

STANDING ORDER No.12/1967REGARDING GRANT OF LEAVE TO RADIO PERSONNEL.

1. Leave is granted to personnel in such a manner that work does not suffer and not more than a certain percentage are away from their duty at a particular time. To ensure this both earned leave and casual leave has to be phased throughout the year.

2. Although, leave is invariably granted to personnel, they must realise that it cannot be claimed as a matter of right (fundamental Rule 67). The authority empowered to grant leave can refuse or cancel leave if the same becomes necessary due to exigencies of public service.

3. The general principles regarding grant of leave are laid down in the following handbooks:-

- i) Financial Handbook Vol.II Parts II to IV (Chapter X)
- ii) Office Manual for Supdts. of Police (Chapter XI)
- iii) Police Regulations (Paras 381, 382 and 383)
- iv) Manual of Govt. Orders (Para 91)
- v) Circular Orders issued from time to time by Govt. and Inspector-General of Police.

4. Casual Leave -

(a) 14 days casual leave will be granted in one year. Holidays falling within the period of leave will be counted in the period of leave.

(b) Casual leave will be granted after ascertaining that there are adequate reasons for the same. As a person on casual leave is treated on duty, he will make himself available for the same if required to do so by the sanctioning authority. The Officer granting or recommending C.L. will ensure that public service does not suffer due to the absence of the person concerned.

(c) Suffixing and prefixing of Sundays and holidays with casual leave will not be done indiscriminately or as a matter of right. This should be recommended only in exceptional cases as the nature of the work in the Radio Section does not warrant the misuse of this facility. For purposes of suffixing and prefixing, Govt. has ordered that second Saturdays, restricted holidays and local holidays will not be treated as holidays.

(d) Extensions of casual leave in anticipation of sanction will be treated as absence without leave and will result in severe punishment.

(e) Exhausting of casual leave in the beginning of the year and asking for bulk casual leave at the close of the year make it difficult to sanction leave. These practices will be viewed with disfavour by forwarding and sanctioning authorities.

(f) Actual journey period will be allowed in addition to C.L. to residents of Hills posted in the plains and vice versa provided the journey both ways exceeds 4 days. This concession will also be applicable to personnel posted outside the State.

-: 2 :-

(g) Those proceeding on C.L. may report their departure in the afternoon of the day preceding the first day of the casual leave. But this will be done after they have completed their duty. They will report back on the fore-noon of the day after the expiry of their leave and will, if necessary, perform the first duty. Duty Rosters will not be altered to extend the period of leave of personnel proceeding on leave.

(h) Normally, C.L. will not be converted into earned leave and in exceptional cases where it is done, the applicant will have to prove that the reason for doing so were genuine. If he fails to do so, he will be dealt with and punished. Official notice will be taken of those who, knowing that the E.L. may not be sanctioned, obtain C.L. and send telegram for conversion of the same to E.L.

(i) Casual leave will be granted as follows:-

(i) Upto 3 days including prefix and suffix -

By Radio Inspector to his subordinates.

By Radio Maintenance Officers to R.S.Os, H.Os I/C of stations or other personnel in their range or station.

By a Radio Station Officer to the personnel posted under him.

(ii) More than 3 days -

Only by a Gazetted Officer of the Radio Section, dealing with leave or incharge of a branch.

(j) Procedure for applying -

(i) All applications for casual leave will be made in writing and these applications, together with the orders thereon, will be carefully kept in a file by the R.I., R.M.O. or the R.S.O. concerned.

(ii) Requester for C.L., with recommendations, will be sent by brief service radiograms (sanctions will be accorded similarly).

(iii) Personnel applying for more than 3 days C.L. will also intimate about this to their next higher authority. Similarly sanctions will also be conveyed to these authorities (The RMO will be the next higher authority in stations where the Officer I/C of the station is not a Radio Station Officer.)

(k) The sanctioning authority will maintain a casual leave register in the following proforma :-

Name	C.L. taken during the year.										Extra C.L. taken				Restricted holidays			REMARKS
	14	13	12	11	10	3	2	1	10	..	3	2	1	2	2	1	

(l) Casual leave to personnel posted in the S.P.F. and in battalions on duty outside Uttar Pradesh or on deputation will be granted locally.

-: 3 :-

5. Extra Casual Leave -

Upto 10 days extra casual leave will be sanctioned every year to personnel enlisted under the Police Act. This leave will not be combined with any other leave and will only be sanctioned from Radio Headquarters. The procedure for applying for extra C.L. will be the same as for C.L.

6. Earned Leave -(a) Procedure for applying -

(i) Applications for earned leave will not be entertained unless they are on the prescribed form and are legibly signed and dated by the applicants and are duly forwarded by the superior authority, duly signed and dated.

(ii) Applications ~~xxx~~ for earned leave will not be considered unless they are received at least 30 days before the date from which leave is asked for.

(iii) It will be the duty of the forwarding officers to give details regarding the manner in which the work of the applicant will be done in his absence. Merely forwarding applications is strictly prohibited as this may lead to rejection of the application due to the fault of the forwarding authority.

(iv) The forwarding authority will send the application together with his recommendations to Radio Headquarters not later than 3 days after its receipt from the applicant. The R.M.O.s will not take more than 7 days in arranging for its onward transmission to Radio Headquarters.

(v) The routing of earned leave application will be as follows :-

At outstations -

EL of HO/AO/Messengers through RSO/ HO I/C to SRO
 EL of RSO through RMO to SRO
 EL of HO I/C through RMO to SRO
 EL of personnel in Control Rooms and Special networks through the RMO to SRO.

At workshops -

EL of RMO to SRO
 EL of other staff through RMO to SRO

At Radio HQs. -

EL of ~~xxx~~ Radio Inspectors through ARO to SRO
 EL of RMO/RSO through RI, ARO to SRO
 EL of others through RI to ARO.

(b) Normally extensions to earned leave will not be granted as this upsets the leave programme of others. However, in extreme emergency, extensions will be entertained provided they are sent in good time and through the same authority which recommended the E.L. Official notice will be taken of habitual extensions to E.L., or attempt to short-circuit the first authority which recommended E.L.

(c) The radio network will not be used for the purpose of applying for earned leave or extensions thereto.

(d) Availing extension to earned leave without proper sanction will amount to absence without leave and will be dealt with severely.

(e) Earned leave of staff posted in the S.P.F. and P.A.C. battalions within and outside Uttar Pradesh will be sanctioned from Radio Headquarters.

(f) All Supervisory Officers will ensure that earned leave of the staff under them is phased in such a manner that posting of relief is unnecessary. Official notice will be taken if supervisory officers recommend several earned leaves and thereafter regret their inability to carry on the work without relief.

7. Leave on Medical Certificate -

Medical certificates from private doctors and registered medical practitioners for grant or extension of leave will not be entertained. Under para 382 of Police Regulations, other ranks who fall ill on duty or who are ill when due to return to duty must apply for admission to distt. Police hospital or to the nearest dispensary if the hospital is out of reach, for treatment. Failure to do so may result in disciplinary action.

The fact of their admission or treatment must be reported to the local S.P., who, unless they are his own subordinates, will take immediate steps to communicate the fact to the Radio HQ.

Officers of higher rank are not relieved of the responsibility, while on leave, of intimating their intention of obtaining medical certificate to the S.P., as prescribed above.

Personnel availing of leave on medical certificate are required to produce a certificate of fitness before rejoining.

8. Medical Rest -

Occasionally the Medical Officers I/C of Police Hospitals grant light duty or medical rest to personnel. Such personnel are neither admitted to hospital nor are they on leave and thus they greatly dislocate work. Normally, medical rest of more than 3 days will have to be converted into leave of the kind due.

9. Permission to leave station -

(i) Granting of leave of any type does not entitle a person to leave the station of his posting. Permission to leave the station should be obtained separately from the leave sanctioning authority and the correct leave address must be communicated to him while asking for this permission.

(ii) Permission to leave station of posting, if not on leave, will be granted only from Radio Headquarters and that too in exceptional cases.

10. Arrival and Departure -

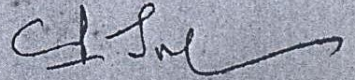
On completion of leave, personnel are expected to report back their arrival at the places of their posting and not at Radio Headquarters or at any other station. Entries

-: 5 :-

about arrival and departure of any type of leave must be made in the General Diary of the Police Lines/PAC Lines/Police Station. Such entries should be made in the Log Book of the radio station only if there is no Police station general diary available for this purpose.

11. Restricted Holidays -

Only two restricted holidays may be availed of by personnel in one year. This permission will be given by the Station Officer or Head Operator I/C of the Station and will be intimated to the authority maintaining the casual leave account who will note it in the C.L. register.



(C.P. Joshi)
DIG of Police,
State Radio Officer,
U.P. Police Radio HQ.

Dated: Lucknow, June 24, 1967.

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