



Ref: 01:RTI- 22691 /2024

Date: 29/04/2024

From:

The Central Public Information Officer,
NTPC Limited, Engineering Office Complex,
4th Floor, Room No. 185, Sector-24, Noida
Uttar Pradesh-201301

एन टी पी सी लिमिटेड
(भारत सरकार का उद्यम)

NTPC Limited

(A Govt. of India Enterprise)
(Formerly National Thermal Power Corporation Ltd.)

केन्द्रीय कार्यालय/Corporate Centre

To:

Shri Kareem Ansari
Yugantar (VH3YUWEZ)
3-4-142/6, Barkatpura
Hyderabad-500027

Sub: Seeking information under the 'RTI Act, 2005'.

Sir,

This is with reference to your RTI application dated 04/04/2024, which was received in NTPC-CPIO's office on 12/04/2024, seeking following information under RTI Act, 2005.

Information Sought:

Para (A)

Please provide the procedure that must be followed according to the rules to treat the period of unauthorized absence as dies-non. Kindly furnish the relevant extract of rules or delegation of powers.

Para (B)

According to the rules who is the competent authority to approve the period of unauthorized absence as dies-non. Kindly furnish the relevant extract of rules or delegation of powers.

Reply - Para (A & B)

The relevant extract of Dies-Non Leave Rules is enclosed as **Annexure-1**.

Appeal, if any, may be sent within 30 days of the receipt of this letter. Following is the details of the Appellate Authority of NTPC Limited:

Shri Satish Upadhyay, Appellate Authority
NTPC Ltd., NETRA, Room No. 106, (1st Floor), E-3, Ecotech-II
Udyog Vihar, Greater Noida, Distt: Gautam Buddha Nagar
Uttar Pradesh-201306.

Thanking you,


Yours faithfully,

शान्तिमय

(SHANTIMOY NANDAN)
CPIO, NTPC Ltd.

Encl: **Annexure-1**

CC: ED (HR), SCOPE

	<p style="text-align: center;">NTPC Limited Corporate Human Resources Division HR Policy Manual NTPC Leave Rules</p>	<p>Section:0201 Issue No: III Rev.No.0 Issue Date: 25.03.2019 Updated as on: 22.06.2023 Page: 12 of 33</p>
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- ii) Up to six months on any one occasion on Medical Certificate for diseases other than T.B., Leprosy and Cancer.
- iii) Up to eighteen months on any one occasion in case of treatment for T.B., Leprosy and Cancer.

16.2 Entitlement of extra-ordinary leave in respect of Trainees/Apprentices (other than Act Apprentices) and employees engaged on contract shall not exceed 20 days on any one occasion

16.3 The Chairman and Managing Director may sanction extra-ordinary leave in excess of the above-mentioned limits by three months in exceptional cases.

16.4 In no case the total extra-ordinary leave admissible to an employee during the entire service period shall exceed five years.

16.5 EL, HPL/SL credited to the leave account of the employees who remain on EOL/unauthorized absence is to be reduced on pro-rata basis for the period of EOL/unauthorized absence; subject to the condition that no such adjustment will be made when the period of such types of leaves in a given half year is upto a period of 30 days.

17.0 DIES-NON LEAVE (WITH OR WITHOUT BREAK IN SERVICE):

1.0 In order to further streamline the system of regulating unauthorized absence of employees wherein the absence is due to reasons not covered under Clause 16.0 and/or the absence is beyond the periods specified under EOL in Clause 16.0, the provision of Dies-non Leave (with or without break in service) is introduced.

2.0 The Competent Authority shall decide the period of such absence as **Dies-non without break in service (Category-I)** or **Dies-non with declaration of break in service (Category-II)**, depending on the merits of each case.

3.0 The various terms and conditions of employment of the employee in Dies-non cases may be regulated as below:

S. N.	Issues	Category-I Dies-Non without break in service	Category-II Dies-Non with Declaration of break in service
1	Pay & Allowances and Settlement of dues	No Pay, Allowances and performance related payments will be payable for the period.	No Pay, Allowances and performance related payments will be payable for the period. Full & Final settlement, as in case of separation will be done in such cases before the employee joins back, which will be treated as fresh joining.



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S. N.	Issues	Category-I Dies-Non without break in service	Category-II Dies-Non with Declaration of break in service
2	Gratuity	Period of Dies-non not to be counted for payment of Gratuity. Gratuity to be paid as per provisions of Gratuity Act considering pre & post Dies-non periods as one/ continuous. For arriving at the period admissible for gratuity, dies non period will be reduced from the total service and then rounding of 6 month will be done.	Period of Dies-non not to be counted for payment of gratuity. Pre & Post Dies-non periods are to be treated as separate services and gratuity is to be paid/not to be paid, as per provisions of Gratuity Act, for both the periods treating them as separate services and further subject to the condition that gratuity already paid for previous service and that admissible for the period of service after fresh joining is limited to the applicable ceiling. (Existing ceiling is Rs. 10 lakh)
3	Leave Accrual	No leave accrual is to be accounted for the period of Dies Non as the said period is not to be considered for any purpose. In case an employee joins back after such a period and due approval is taken to treat such an absence period as Dies Non without break in service then leave shall be credited on pro-rata basis from the date of joining. If dies non period is less than a 30 days then pro ratio of quota will not be done.	No leave accrual is to be accounted for the period of Dies Non as the said period is not to be considered for any purpose. In case due approval is taken to treat such an absence period as Dies Non with break in service then leave shall be credited on pro-rata basis for the period of dies non. If dies non period is less than a 30 days then pro ratio of quota will not be done. In such cases the previous leave account will be settled as in case of separation and a fresh leave account will be opened from the date of joining back as per extant rule.
4	Increment Payment	No shifting in case it is less than 3 months. Increment date may be shifted by 3 months if dies-non is between 3 months to 6 months. The above principle will be followed for the period of dies non for 6 months and so on.	Joining back after Break in service is to be considered fresh joining. A new Employee Number shall be allotted and increment to be considered as per extant rules.
5	Incentive Payments (GI/OI/PRP/ Spl award/ incentive)	No payments	No payments



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S. N.	Issues	Category-I Dies-Non without break in service	Category-II Dies-Non with Declaration of break in service
6	Medical claims	<p>Medical claims for the period of Dies-non have to be submitted by the employee to the Medical Relaxation Committee for consideration.</p> <p>Medical claims (for treatment of self & dependents) already reimbursed to the employee or paid to hospital under referral scheme, if any, for treatment taken during dies-non period shall be recovered. The employee, if feels necessary, will again have to apply to the Medical Relaxation Committee for consideration for reimbursement.</p>	<p>No settlement for medical claims for expenses borne during dies-non period with break in service.</p> <p>Medical claims (for treatment of self & dependents) already reimbursed to the employee or amount paid to hospital for treatment availed by employee for self /dependent from panel hospital under referral scheme, if any, for treatment taken during dies-non period shall have to be returned by the employee or shall be recovered/ adjusted from dues/ salary payable subsequently.</p>
7	Other Claims & Reimbursement e.g., Telephone facility	<p>No reimbursements to be allowed for period of Dies Non. Amount reimbursed to employee for dies non duration will be recovered from employee.</p>	<p>No reimbursements to be allowed for period of break in service. Amount reimbursed to employee for dies non duration will be recovered from employee.</p>
8	Insurance Coverage e.g. HBA insurance, GI,GPAI	<p>In case of HBA insurance, contribution to be taken from the employee.</p>	<p>In case of HBA insurance, contribution to be taken from the employee. In GI & GPAIS cases, average amount of insurance premium paid by the company may be taken from concerned employee/ adjusted from dues/ salary payable subsequently.</p>
9	Awards: Long Service Awards	<p>Period of Dies Non is not to be counted as part of service period for Long Service Awards</p>	<p>Period of service to be counted afresh from the date of joining after break in service.</p>



S. N.	Issues	Category-I Dies-Non without break in service	Category-II Dies-Non with Declaration of break in service
10	Loans entitlement/ loan Sanction Eligibility	Dies Non period will not be counted in accounting of eligibility period	Eligibility period will be counted afresh from the date of joining after break in service. All loans/ advances and all other dues payable to the company will be required to be refunded in full, before joining after break in service. However, competent authority may permit transfer of HBA & Education Loan with normal interest till termination date to the new employee no. Amount of penal interest will be recovered from the full and final settlement. After rehiring employee will not be eligible for HBA if he has already availed HBA earlier from the company. The interest in all loans will be charged at penal rate of interest i.e. 2% over and above the SBI PLR, from the date of UA to the date of termination or repayment/ transfer of loan; whichever is later.
11	House Rent allowance / Lease/ Quarter	No HRA/ Lease shall be paid for the period of Dies-Non. In case HRA/ Lease amount is released, the same shall be taken from the employee or recovered from the dues/ salary payable subsequently. For employees availing accommodation in township, commercial rent for the period of dies-non shall be charged from employee/ recovered from dues/ salary payable subsequently.	No accommodation shall be granted for period of Break in Service. In case HRA/ Lease amount is released, the same shall be taken from the employee or recovered from the dues/ salary payable subsequently. For employees availing accommodation in township, penal rent for the period of dies-non shall be charged from employee or recovered from dues/ salary payable subsequently.
12	Promotion Eligibility	No accounting for Dies- Non period	Eligibility period shall be counted from date of joining in the grade after break in service



S. N.	Issues	Category-I Dies-Non without break in service	Category-II Dies-Non with Declaration of break in service
13	Death Relief Scheme & ERS	<p>If employee is member of DRS before the period of Dies-non, contribution for cases during dies-non period shall be taken from the concerned employee.</p> <p>The nominee of the employee will be eligible to get DRS in case of death of the employee during the period of Dies-non.</p> <p>The nominee of the employee will also be eligible for ERS subject to fulfilment of other terms & conditions of the ERS.</p>	<p>If employee is member of DRS before the period of Dies-non, contribution for cases during dies-non period till joining after break in service shall not be taken from the concerned employee. On rejoining, it is to be treated as if employee is already member and deductions shall continue. If employee dies during the period of dies non then nominee will not be eligible for benefits under DRS as well as ERS.</p>
14	Superannuation benefits		
	PRMS	<p>Dies Non period is not to be considered in calculating the length of service period for eligibility of PRMS. However no break in service to be considered owing to Dies Non period.</p>	<p>Eligibility period shall be counted afresh from date of joining after break in service.</p>
	Pension	<p>No Pension contribution to be accounted for period of Dies-Non</p>	<p>No Pension contribution to be accounted for period of dies non with break in service. The entire company contribution for the past service will stand forfeited. The pension accumulation of previous service under member contribution may be transferred to new account after joining along with notional previous service.</p>
	CPF	<p>No PF contribution to be accounted for period of Dies Non</p>	<p>CPF will be settled as in case of separation. Employee will have the option to transfer accumulated PF to new PF account with associated service. No PF contribution to be accounted for period of break In service. Fresh PF A/c will be allotted from the date of joining after break in service.</p>



S. N.	Issues	Category-I Dies-Non without break in service	Category-II Dies-Non with Declaration of break in service
15	Competent Authority to approve Dies-Non	In cases of Non-Executives: Up to six months : Not below concerned HOP/GM Up to one year : Concerned RED for Proj/Station /RHQ and ED (HR) in CC Beyond one year : Director (HR) In case of Executives: E0 to E7: Up to six months : Concerned RED for Proj/Station /RHQ and ED (HR) in CC Six months to one year: D(HR) Beyond one year :CMD	In cases of Non- Executives: Up to six months : Not below concerned HOP/GM Up to one year : Concerned RED for Proj/Station /RHQ and ED (HR) in CC Beyond one year : Director (HR) In case of Executives: E0 to E7: Up to six months : Concerned RED for Proj/Station /RHQ and ED (HR) in CC Six months to one year: D(HR) Beyond one year :CMD
		E8 to E9 : Up to one year: D(HR) Beyond One year: CMD	E8 to E9 : Up to one year: D(HR) Beyond One year :CMD

Note:

- 1.0 In cases of dies-non without break in service for more than a month, a declaration may be obtained from the concerned employee that he did not undertake any private trade / employment /higher studies, etc. during such period of unauthorized absence.
- 2.0 While submitting recommendation, committee will also provide recovery amount under medical, telephone reimbursement and other non-admissible claims during the period of dies non.
- 3.0 In case of rehiring of the employee under dies non with break in service admissibility of HBA and education loan is to be categorically mentioned in the offer document.
- 4.0 For the period of dies non without break in service dies non leave will be updated by site HR after approval from competent authority.

18.0 MATERNITY LEAVE:

This may be granted to regular married female employees (excluding Apprentices/Trainees), in accordance with the following rules:

Wherever probation has not been closed pending receipt of police verification report from district Authorities/ Intelligence Bureau or previous employers, the employee will be allowed the benefit of leave encashment, sick leave, commuted leave, special disability leave and maternity leave (in case of female married employees) on completion of one year's service, subject to the condition that the employee is otherwise eligible for closing of probation and a written undertaking to the effect that in case verification reports received subsequently are found to