health of the employee or such other compelling or extraordinary circumstances which in the opinion of the Managing Director warrant such dispensing with or reduction in the period of notice :

Provided further that the Company will be at liberty to refuse to accept termination of his/her services by an employee where such termination is sought in order to avoid disciplinary action contemplated or taken by the Management.



## CHAPTER IV

### PROMOTION AND SENIORITY

14. An employee of the Company will be eligible for promotion to the higher scale in accordance with the Regulations made by the Company from time to time.

15. The seniority of an employee shall be determined in accordance with the Regulations made by the Corporation from time to time.

16. **\*\*Current Charges-**

An employee when required by the competent authority to hold charge of a higher post in addition to his own duties and when such charge is held for a period of not less than 30 days, shall be entitled to a charge allowance at the rate of 20 per cent of the minimum of the next higher scale of pay.

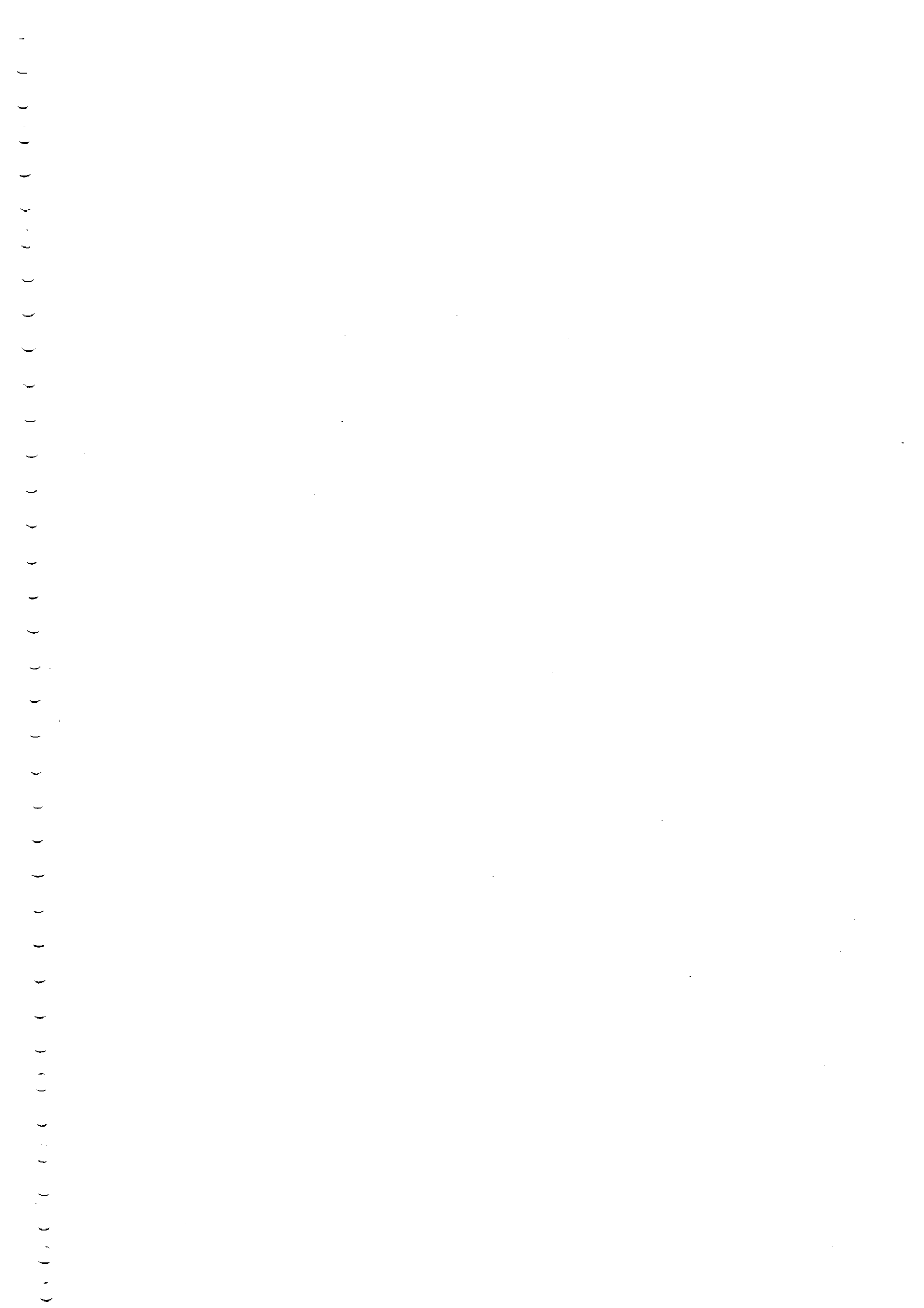


## **CHAPTER V**

### **SERVICE RECORDS**

17. A service Book, by numbers, of all employees of the Company, whether in permanent or temporary capacity, shall be maintained for each station. This book is to be maintained in the form prescribed in Appendix III.

18. The book is intended to be a complete authorised official record of an employee from the time he joins service till his discharge or retirement. Every entry in this book shall be signed personally by the officer authorised in this behalf by the Managing Director.



## CHAPTER VI

### PAY AND ALLOWANCES

19. Pay- The scales of pay for various categories of employees shall be as given in Appendix I.

#### 20 to 78 ALLOWANCES:

The allowances are part of establishment orders and hence prepared separately.

79. Regulation of pay and allowances:- The pay and allowances of an employee are payable from the date which he takes charge of the post or service to which he is appointed. If the charge is before 12.00 noon, the pay and allowances shall be admissible from the same day, if at 12.00 noon or thereafter, they shall be from the following day.

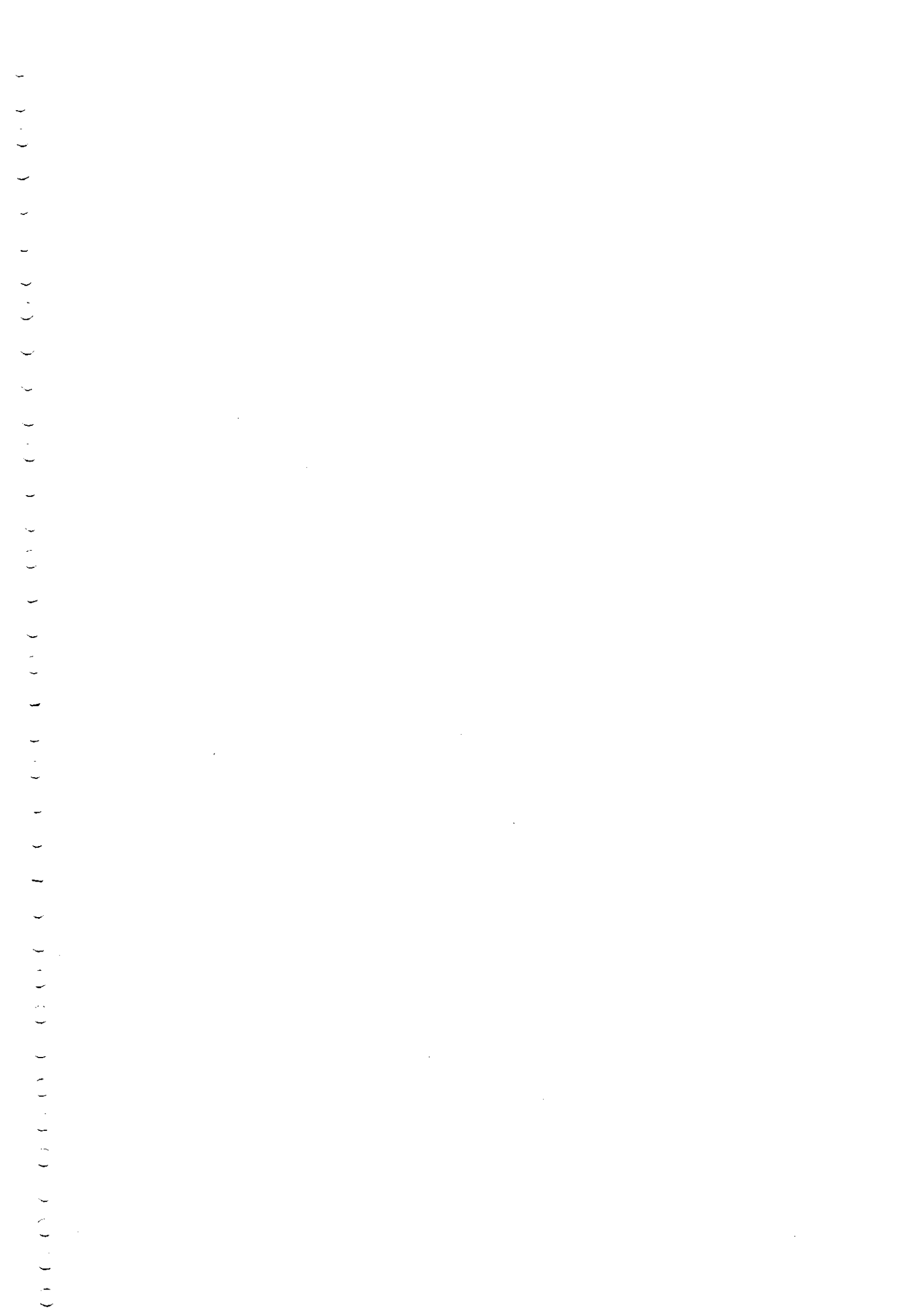
80. \*Initial Pay on Appointment: - A new entrant on first appointment to post on a scale of pay shall draw the minimum pay of the scale prescribed for the post, unless the appointing authority issues special orders regarding the fixation of his initial pay at a higher stage. In cases of promotion or appointment, whether on a permanent or on officiating basis, of serving employees to a higher scale, the basic pay of an employee in the lower scale shall first be raised by one increment in the scale applicable to the higher post and then refixed at the corresponding stage, in that scale:-

Provided that: -

- (a) if the pay so raised is below the minimum of the higher scale, the pay shall be fixed at the minimum of the higher scale:
- (b) if the pay so raised falls below the middle point between two stages, the fixation of pay in the higher scale shall be made at the nearest lower stage and the difference between the pay so fixed and the pay raised as above shall be allowed as personal pay to be absorbed in the next increment.

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\*This takes effect from 7.6.1975.





(c) if the pay so raised falls at or above the middle point between two stages, the fixation in the higher scale shall be made at the next higher stage.

(2) The increment by which the present pay shall be raised under sub-regulation (1) shall be the increment applicable to:

(a) The corresponding stage in the higher scale, if there is such stage: or

(b) the nearest lower stage, if there is no such corresponding stage: or

(c) the initial stage, if the pay in the lower scale is below the initial stage of the higher scale.

(3) On reversion to his substantive post, the employee appointed to officiate in higher post, shall be entitled to the pay which would have been admissible to him had he not been so promoted.

81. Increment:

1. On appointment:

(i) a new entrant on first appointment to the Indian Airlines Ltd. shall draw his increment after completion of one year's satisfactory and approved service in the prescribed scale of pay or on confirmation,

whichever is later, unless it is with-held by the competent authority for reasons to be communicated to the employee, in writing.

(ii) In the case of employees at Serial No.1 to 2 (App.1) the first increment on appointment shall be granted on one of the two rationalised dates, that is, 1<sup>st</sup> April or 1<sup>st</sup> October, as under:

(a) If the appointment takes effect between 1<sup>st</sup> January and 30<sup>th</sup> June, the first increment shall be granted on 1<sup>st</sup> April, of the following year:



- (b) If the appointment takes effect between 1<sup>st</sup> July and 31<sup>st</sup> December, the first increment shall be granted on 1<sup>st</sup> October of the following year:
- (iii) In the case of other employees, the increment shall be granted on the first of the month in which he completes twelve months of service.

2. On Promotion:

A serving employee on promotion to a higher grade shall draw his increment in the higher grade as follows, namely:-

- (i) In cases where an employee on promotion is fitted at the minimum of the higher scale of pay, the increment shall accrue to him one year after the date of promotion.
- (ii) In cases where an employee is already at the maximum of his grade on the date of promotion, the increment in the higher scale shall accrue to him after one year from the date of promotion unless his secondary increment is due within the year, in which case his next increment shall accrue to him from the date on which his secondary increment falls due.
- (iii) In all other cases the increment in the higher grade shall accrue on the date on which an employee would have earned an increment in the lower scale had he not been promoted.

Provided that in cases covered by clauses (i) & (ii) above employees at Sr.No 3 & above (App-1) on promotion shall draw their increment on the first of the month in which he completes twelve months of service and that employees at Sr. No.1 to 2 on promotion shall draw their increment on one of the two rationalised dates of increment, that is 1<sup>st</sup> April or 1<sup>st</sup> October, as under:-

- (a) if the promotion takes effect between 1<sup>st</sup> January and 30<sup>th</sup> June, the date of increment shall be 1<sup>st</sup> April.
- (b) if the promotion takes effect between 1<sup>st</sup> July and 31<sup>st</sup> December, the date of increment shall be 1<sup>st</sup> October.



3. Leave without pay and allowances upto a period of 2 years in aggregate during the full tenure of the service of the employee shall not affect the date of his annual increment. Any period of such leave in excess of 2 years shall have the effect of postponing the date of increment. In the case of employees at Serial No.1-2 (appendix-1) the date of next increment shall be one of the two-rationalised dates due thereafter.

4. Periods of absence without authority shall have the effect of postponing the date of increment to the extent of such periods of absence.

81.A Advance Increments:- Employees in all grades who have in the opinion of the Competent Authority, rendered meritorious service during the year may be granted advance Increment not exceeding two.

The competent Authority will also indicate whether the grant of Advance Increment (s) effect the date of the normal annual Increments.

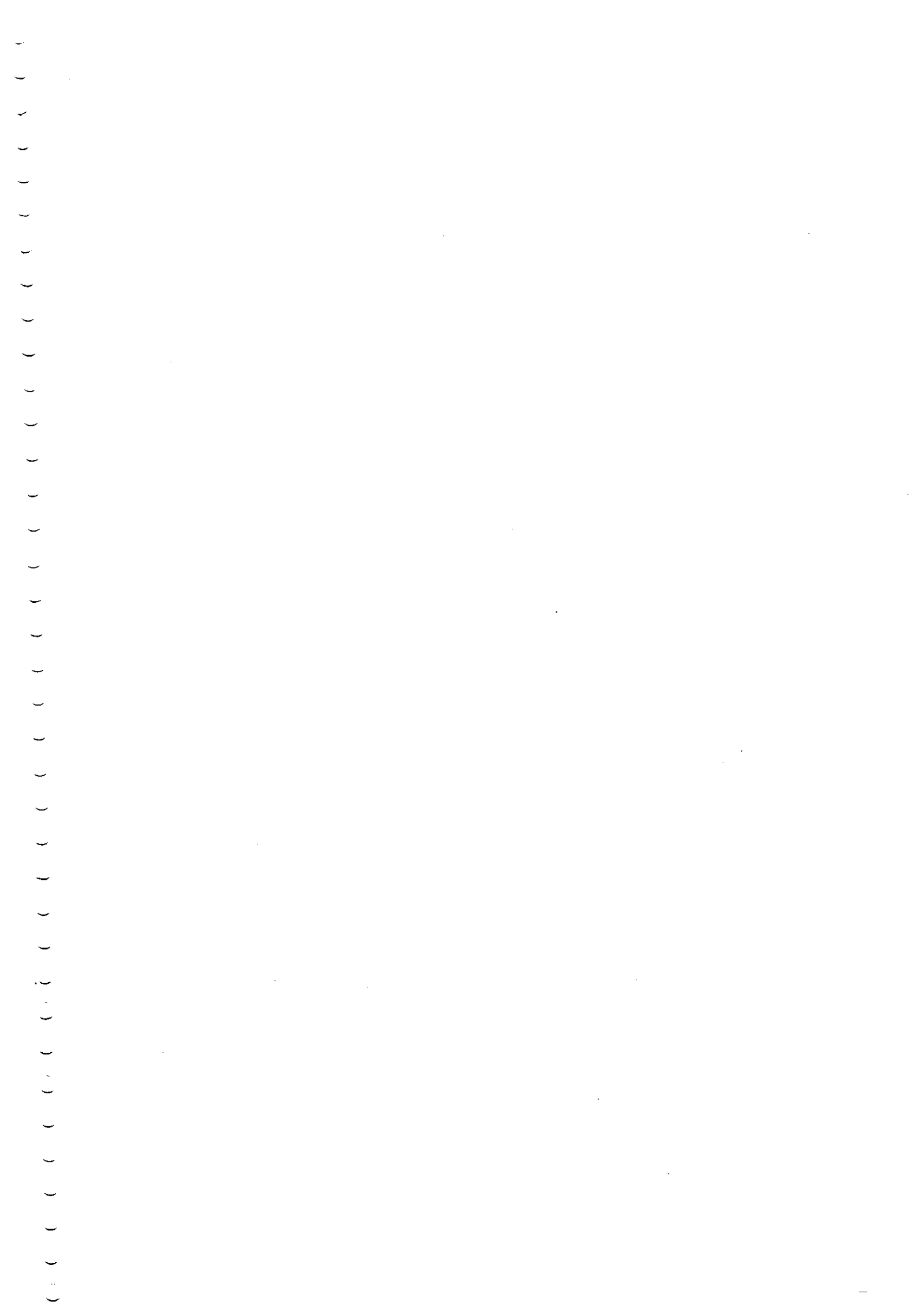
82. Secondary Increment:- An employee at Sr.No1 to 3 shall on reaching the maximum of his grade, be eligible for secondary increment once in three years after reaching the maximum of the scale of pay applicable to them. Effective April, 2001 this secondary increment will be payable alternate years instead of once in three years.\*

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84. Advance of salary while proceeding on leave:- An employee proceeding on Privilege Leave, Maternity leave and/or Sick leave shall be eligible to be paid in advance against the leave salary due for the full period of the leave, subject to the usual deductions e.g. on account of Provident Fund Subscription, Income-tax etc. In cases in which the leave granted to an employee extends beyond the next pay-day, the amount of advance should also include the pay and allowances due to him up-to the date of his proceeding on leave.

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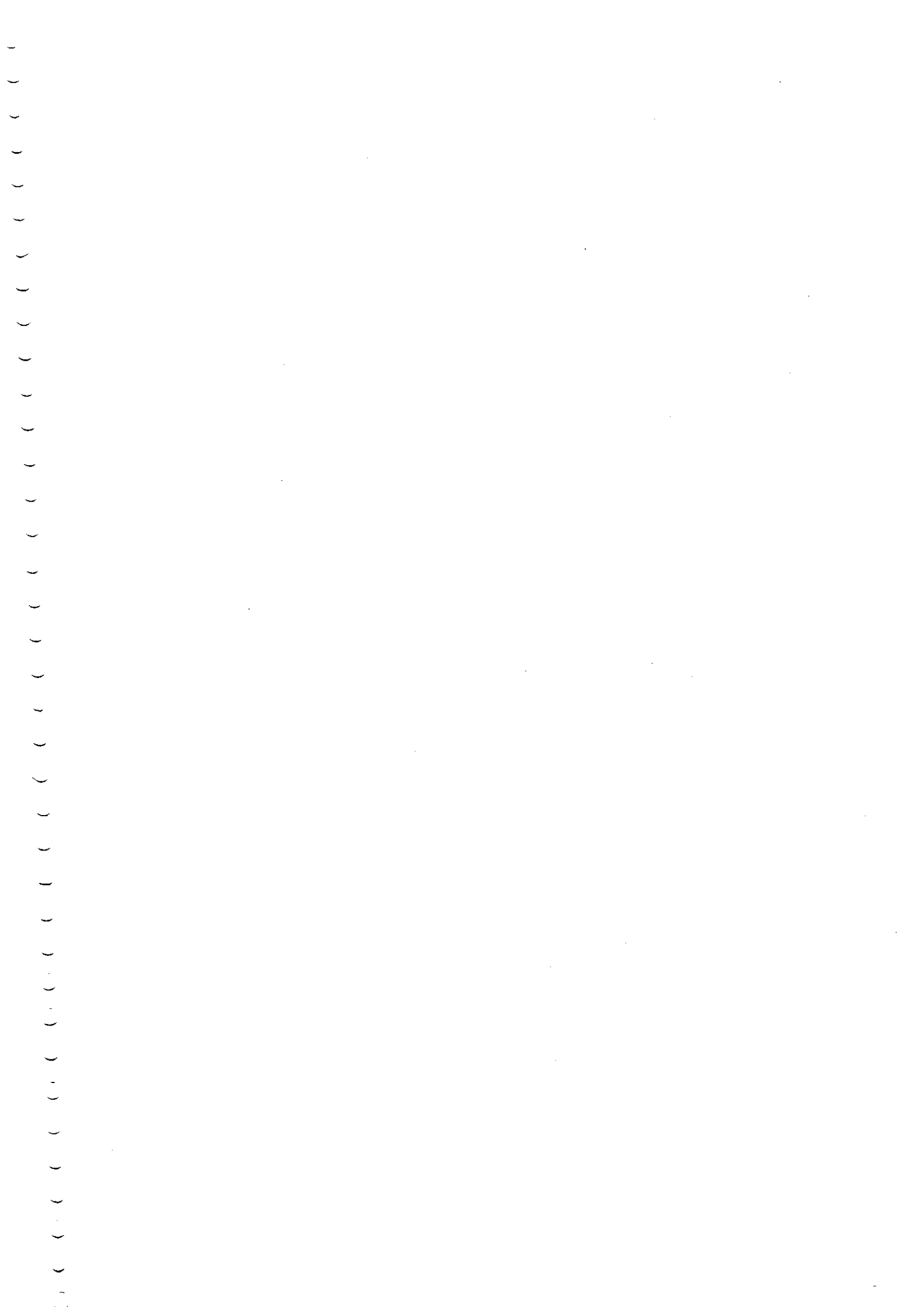
\* Amended HFD-9/202/83 dt 10<sup>th</sup> April 2001.



## **CHAPTER VII**

### **TRAVELLING AND DAILY ALLOWANCE**

85 to 120. These are part of Establishment order and hence printed separately.





## CHAPTER VIII

### Leave

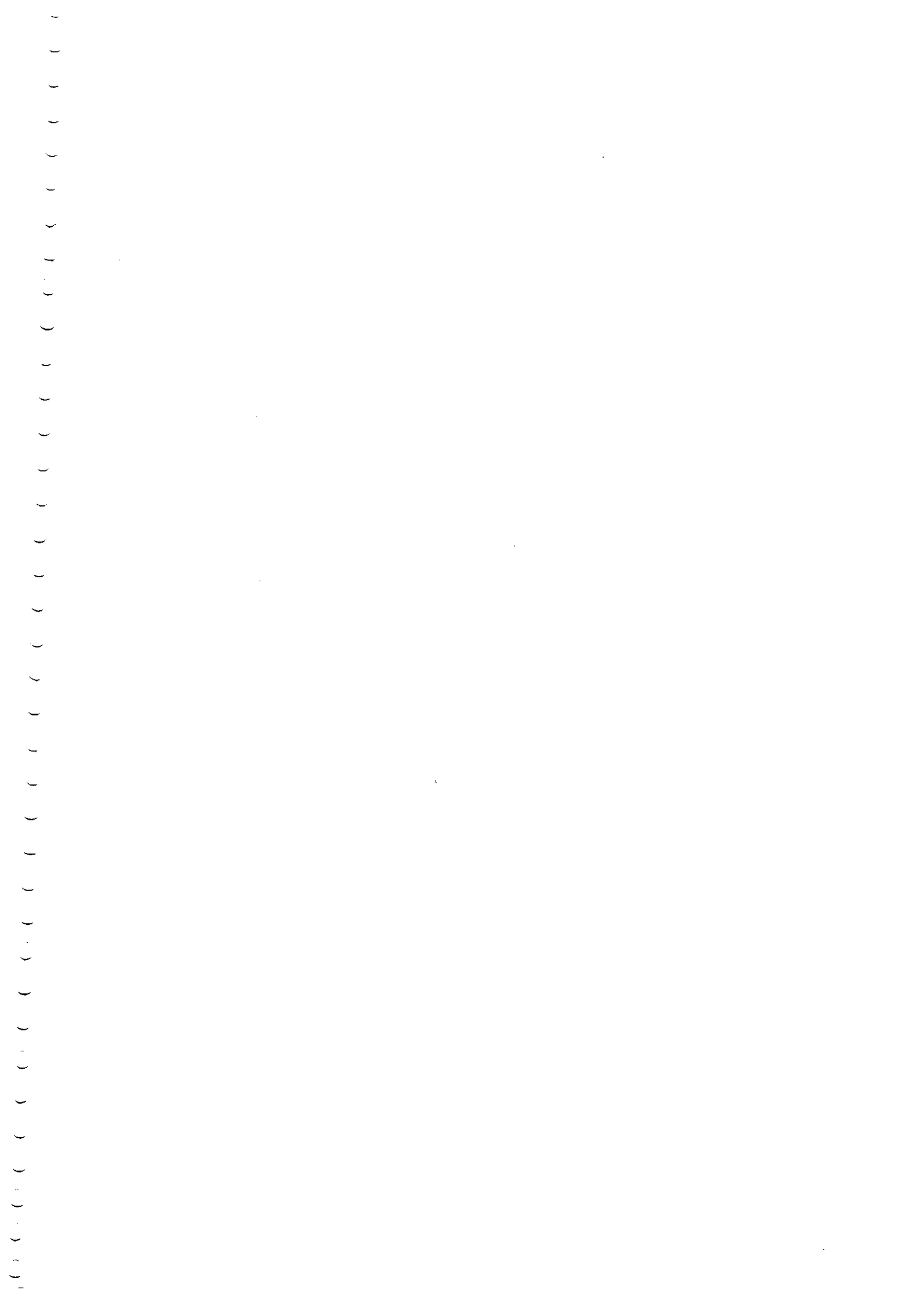
121. **Casual Leave:** - An employee shall be eligible for Casual Leave to the extent of 10 days in a financial year \* either for personal reasons or on grounds of sickness. This shall not be accumulated. Normally not more than three days Casual Leave will be granted at a time in two consecutive months. Casual leave can be combined with Extra-ordinary Leave i.e. leave without pay and allowances. Except as provided in Regulation 154 Casual Leave cannot be combined with any other kind of leave.
122. **Privilege Leave:-** An employee shall be eligible for 30 day's Privilege Leave for every 11 months of service. This leave is cumulative upto 300 days.\* \*
123. The leave account of an employee will be written up in retrospect only once for each period of eleven months service, by adding 30 days to the opening balance as on the first day of the period and deducting therefrom total leave availed of during the period.

Note:-- Reckoning of leave on pro-rata basis will be permissible during the currency of a period of eleven months' service. If the balance at the beginning of the period is less than the individual's leave requirement, Leave on a pro-rata basis shall be calculated at the rate of one day for every eleven days' service: fraction of a day shall be ignored.

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\* Vide HFD/9/36/56 dt. 30-11-99 . This takes effect from 1-04-2000

\*\* (Amended Fin/Rule/06/98 HFD-9/37/271 dt.15.1.98) This takes effect from 1-07-1997.



\*124. The carry over of leave thus worked out shall be restricted to 300 days and the balance of leave, if any, shall lapse unless the employee had made an application for the grant of leave and the same was refused before the expiry of the eleven months' period. In such cases the employee may be authorised to carry forward to the next leave period the full amount of leave assessed as above provided that the number of days of privilege leave carried over in excess of 300 days shall not exceed the period of leave applied for by him and refused in writing owing to exigencies of the Company's work.

124A. \*\* A Encashment of Leave:-

(1) Subject to the provision of sub-regulation(2), an employee on Indian scale of pay shall be eligible to encash privilege leave in accordance with the following conditions, namely:-

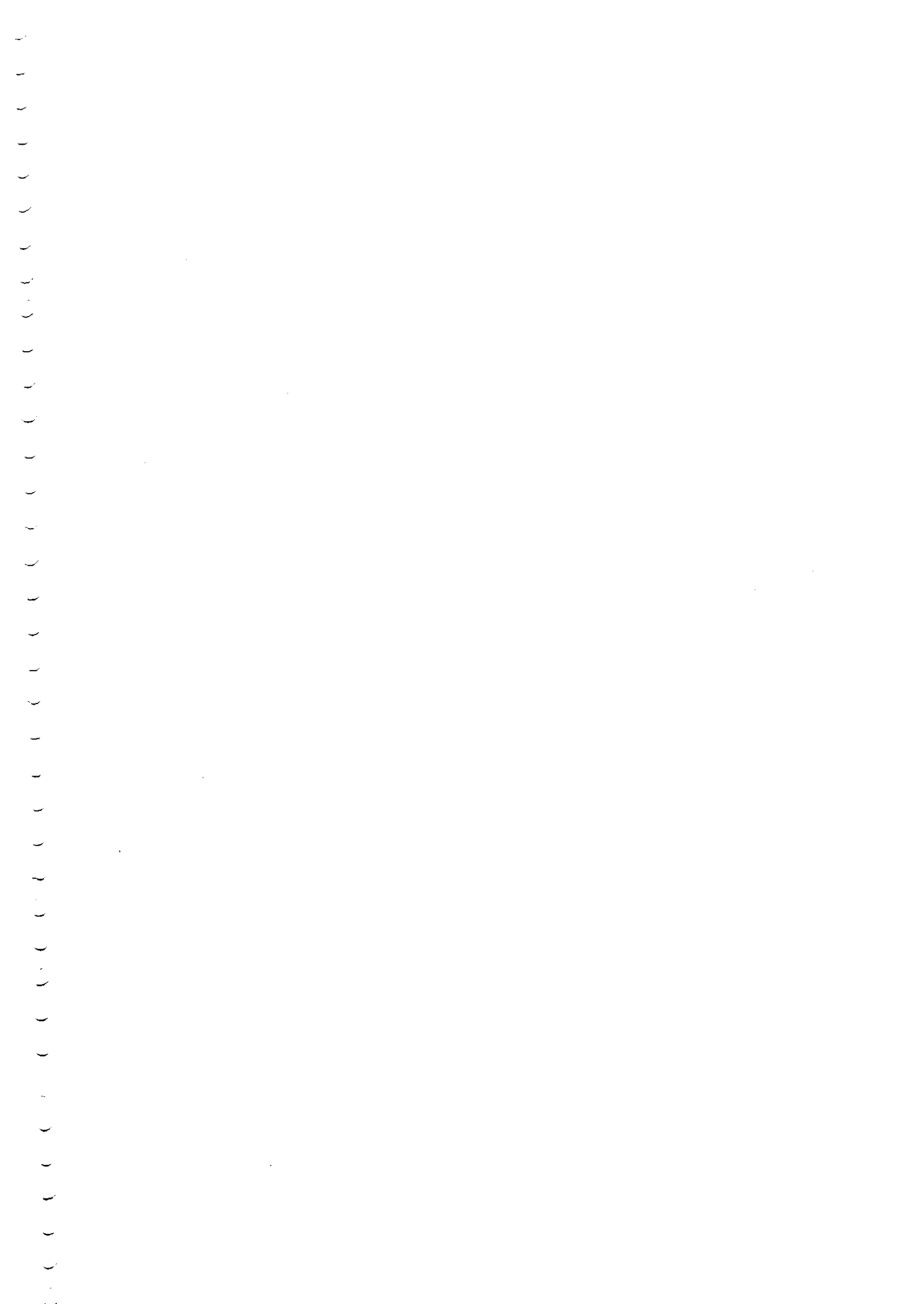
Regulations 124A (1)

- (a) The encashment of Privilege Leave shall be allowed at the option of the employee.
- (b) The maximum number of days for which leave can be encashed shall be half of the Privilege Leave lying at the credit of an employee on the date of encashment reduced by one year's entitlement to be retained at the credit of the employee.
- (c) Encashment of Privilege Leave shall be allowed only once in a financial year:
- (d) For the purpose of encashment of Privilege Leave, only pay as counting for Provident Fund contribution and additional dearness allowance shall be taken into account.

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\* This takes effect from 10.6.1977.

\*\* This takes effect from 1.1.1987.



- (e) The rate of encashment per day shall be calculated on the basis of the emoluments specified in condition (d) and drawn by an employee in the month preceding the month in which he applies for encashment, divided by thirty:
  - (f) No encashment of Privilege leave shall be permissible to an employee during the period of his suspension from service:
  - (g) No deduction other than income-tax shall be made from the amount payable if the encashment is for a period less than thirty days:-
  - (h) The amount payable towards the Privilege leave allowed to be encashed shall not be reckoned as pay for any purpose including Provident Fund contribution:
  - (i) The period of Privilege leave permitted to be encashed should not be reckoned for the purpose of earning Privilege leave or any other kind of leave.
- (2) The benefits of encashment of Privilege leave shall not be admissible to:-
- (a) employee on contract:
  - (b) temporary employee:
  - (c) apprentices and trainees:
  - (d) employees appointed for a specific project:
  - (e) employees who resign or whose services are terminated on disciplinary grounds:
  - (f) employees on deputation:

125. A temporary employee, although he earns Privilege leave from the date of his appointment, shall be eligible to avail of the leave only after he has completed one year's service. For this purpose all continuous service rendered prior to 1<sup>st</sup> January, 1955 in Indian Airlines Ltd. shall be taken into account.



126. For the purposes of determining Privilege leave entitlement, periods of absence on the following types of leave shall count as service: -

- (i) Casual leave:
- (ii) Sick leave:
- (iii) Quarantine leave:
- (iv) Special leave granted by the Managing Director to count towards service:
- (v) Accident and Disability leave on full pay under Regulation 135:
- (vi) Special leave for injuries caused during sporting activities.

**NOTE:** No period of absence on any other types of leave shall count as service for purposes of determining leave entitlement.

127. The leave salary admissible to an employee for the duration of Privilege leave, shall in addition to his Basic Pay and personal Pay, include the other allowances as decided from time to time.

128. Sick Leave:

An employee shall be eligible for 21 days Sick Leave in a calendar year. He shall be eligible for pay and allowances as laid down in Regulation 127, while on Sick Leave.

~~128~~ An employee may carry over to the next calendar year any unavailed portion of sick leave not exceeding 9 days per calendar year subject to the condition that the leave thus accumulated shall not exceed 80 days at any time.

129. A member of Flying Crew who reports sick and is thus unable to report for duty at the appointed time shall furnish a certificate by the Medical Officer in support of his request for Sick leave. In places where there is no Medical Officer, the certificate may be obtained from a Registered Medical Practitioner of Allopathic system of medicine. The medical certificate shall be submitted by the crew as early as possible without avoidable loss of time.





130. Blank

131. Special Sick Leave:

Flying Crew shall, for major or prolonged illness exceeding 30 days, operation or accident, be eligible for Special Sick Leave at the rate of 15 days on full pay and allowances for each completed year of service commencing from 1<sup>st</sup> August, 1953 or the date of joining Indian Airlines whichever is later. Such Special Sick Leave may be accumulated upto a maximum of 180 days and can be availed of only when normal Casual Leave, Sick Leave and Privilege Leave in excess of 75 days admissible under these Regulations are exhausted.

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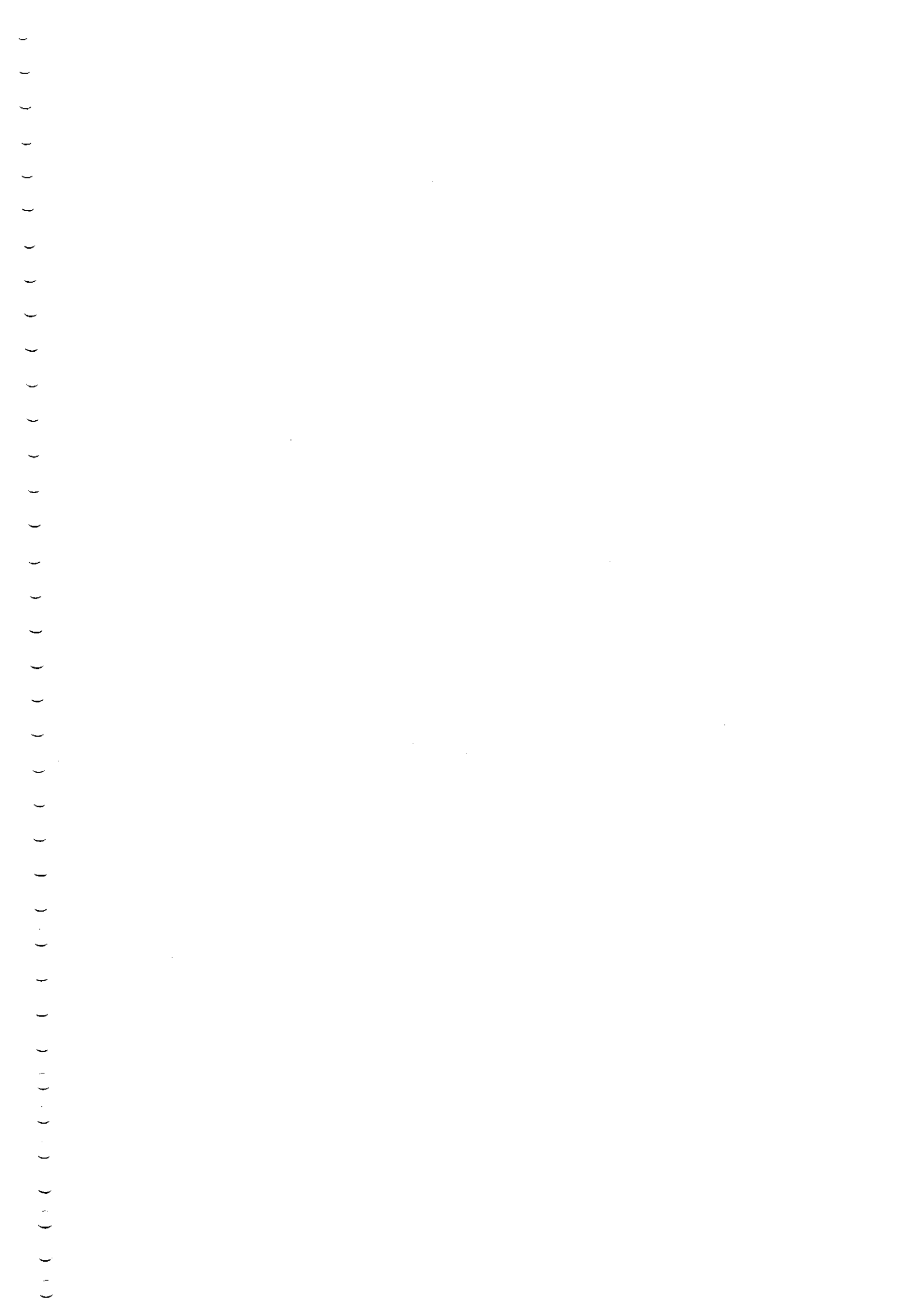
134. Special Sick Leave on half pay may be granted on pro-rata basis for a fraction of a year's service e.g. an employee with one and a half-year's service is eligible for 45 Special Sick Leave.

135\*. Accident and disability leave: -

(1) An employee sustaining an injury caused by an accident arising out of and in the course of his employment, or by illness incurred-

- (i) during the course and in consequence of the due performance of the duties assigned to him / her, or
- (ii) in the performance of any particular duty which has the effect of increasing his / her liability to illness beyond the ordinary risk of attending the normal duties assigned to him / her, may on production of a medical certificate in the prescribe form be granted accident and disability leave upto a maximum of one hundred and twenty days.

2. During the period of leave granted under sub-regulation (1) the employee shall be entitled to his full pay: "Provided that an employee who is unable to resume duty after the expiry of the leave granted under this regulation, may be granted, at the discretion of the Managing Director, an extension of such leave on full pay



for a period not exceeding two hundred and seventy four days, if a medical board constituted by the Company for the purpose, recommends such extension. The Company shall meet the cost of medical treatment of the employee in accordance with the provisions of regulation 161.

136 The grant of leave is subject to the condition that the accident or illness is not due to the employee's negligence or default and that the employee obeys all instructions given by the approved medical authority as to treatment during the period of absence.

137 Blank

138. Study Leave:-

An employee may be granted study leave by the Managing Director at his discretion on the merits of each case, on such terms and conditions as he may deem necessary.

139. Quarantine leave is to be granted in cases of cholera, small pox, plague, diphtheria, typhus fever and cerebrospinal meningitis and Measles.

140. Quarantine leave is not admissible in cases in which an employee himself is suffering from an infectious disease. In such cases the employee should be given the normal casual sick or privilege leave at his credit.

141. Maternity Leave:-

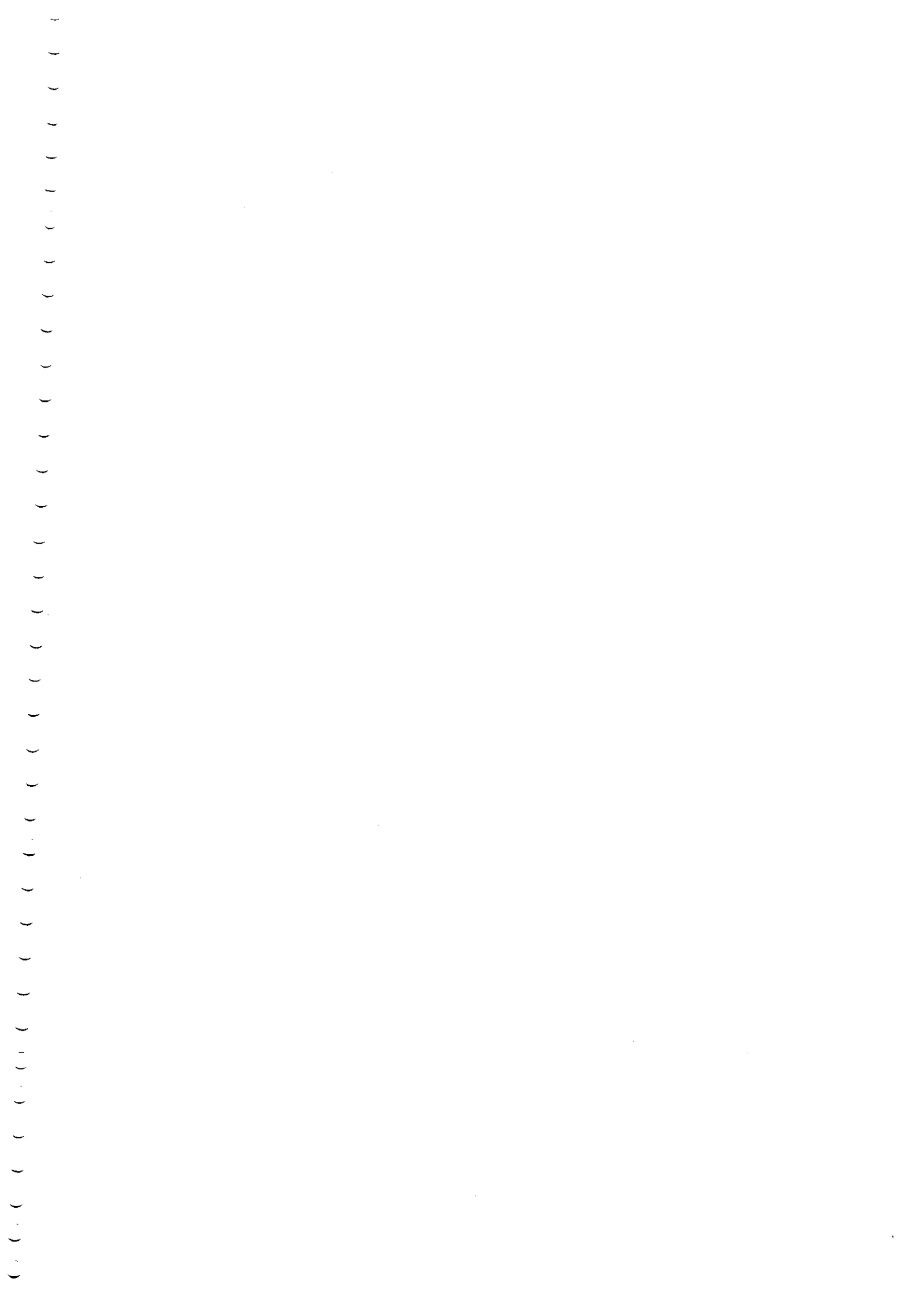
A female employee with less than two surviving children shall be eligible for the grant of maternity leave on full pay for a period which may extend upto 135 days.\*\*

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\*This takes effect from 17.05.1980

\*\* (Amended vide Fin/Rules/02/98

(HFD-9/63/264 dt.7-1-98 this takes effect from 1-11-1997).



142A. Paternity Leave:-

A male employee with less than two surviving children shall be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave. \*\*

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\*\* (Amended vide Fin/Rule/08/98 (HFD-9/37A/273 dt.15.1.98) this takes effective from 1-11-97).

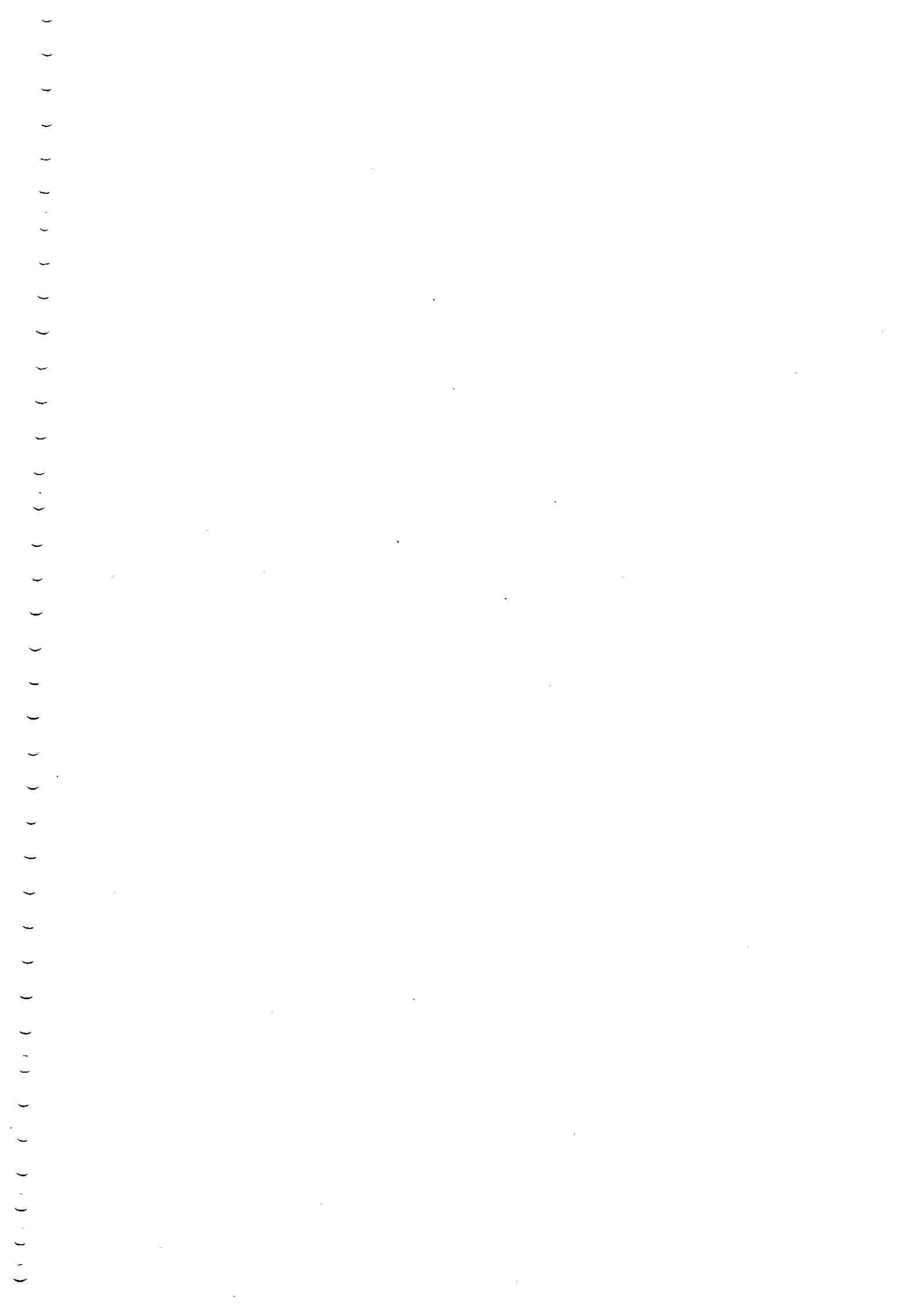
142. Extra-ordinary Leave:-

In exceptional circumstances to be recorded by the sanctioning authority and when no leave of any other kind is admissible under these Regulations to a permanent employee or a temporary employee who has completed one year's continuous service, he may be granted extraordinary leave i.e. leave without pay and allowances. The period of such leave shall not exceed 90 days at a time.

144. A temporary employee with less than one year's service is eligible for the grant of extraordinary leave under the above circumstances upto a maximum of 15 days.

145.\* Extra-ordinary leave for T.B. or Leprosy etc.:- Any employee suffering from:-

- (a) Tuberculosis
- (b) Leprosy
- (c) Cancer



- (d) Organic heart diseases requiring hospitalisation and/or prolonged rest in bed.
  - (e) Paralysis of vascular, infective or degenerative origin affecting one or more limbs (minor paralysis like Bell's palsy is not included in this category)
  - (f) Significant mental illness treated in a Government Mental Hospital (in such cases, a certificate from the Hospital Superintendent or any other competent authority of a Government Mental Hospital empowered to issue such a certificate will be accepted by the Company, subject to the approval of the same by the Medical Officer of the Company).
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\* This takes effect from 9.5.1981.

- (g) On the recommendations, of the Medical Officer of the Company, extraordinary leave may also be granted in cases where the employee is suffering from the following diseases or ailments or injury requiring hospitalisation or prolonged rest in bed.
  - (i) renal (Kidney) failure:
  - (ii) hepatic (liver) failure:
  - (iii) chronic cor pulmonale:
  - (iv) empyema thoracis:
  - (v) collagen diseases:-
    1. systemiti colupus erythematosus:
    2. polyar teritis nodosa:





3. progressive systemic sclerosis:
  4. polymyositis.
- (vi) rheumatoid arthritis:
  - (vii) demyelinating diseases:
  - (viii) injuries to important internal organs:
  - (ix) complications of fractures requiring prolonged hospitalisation or rest in bed.
  - (x) Significant disease of the nervous system.
- (h) Any other major illness or injury requiring hospitalisation continuously for a period of three months or more provided such hospitalisation has the approval of the Medical Officer of the Company may in addition to the leave referred to in regulation 143 or 144 as the case may be granted extraordinary leave i.e. leave without pay and allowance at the rate of 30 days for every year of service. The period of this extraordinary leave shall however, not exceed 270 days in the entire period of service.

146. For the purpose of Extra ordinary leave under Regulation 145 all continuous service rendered prior to 1.1.1955 in Indian Airlines Ltd. integrating airlines shall also be taken into account.

147. Special Leave for Injuries During Sporting Activities:-

An employee who takes part in any sport in a recognised tournament as a duly authorised representative of the Indian Airlines Ltd. and sustains an injury while actually participating in an event of the tournament shall be eligible for the grant of Special Leave. This leave will be granted only on the recommendations of the Medical Officer.

147A. Special Casual Leave:-

A permanent employee or a temporary employee who has completed one year's service, who is a sportsman of all India repute and who takes part in sporting events, tournaments and matches of national or international importance held either in India or



abroad shall be eligible for the grant of Special Casual leave subject to the conditions mentioned in clauses (I) and (ii) below: -

(i) The total period of Special Casual leave shall not exceed 30 days in any one calendar year. Any period of absence in excess of 30 days should be treated as regular leave of the kind admissible under the Service Regulations. This leave can be combined with regular leave but not with ordinary Casual leave:-

(ii) The Special Casual Leave may be allowed only:-

A) for participating in sporting events of national or international importance:  
and

b) when the employee concerned is selected or called for trial, for such participation.

a) In respect of international sporting events, by any one of the following organisations as a member of a team which is accepted as representatives on behalf of India:-

1. The All-India Football Federation:
2. The Indian Hockey Federation:
3. The Board of Control for Cricket in India:
4. The India Olympic Association:
5. The All-India Lawn Tennis Association:
6. The Table-Tennis Federation of India:
7. The All-India Badminton Association:
8. The All-India Women's Hockey Association: and
9. The national Rifle Association, India or



- b) in respect of events of national importance when the sporting events in which participation takes place, is held on an inter-state, inter-zonal or inter-circle basis, and the employee concerned takes part in the event in a team as a duly nominated representative on behalf of the State, Zone, or Circle as the case may be, or
- (c) in respect of an event in a recognised sport in a tournament organised under the authority of the Indian Airlines Ltd. or
- (d) in respect of any other event or tournament in which the Indian Airlines Ltd. decides to enter its official team.

**NOTE:-** This concession is not to be allowed for participation either in a national or inter-national sporting event in which such participation of the employee concerned takes place in the personal capacity and not in a representative capacity.

147B An employee who undergoes sterilisation operation under the Family Planning Scheme, shall be eligible for the grant of Special Leave not exceeding six days.

147C A male employee whose wife undergoes sterilization operation under the Family Welfare Scheme may be granted upto seven days Special Casual Leave subject to the production of a Medical Certificate from the doctor, who performed the operation to the effect that the presence of the male employee is essential for the period of leave to look after his wife during her convalescence after operation.\*

148. General Conditions regarding all kinds of Leave:-

No kind of leave can be claimed as of right. The authority empowered to grant leave has the discretion to refuse or revoke leave according to the exigencies of the Company work.

149. All leave shall be applied for in writing addressed to the appropriate authority within the time prescribed by the relevant Regulation.

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152 If leave is refused postponed revoked, the reason therefore shall be communicated to the employee concerned.

153

1. Subject to the provisions of Sub Regulation (2) all leave at the credit of an employee shall lapse on the date of retirement or termination of service or when his resignation is accepted by the authority.
2. An employee retiring on Superannuation or voluntarily retiring under clauses (a) or (b) of regulation 12 shall be eligible to encash the unutilised privilege leave and sick leave standing to his credit at the time of his retirement subject to the conditions, as specified against each:

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\* This takes effect from 9.10.1985.

(1) PRIVILEGE LEAVE:-

The leave salary which an employee is entitled to encash shall be limited to three hundred days and shall be paid in one lumpsum as one time settlement.

The authority competent to grant leave shall also be authorised to grant encashment of privilege leave at the credit of an employee on the date of his retirement. \*

(ii) SICK LEAVE

- (a) Encashment of sick leave will be permitted upto a maximum number of days for which the accumulation is allowed i.e. 80 days.
- (b) The encashment of sick leave will only be permitted if the employee has a minimum balance of 50% of the permissible ceiling i.e. 40 days standing to the credit of the employee at the time of his retirement. In other words if the accumulated sick leave is less than 40 days at the time of retirement, no encashment will be allowed and such leave will lapse.





(c) In case of a deceased employee, the condition of minimum balance of 50% shall not apply. The legal heir/s (of the deceased may be paid the amount of encashment of sick leave irrespective of the number of days at the credit of the deceased employee.\*\*

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- Amended vide- Fin/Rule/07/98 (HfD-9/37/272 dt. 15-1-98  
this takes effect from 1-7-97)

\*\* This takes effect from 30-03-95 (Fin/Rules/38/216 dt 6<sup>th</sup> June, 95)

NOTE:- For the purpose of encashment of Privilege Leave & Sick Leave pay counting as pay for the purpose of Provident Fund only shall be taken into account.

154. When an employee who has exhausted the full period of sick leave due to him, requires more leave on grounds of sickness he can be granted Privilege/Casual Leave in continuation of sick leave. Thus, whilst Privilege/Casual Leave can be availed of either on grounds of sickness or for private affairs, Sick Leave can be availed of only on grounds of sickness.

\*NOTE: Sick leave, which can be availed of only on grounds of Sickness can also be granted in continuation of Privilege/Casual Leave irrespective of whether the latter is taken on grounds of sickness or otherwise.

155. The grant of half a day's leave is not allowed to an employee. Any such leave availed of will count as a full day.

156 to 158 Blank

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\*This takes effect from 1.7.1986