**QzwUi bxwZgvjv (Leave Policy)**

 cwjwm c~bms¯‹ib t 01-03-2023

 cwjwm ev¯Íevqb Ki‡eb t gvbe m¤ú` I cÖkvmb wefvM

 cwjwmi mvwe©K ZË¡veavb Ki‡eb t gvbe m¤ú` I cÖkvmb wefvM

.........................................-Gi KZ…cÿ GB cÖwZôv‡b wb‡qvwRZ mKj Kg©KZv©,Kg©Pvix I kÖwgK‡`i wKQz QzwUi wewagvjv Rvwb‡q †`qvi Rb¨ bxwZgvjv cÖbqb K‡i‡Q| hyw³hy³ I ev¯Íe m¤§Z Kvi‡b †Kv¤úvwb‡Z wb‡qvwRZ mKj e¨w³eM© wb¤œwjwLZ bxwZ Abyhvwq QzwUi AwaKvi ¸‡jv †fvM Ki‡Z cvi‡e|

QzwUi cÖKvit

1. mvßvwnK QzwU
2. we‡kl QzwU
3. ‰b‡gwËK QzwU
4. Amy¯’ZvRwbZ QzwU
5. Drme QzwU
6. AwR©Z QzwU
7. gvZ…Z¡Kvjxb QzwU

**QzwU Aby‡gv`bKvixt**

1. e¨e¯’vcbv cwiPvjK h‡\_vchy³ KZ©„cÿ mKj wefv‡Mi wefvMxq cÖavb‡`i QzwU Aby‡gv`b Ki‡eb|
2. cÖkvmb wefv‡Mi cÖavbt wefvMxq cÖavb‡`i Qvov Ab¨vb¨ mK‡ji QzwU Aby‡gv`b Ki‡eb|

**QzwU †bqvi c×wZt**

1. QzwU cÖv\_x© e¨w³‡K †Kv¤úvwbi wba©vwiZ di‡g QzwUi Rb¨ Av‡e`b Ki‡Z n‡e
2. QzwUi Av‡e`bcÎ c~ib K‡i cÖ\_‡g hvi hvi wefv‡Mi wefvMxq cÖav‡bi Kv‡Q Rgv w`‡Z n‡e
3. wefvMxq cÖavb QzwUi mycvwik K‡i PzovšÍ Aby‡gv`‡bi Rb¨ cÖkvm‡bi wefv‡M cvVv‡eb
4. cÖkvmb wefvM PzovšÍ Aby‡gv`‡bi hveZxq e¨e¯’v MÖnb Ki‡eb

**mvßvwnK QzwUt**

cÖ‡Z¨K Kgx© mßv‡n 01 (GK) w`b mvßvwnK QzwU †fvM Ki‡e|

**we‡kl QzwU**t

hw` †Kvb kÖwgK Zvi Kv‡Ri Aem‡i covïbv K‡i I cixÿv †`evi mgq Zvi QzwUi `iKvi nq Z‡e †m †eZb mn GKUvbv m‡ev©”P 01 gv‡mi QzwU †fvM Ki‡Z cvi‡e| Kg©‡ÿ‡Î `yN©Ubvi Kvi‡b QzwUi `iKvi n‡j hw` 03 w`b QzwU `iKvi nq †m‡ÿ‡Î †mwU †gwW‡Kj QzwU wKš‘ hw` 03 w`‡bi AwaK QzwU `iKvi nq Z‡e cy‡ivUvB we‡kl QzwU wnmv‡e †`qv nq|

**‰b‡gwZÍK QzwUt**

cÖ‡Z¨K Kg©x eQ‡i c~b© †eZbmn 10 w`‡bi ˆb‡gwËK QzwU †fvM Ki‡Z cvi‡e wb¤œwjwLZ k‡Z©i Dci:

1) ‰b‡gwËK QzwU †fvM bv Ki‡jI cieZx© eQ‡i GB QzwU †hvM n‡e bv| A\_v©r GB eQ‡ii 31 †k wW‡m¤^‡ii ci GB QzwU evwZj n‡q hv‡e|

2) QzwUKvjxb mg‡qi Av‡M ev c‡i hw` †Kvb mvßvwnK QzwU ev Drme QzwU c‡o Zvn‡j Zv H QzwUi mv‡\_ †hvM n‡e bv| Z‡e QzwUi gv‡S hw` †Kvb mvßvwnK QzwU ev Drme QzwU c‡o Zvn‡j Zv H QzwUi mv‡\_ †hvM n‡e|

3)wb‡qvM cÖvwßi ci †\_‡KB Kgx©iv GB QzwU †fvM Ki‡Z cvi‡e|

**Amy¯’Zvi QzwUt**

cÖ‡Z¨K Kgx© eQ‡i 15 w`b Amy¯’Zv RwbZ QzwU †fvM Ki‡Z cvi‡e wb¤œ wjwLZ k‡Z©i wfwË‡Zt

* + - 1. cÖ‡Z¨K kÖwgK eQ‡i 15 w`b c~b© †eZb mn Amy¯’¨ZvRwbZ QzwU †fvM Ki‡Z cvi‡eb|
			2. GB QzwU Rgv †i‡L ciewZ© eQi †fvM Kiv hv‡e bv|
			3. Amy¯’vRwbZ QzwU †fvM Ki‡Z n‡j Wv³v‡ii h‡\_v‡cvhy³ mvwU©wd‡KU `vwLj Ki‡Z n‡e|

**Drme QzwUt**

cÖ‡Z¨K kÖwgK eQ‡i AšÍZ 15 w`b Brme Dcj‡ÿ m‡eZ‡b QzwU †fvM Ki‡Z cvi‡eb|Drme QzwUi w`b I ZvwiL KZ…cÿ KZ…K wba©vwiZ n‡e|Riæwi cÖ‡qvR‡b &&&&&&&&&&&&&&&&&&&&&&&&&&&&&Drme QzwUi w`‡b KvR Kiv‡bv n‡j Zv‡K 01 w`‡bi weKí QzwU I 02 w`‡bi ÿwZc~iY gRywii e¨ve¯’v Kiv n‡e|

**AwR©Z QzwU**t

†h‡Kvb kÖwgK Gi PvKzwii eqm GKUvbv 01 eQi c~b© n‡j wb‡¤œi kZv©byhvqx GK Rb kÖwgK m‡eZ‡b QzwU †fvM Ki‡Z cvi‡eb|

1. cÖwZeQ‡i 20 w`‡bi AwR©Z QzwUi UvKv bM` cÖ`vb Kiv n‡e| mK‡ji Rb¨ cÖ‡hvR¨|

**gvZ…Z¡Kvjxb QzwU**t †Kv¤úvwb gwnjv kÖwgK‡`i Rb¨ wb¤œ wjwLZ kZv©byhvwq gvZ…Z¡Kvjxb QzwU cÖ`vb K‡it

* + - 1. gRywimn GB QzwU †c‡Z †M‡j GKRb gwnjv kÖwgK‡K b¨ybZg 6 gvm GKUvbv GB †Kv¤úvwb‡Z Kv‡R wb‡qvwRZ \_vK‡Z n‡e|
			2. mšÍvb cÖm‡ei Av‡M I c‡i †gvU 16 mßvn GB QzwU †fvM Ki‡Z cvi‡eb|
			3. †Kvb gwnjvi `yB ev Z‡ZvwaK mšÍvb RxweZ \_vK‡j wZwb ïay QzwU cv‡eb|
			4. mšÍvb cÖm‡ei 08 mßvn c~‡e© Wv³vwi mvwU©wd‡KU mn QzwUi Av‡e`bcÎ †ck Ki‡e Ges mšÍvb cÖm‡ei ci Wv³v‡ii mvwU©wd‡KU `vwLj Ki‡Z n‡e|
			5. gvZ…Z¡Kvjxb fvZv ÓgvZ…Z¡Kvjxb myweav cÖ`vb bxwZ AbyhvqxÓ cÖ`vb Kiv n‡e|

**QzwU ewa©ZKibt**

QzwU‡Z hvevi ci kÖwgK hw` QzwUi †gqv` e„w× Ki‡Z Pvq Ges ewa©Z †gqv‡`i Rb¨ QzwU cvIbv \_v‡K Z‡e Zv‡K QzwUi †gqv` †kl nIqvi h‡\_ó Av‡M KZ…©c‡ÿi wbKU QzwUi †gqv` evov‡bvi Rb¨ Av‡e`b cÎ cvVv‡Z n‡e| mKjcÖKvi QzwUi `wjjcÎ (ÿwZc~iY QzwU mn) Z`viwK, iÿbv‡eÿb, wbqš¿b Kiv n‡e cÖkvmb I GBPAvi wefvM Øviv| KZ…©cÿ B‡”Q Ki‡j †h †Kvb mgq GB bxwZ cwieZ©b, cwiea©b ev ms‡kvab Ki‡Z cvi‡eb| hw` †Kvb AšÍtmË¡v gwnjvi mšÍvb cÖm‡ei m¤¢ve¨ Zvwi‡Li (Wv³v‡ii cÖZ¨vqbcÎ Abyhvqx) ci mšÍvb cÖme K‡ib Z‡e Zvi †fvMK…Z AwZwi³ QzwU gvZ…Z¡Kvjxb QzwU e‡j Mb¨ Kiv n‡e|

**COVID-19 ‡gvKv‡ejvi Rb¨ QzwU welqK e¨ve¯’vcbvt** mgmvgwqK mg‡q mgMÖ c„w\_ex †KvwfW-19 bvgK gnvgvwii gy‡LvgywL n‡q‡Q| GB gnvgvwi †gvKv‡ejvi Rb¨, kÖwgK‡`i iÿv Kivi Rb¨ ............................................. msK&ªvšÍ wel‡q wKQz cwiea©b K‡i‡Q-

K) hw` †Kvb kÖwg‡Ki ‡KvwfW-19 Gi †Kvb jÿb cÖKvk cvq Z‡e Zv‡K ZvrÿwbK QzwUi e¨e¯’v Kiv nq| cÖ‡Z¨K ‡d¬v‡ii GBP Avi Awdmvi I I‡qj‡dqvi Awdmvi memgq GB welqwU ch©‡eÿb K‡ib ZvQvov Uv¯‹‡dvm© wUg me mgq GB wel‡q Z`šÍ K‡ib||

K) GB cwiw¯’wZ †\_‡K iÿv Kivi Rb¨ cvwicvwk©K Ae¯’vi DbœwZ bv nIqv ch©šÍ Mf©eZx gv kÖwgK‡`i m‡eZ‡b QzwU cÖ`v‡bi e¨e¯’v Kiv n‡q‡Q|

L) ‡Kvb kÖwgK hw` †KvwfW-19 G AvµvšÍ n‡q \_v‡K Z‡e ‡mB kÖwgK m¤ú~b© my¯’¨ nIqv ch©šÍ Zv‡K m‡eZ‡b QzwU cÖ`vb Kiv n‡e|

Aby‡gv`bKvixi ¯^vÿi-

cwiPvjK (G¨vWwgb)

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