

# महानगर टेलीफोन निगम लिमिटेड

(भारत सरकार का उद्यम)

निगम कार्यालय

MAHANAGAR TELEPHONE NIGAM LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)  
CORPORATE OFFICE

No: MTNL/CO/Pers/Leave Rule/5/2008

Dated: 23/09/2008



## OFFICE ORDER

The Board of Directors, MTNL in the 238<sup>th</sup> Meeting held on 29.08.2008 have approved amendments to Clause 5.1.8 of MTNL Leave Rules.

Accordingly, the amended provisions under Clause 5.1.8 are as follows.

Existing provision	Amended provision
<p><b>Clause-5.1.8</b> i) Only EL on full pay be allowed to be encashed and not any other kind of leave like sick leave, HPL, CL etc.</p>	<p><b>Clause-5.1.8</b> No change</p>
<p>ii) The EL Account of all employees will be maintained in two sections: (a) Encashable leave account and (b) Non encashable leave account.  Fifty percent of the accrued EL will be credited to the encashable leave account and 50% to the non-encashable leave account. Similarly, the E.L. earned in the future, from time to time will also be divided into two parts and credited to the two accounts in the ratio of 50:50. Any part or whole of the encashable leave can be availed and it is not necessary that it should be encashed.</p>	<p>ii) The account of Earned Leave in respect of each employee will be maintained in one single account.</p>
<p>iii-a) All Regular Employees of the Company while in service may be allowed encashment of EL, from the encashable leave account once in a calendar year, subject to a maximum of 30 days.</p>	<p>iii) All Regular employees of the Company while in service may be allowed encashment of Earned Leave, once in a calendar year, subject to a maximum of thirty (30) days.</p>
<p>iii-b) An Officer/Official desirous of encashing leave need not necessarily proceed on leave.</p>	<p>For encashing EL from the Earned Leave Account, an employee will have to avail an equal number of days of EL, subject to a ceiling of thirty (30) days in a calendar year.</p>

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Existing provision	Amended provision
iv) Cash equivalent to be paid for the encashed leave may be restricted to pay and Dearness Allowance and should not include any other allowances	No change
v) The payment made towards encashment may not be reckoned for any other purpose like gratuity, provident fund, bonus etc.	No change
vi) The ceiling on accumulation on Encashable EL may be 50% of the ceiling on total accumulation of EL.	vi) Encashment of Earned Leave may be limited to  a) Fifty percent (50%) of the EL balance at the credit of the employee at the time of seeking EL encashment, OR b) Thirty (30) days,  whichever is less.
vii) a) <u>Cash on retirement</u> An employee shall be paid cash equivalent in respect of the period of earned leave to his/ her credit at the time of his/ her retirement (including Voluntary/ Premature Retirement), subject to a maximum of 300 days.  b) <u>Cash on Termination (other than under CDA/ Resignation)</u> An employee whose services are terminated by the Company otherwise than as a result of disciplinary proceedings, or who resigns before attaining the age of superannuation, may be paid cash equivalent for earned leave due and admissible as a terminal benefit as under.  a) Termination other than under CDA Rules- 300 days maximum  b) Resignation- 100% of leave at his credit subject to a maximum of 300 days  (Resignation would not include Technical resignation)	No change           No change           No change

*30/07/2022*

The amendments as mentioned above, shall be effective from the date of approval of the Board, i.e., 29.08.2008.

The encashment of Earned Leave on annual basis, which was kept in abeyance vide letter No. MTNL/CO/Pers/Leave Rules/99-2000 dated 27.01.2006, shall continue till further orders.

This issues with the approval of Competent Authority.



**Anupam Anand**  
**General Manager (HR)**

Copy to:

1. CMD, MTNL
2. Dir (Tech/Fin/HR), MTNL C.O.
3. ED, MTNL Delhi/ Mumbai
4. ED(O), MTNL C.O.
5. CVO, MTNL C.O.
6. GM(A), MTNL Delhi/ Mumbai
7. GM(Fin), MTNL Delhi/ Mumbai
8. Company Secretary- for ATR
9. DGM(A/Cs)/ DGM(Fin), MTNL C.O.
10. DGM(RET)/DE(P-I)/DE(P-II)/ Manager (IR) , MTNL C.O.
11. DE(A), MTNL C.O.- for Notice Board
12. Hindi Version will follow.