



DELHI JAL BOARD
GOVT. OF N.C.T. OF DELHI
PROJECT DIRECTOR (TRAINING)
ROOM NO. 3 VARUNALAYA PHASE-II
KAROL BAGH, NEW DELHI:-110005
011-23678380 -81-82, Extension-259
bharatbhushandjb@gmail.com

No. PD(Trg) DJB/2021-2022/

1406

Dated : 24/1/2022

CIRCULAR

The Hon'ble Minister (Water), GNCTD hereby conveys the approval of SABBATICAL LEAVE with regard to study leave for employees of Delhi Jal Board. The central extracts of approval are as under :-

- (1) To advance studies in India or abroad for improvement of qualifications through professional courses, industrial training, technical training, short term courses, vocational training etc.
- (2) The Scheme is applicable only to all regular employees of Delhi Jal Board who are clear from vigilance angle. The upper age limit will be 50 years.
- (3) Delhi Jal Board permanent employees who have completed five years of regular service on the date of application eligible to avail benefit. The employee should not be under suspension and No Disciplinary proceedings should be pending against him/her and clear from vigilance angle. Sabbatical leave may be granted for one or more of the following purposes which certifies public interest namely:-
 - (i) To conduct research or advanced studies in India/abroad.
 - (ii) To write text books, standard works and other literature
 - (iii) To visit or work in industrial concerns and technical departments of Government gain practical experience in their respective fields.
 - (iv) To visit or work in a University, Industry or Government research laboratory in India and Abroad and
 - (v) Any other purposes for the professional, technical and vocational development of staff as approved by the Delhi Jal Board.

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Addl. Chief Engineer (Process-I)
EDP Cell, Delhi Jal Board, GNCTD
Dy. No. 938 dt. 02-02-2022

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- (4) An employee opting for Sabbatical Leave shall apply for leave as per the prescribed format. The request of employee for proceeding on Sabbatical Leave after being recommended by concerned DDO through concerned administrative branch, will be put up to the Competent Authority for approval.
- (5) An employee can be granted leave of absence for a maximum period of five years initially for a period of 03 years which may be further extended upto a maximum 02 years (03+02) in the entire service period. Not less than 6 months and upto 01 year Sabbatical leave at a time will be granted to an employee inclusive of vacations. Sabbatical Leave shall not be granted for less than 6 month at a time and splitting of sabbatical leave is not permissible and cannot be utilized in parts. This leave will not be combined with other types of leave like earned leave / half pay leave. Extension of leave beyond five years shall not be granted under any circumstances.
- (6) Gap between two Sabbatical Leave spell – There should be a gap of minimum one year between the date of joining post availing the Sabbatical Leave and the next Sabbatical Leave application. The subsequent Sabbatical Leave application given before the completion of a gap period of one year shall be summarily rejected.
- (7) An employee on Sabbatical Leave may be recalled to duty by the Competent Authority whenever Delhi Jal Board deem fit to do so in the interest of the Delhi Jal Board after a gap of 3 months. The employee will have the option to rejoin duty during the course of his Sabbatical Leave after giving one month's notice but not during the first three months.
- (8) In case an employee does not wish to rejoin, he /she may submit his/her Resignation and no notice period will be insisted upon if the employee has been on Sabbatical Leave for a period of at least three months. The terminal benefits will be settled as if the employee resigned/retired from the Delhi Jal Board on the date of leaving on Sabbatical Leave and the benefits will be payable with effect from actual date of Resignation/Voluntary Retirement.
- (9) The Competent Authority to approve cases of Sabbatical Leave will be as follows:
- | S.No. | Official | Competent Authority |
|-------|--------------------------|-------------------------|
| 1. | Group ' B & C' employees | Member (Administration) |
| 2. | Group 'A' employees | Chief Executive Officer |
- (10) Eligible employees availing themselves of sabbatical leave shall furnish a bond in the prescribed form to serve the DJB for a minimum period of 5 years on return to duty.

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- (11) Staff shall not undertake during the period of Sabbatical leave, any regular appointment under any other organization in India or abroad. They shall, however, be free to receive a scholarship or fellowship or bursary or any other Adhoc honorarium other than regular employment in relation to their nature work undertaken.
- (12) The employee on Sabbatical leave will be required to contribute to Delhi Jal Board the prescribed mandatory employee contribution towards NPS (Pension) account whereas applicable. The employee can deposit the entire amount towards employee contribution for the whole period of Sabbatical Leave to department, the department will deposit the amount in monthly instalments to his/her NPS account.
- (13) The employee shall also deposit mandatory employee contribution towards Provident Fund on a voluntary basis on monthly basis or for the whole period of Sabbatical Leave to department, department will deposit in monthly installments to his/her PF account.
- (14) In an event of non deposition of prescribed employee contribution towards NPS and PF, the sabbatical leave period will be treated as "dies non without break in service" for pensionary benefits.
- (15) As employee who has availed House Building Advance from Delhi Jal Board and the same is still outstanding is required to mortgage the house/flat/land through procedure as prescribed in the relevant rules before proceeding on Sabbatical Leave. After proceeding on Sabbatical Leave, it will be the sole responsibility of the employee to ensure timely payment of the monthly instalments positively on the first day of every month. If the first day is a closed holiday, it shall be ensured that payment is made on the last day of the previous month. The employee can deposit post dated cheques also for the whole period of Sabbatical Leave. If an employee has availed Conveyance Advance, Computer Advance or any other Advance, he/she shall repay the entire outstanding amount including interest, before proceeding on Sabbatical Leave. The employee shall also give an undertaking that his/her Gratuity will be released only after repayment/settlement of the entire amount of dues/Advances, including House Building Allowance, alongwith interest thereof.
- (16) On Sabbatical Leave, the employee shall be allowed to retain the Official Accommodation, if allotted to him, for a period of two months on payment of applicable HRA to Delhi Jal Board. Extension up to six months may be allowed on payment of rent on market rate. No further extension beyond this period may be allowed. The retention of official accommodation is subject to discretion of the Competent Authority and during the period of

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Sabbatical Leave Delhi Jal Board will have the right to evict the employee, as per rules, after giving due notice to the employee.

- (17) During the period of Sabbatical Leave, the employee will not be eligible for Pay & allowances, Special Incentives, Ex-gratia etc. The employee will not be eligible for any payment to which he would have been eligible, had he not gone on Sabbatical Leave.
- (18) During the period of Sabbatical Leave, the employee will be eligible for Medical Facility for self and dependent family members as available to him / her before proceeding on Sabbatical Leave.
- (19) The period of Sabbatical Leave will not be counted for earning of Earned Leave, Half pay Leave, CCL, Annual Increment.
- (20) The period of absence under Sabbatical Leave shall be reckoned as "Service" for the purpose of Gratuity.
- (21) At any point of time, in DJB a maximum of 10% of the sanctioned strength of the eligibility employees of the department may be permitted to avail of sabbatical leave either within India or Abroad. No substitute will be appointed in the vacancy and the other staff of the DJB will share the work till their rejoining.
- (22) The period of Sabbatical Leave shall not be treated as break in service. The period will not count towards eligibility period for the purpose of time bound promotions accruing during the period as per eligibility but excluding Sabbatical Leave if any; will be given effect after joining only without loss of seniority and without right for claiming any pay anomaly. Seniority as on the last day before parting with the department shall be maintained in the substantive grade only.
- (23) Any employee who has been granted Sabbatical Leave shall not represent Delhi Jal Board under any context and shall not in any way act or deal in any way or manner prejudicial to the interests of Delhi Jal Board.
- (24) The employee shall not take part in elections for holding any public positions viz. Councilor, MLA, MP etc. during the period of Sabbatical Leave.
- (25) Only those employees who are clear from all disciplinary and vigilance angles shall be granted Sabbatical Leave.

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- (26) If, the employee fails to report for duty within two weeks after the expiry of Sabbatical leave period, his/her absence shall be treated as unauthorized absence and the same shall be dealt with relevant rules.
- (27) For the purpose of calculating the terminal benefits, the Sabbatical Leave period shall not be considered as break in service and it will be treated as continuous service for the purpose of calculation of Gratuity.
- (28) On completion of Sabbatical Leave and reverting back to the services of Delhi Jal Board pay and allowances of the employee shall be in the same grade/category. After rejoining, the basic pay of the employee shall be fixed at the same basic pay which he/she was drawing prior to his/her proceeding on Sabbatical Leave. The Sabbatical period will not count for annual increments.
- (29) In the event of death of any employee during the period of Sabbatical leave, the same will be considered as death while in service and his terminal benefits will be settled back on the status on the date of proceeding of Sabbatical Leave.
- (30) The Competent Authority reserves the right for accepting/rejecting applications under the Policy, which will be subject to the needs/requirement of Delhi Jal Board.
- (31) In case of any dispute, doubt or for any uncovered aspects the Central Civil Services Leave Rules will prevail and for settlement of any dispute arising out of implementation of sabbatical rules, the dispute resolution authority will be Chief Executive Officer, Delhi Jal Board.

In view of the above, the provision for sabbatical leave has been embedded with the study leave with the availed by the employees of Delhi Jal Board.

This is for the kind information of all concerned.

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24/11/22

(R.K. Bilyan)

Assistant Commissioner (Training)

Copy for kind information to thé;

- 1) Secy. To Hon'ble Minister(Water) GNCTD
- 2) Vice Chairman, DJB
- 3) Chief Executive Officer, Delhi Jal Board.
- 4) Member (Admn.)/ Member(Finance)/Member(Water)/Member(Drainage)/CVO
- 5) All Chief Engineers / All Directors / All Addl. Chief Engineers/
- 6) Superintending Engineers
- 7) EE(EDP)
- 8) All DDOs / ACs
- 9) Office Copy.

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Application for availing SABBATICAL LEAVE

(Application must be forwarded through proper channel to the Authority specified in Sabbatical Leave Policy)

1. Name :
2. Designation :
3. Employee Code:
4. Office Address:
5. Pay Scale and Basic Pay:
6. Date of joining in Delhi Jal Board:
7. Date of holding of present post:
8. Date from which applicant is willing to proceed on Sabbatical Leave :
9. Period of Sabbatical Leave required
10. Reason/s for availing Sabbatical Leave

(Signature of employee)

Date:

Recommendations of the concerned DDO

(Name and Signature of DDO)