



## Jawaharlal Institute of Postgraduate Medical Education & Research

(An Institution of National Importance Under Ministry of Health & Family Welfare, Govt. of India)

Dhanvantari Nagar, Puducherry – 605 006

### Academic Section

## Leave regulations for Senior Residents (3-year DM/MCh program), 1-year or 2-year PDCC/PDF programs, and years 4 to 6 of 6-year DM/MCh program

### Leave:

Senior residents are permitted to avail leave as under:

Year	Leave permitted*
First	24
Second	30
Third	36

\*Calculated on pro-rata basis (i.e., during the first year of their tenure, they will be sanctioned leave only based on the number of days that they have already earned).

### General leave rules:

- Academic leave of 7 days per completed year (to attend conferences, CMEs, workshop, symposium, etcetera) is permitted. Any unavailed academic leave cannot be carried forward to the next year.
- Candidates are not entitled to any other leave except as above.
- Leave for the first or the second years cannot be carried forward to the next year(s).
- Any leave beyond the above limit in any year will be treated as Extra Ordinary Leave (EOL) without pay and the registration period will be extended by the duration of EOL.
- Such EOL cannot exceed 30 days in the tenure period of 3 years, and the candidate will have to work for the extended period equivalent to that of EOL.
- If the EOL duration exceeds 30 days over 3 years, Residency will be extended by the duration of EOL and the final examination of the candidate will be postponed till after completion of the tenure.
- Overstay on leave without proper sanction/wilful absence from duty will render a resident liable to disciplinary action and his/her name may be struck off the rolls and appointment as Senior Resident terminated.
- In case of unauthorized absence, a notice may be sent to the resident to join within 10 days. If he/she does not join within the stipulated period, a second notice may be sent to the candidate and his/her parents. If after the two notices, the candidate still does not join or fails to submit an explanation, then a final notice will be issued as a last opportunity to join in another ten days, failing which, his/her name may be struck off the rolls and appointment as Senior Resident terminated.
- Leave cannot be claimed as a matter of right and all leave should be sanctioned by the Dean (Academic). At any time, teaching or patient care services should not be affected. Therefore, leave application shall be scrutinized by the Head of the Department (HoD) on merits and in keeping with institutional exigencies, patient care, and academic activities, and forwarded to the Dean (Academic). More than 40% of residents in a

department cannot go on leave during a particular period unless a special permission is obtained from the competent authority for a valid reason.

- If a Senior Resident posted in a location other than the parent department (peripheral posting) wants leave for any reason, the application should be forwarded and duly recommended by the HoD/Chief of concerned Department/Centre wherein the resident is posted during the intended leave period and HoD of the parent department is the competent authority to recommend his/her leave.
- For long leave (more than 7 days), it is mandatory to apply to the Dean (Academic) through proper channel with proper justification well in advance (at least ten days before proceeding on leave). Dean (Academic) is the Competent Authority for sanctioning such leave.

### **Maternity leave:**

Female Senior Residents (DM/MCh/PDF/PDCC) are entitled for maternity leave as per the Government of India rules during their course with full pay. Their period of training will be extended for a period equal to the leave availed. The candidates will have to work for the extended period and the final examination of the candidate shall be postponed to the next examination session to allow for/ensure completion of the extended period of training.

Maternity leave period will be treated in a manner similar to EOL for the purpose of calculation of extension of tenure and postponement of exams. The period of registration and training will be extended for the number of days of Maternity leave and any examinations postponed accordingly.

### **Paternity leave:**

Male Senior Residents (DM/MCh) are entitled for paternity leave as per Government of India rules. Maternity leave period will be treated in a manner similar to EOL for the purpose of calculation of extension of tenure and postponement of exams. PDCC/PDF Senior Residents are not entitled for this.

### **Leave travel concession:**

DM/MCh residents are eligible for hometown leave travel concession once in their 3-year term, but only after completion of one year of service. PDCC/PDF Senior Residents are not entitled for this.

### **Leave encashment:**

As per instruction contained in CCS Leave Rules, 1972, Senior Residents (Academic) are entitled for leave encashment for unavailed leaves (out of total 90 days' leave as above) on completion of tenure period after submission of final no-dues from the concerned departments. This does not apply to foreign nationals or sponsored candidates.

This is issued with the approval of the competent authority.

**Dean (Academic)**