

नवोदय विद्यालय समिति

शिक्षा मंत्रालय, भारत सरकार
(स्कूल शिक्षा और साक्षरता विभाग)

ब्लॉक-15, इन्स्टीटयुशनल एरिया, सेक्टर-62, नोएडा, गौतम बुद्ध नगर (उ.प्र.)-201309
टेल. 0120-2405969, 70, 71, 72, 73, फैक्स : 0120-2405182



Navodaya Vidyalaya Samiti

Ministry of Education, Govt. of India

(Deptt. of School Education & Literacy)

B-15, Institutional Area, Sector-62, NOIDA, Gautam Budh Nagar (U.P.)-201309

Tel. 0120-2405969, 70, 71, 72, 73, Fax : 0120-2405182

वेबसाइट/Website : www.Navodaya.gov.in

No.F.12-4/2017-NVS (Admn.)/328

June 25, 2021

To

The Deputy Commissioner,
Navodaya Vidyalaya Samiti
All Regional Offices

Sub.: Treatment / regularization of hospitalization / quarantine period
during COVID-19 Pandemic – reg.

Sir / Madam,

Please refer to this office letter of even number dated 19th March 2021 regarding clarification on regularization of absence of the employees of the Samiti due to outbreak of COVID-19 pandemic. In continuation to the said letter, copy of the letter No.13020/1/2019-Estt.(L) dated 7th June 2021 recently issued by DOPT is forwarded for information and necessary action.

With regard to treating the lockdown period, letter of NVS dated 19th March 2021 is applicable, whereas regarding regularization of hospitalization / quarantine period during COVID-19 pandemic with effect from 25th March 2020, DOPT letter dated 7th June 2021 is applicable. In addition to the guidelines vide letter dated 7th June 2021, it is also decided to allow additional 15 days Special Casual Leave in respect of S. No. 1 and 2 (iii) by the Competent Authority, if the employee has worked from home in the interest of the organization.

As directed by the DOPT, the past cases, wherever settled, shall be re-opened if the same is beneficial to the Government Servant, and where he makes a request in writing for review. The above information may simultaneously be disseminated to all the JNVs.

This issues with the approval of the Competent Authority.

Yours faithfully,


[N K Pahwa]

Deputy Commissioner [Admn]

Encl.: As stated above.

Copy to: -

1. The Deputy Commissioner of all Navodaya Leadership Institutes
2. All Officers at NVS (Hqrs.) for information and necessary action through email.
3. AC (IT), NVS (Hqrs.) – with a request to upload the same on the website of NVS

No.13020/1/2019-Estt.(L)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
(Leave & Allowance Division)

Old JNU Campus, New Delhi
Dated the 7th June 2021

OFFICE MEMORANDUM

Subject- Treatment/regularization of hospitalization/quarantine period during COVID-19 Pandemic - regarding.

This Department has been receiving several references/queries requesting for clarification relating to treatment of the hospitalization/quarantine period during the COVID-19 pandemic. The matter has been considered, and keeping in view the hardships faced by the Government servants, it has been decided to treat the period of absence, in relaxation of CCS (Leave) Rules, 1972, as under:-


Sl. No.	Situation	Treatment of period of absence
(1)	When the Government servant himself is COVID Positive and is in home isolation/quarantine	<p>(i) Shall be granted Commuted Leave up to 20 days, if due and admissible, without Medical Certificate, on mere production of his COVID positive report.</p> <p>(ii) If Commuted Leave is not available, he shall be granted Special Casual Leave (SCL) for 15 days, followed by Earned Leave (EL) or Half Pay Leave (HPL) of 5 days and, in case of EL/HPL is also not available, he shall be given Extra Ordinary Leave (EOL) without insisting on production of Medical Certificate. and the period shall also be counted for qualifying service.</p>
(2)	When the Government servant himself is COVID positive, and is in home isolation and has also been hospitalized.	<p>(i) Shall be granted Commuted Leave/SCL/EL for a period up to 20 days starting from the time having tested COVID positive, if the period of home quarantine/discharge from hospital falls within 20 days, as per Sl.No.1 above.</p> <p>(ii) In case of hospitalization beyond the 20th day from his testing COVID positive, he shall be granted Commuted leave, on production of documentary proof of hospitalization.</p> <p>(iii) If, however, after discharge from the hospital, the Government servant is required to remain at home for post-COVID recovery, he may be granted leave of any kind due and admissible to him, with the approval of the concerned Competent Authority, as per the CCS (Leave) Rules, 1972. It is only when the Commuted Leave is not available to the credit of the Government servant that SCL of 15 days or EL or EOL shall be considered.</p>
(3)	When a dependent family member of Government servant is COVID-positive or parents,	<p>(i) Shall be granted SCL of 15 days on production of COVID-positive report of dependent family member/parents.</p> <p>(ii) In case of active hospitalization of any of the family member/parents even after 15 days of the expiry of SCL, the</p>

SCL
in WFH.
for 15
days

SCL for
15 days
in
WFH.

	whether dependent or not, living with him are COVID positive.	Government Servant may be granted leave of any kind due and admissible beyond 15 days of SCL till their discharge from hospital. After discharge from the hospital of dependent family member/parents, if the Government servant wishes to avail further leave, he shall be considered for the leave due and admissible as per the CCS (Leave) Rules, 1972, subject to functional requirements and sanction of leave by the Competent Authority. The Competent Authority is advised to take a liberal view in such cases and its decision in the matter shall be final.
(4)	When the Government Servant comes into direct contact with a COVID-positive person and remains in Home Quarantine.	He shall be treated as on duty/Work from Home for a period of seven days. For any period beyond that, his attendance shall be regulated as per the instructions given by the Ministry/Department/Office concerned, where he is working.
(5)	The period of Quarantine spent by Government servant, as a precautionary measure, residing in the Containment Zone.	He shall be treated as on duty/Work from Home till the Containment Zone is de-notified.

2. These orders shall be applicable w.e.f. 25.03.2020 and shall continue until further orders. The past cases, wherever settled, shall be re-opened if the same is beneficial to the Government servant, and where he makes a request in writing for review.


(Sunil Kumar)

Under Secretary to the Government of India

To

1. All the Ministries/Departments of Government of India
2. PMO/Cabinet Secretariat
3. PS to MoS(PP)
4. PSO to Secretary (Personnel)
5. Sr. Technical Director, NIC, DoPT – with a request for uploading on the website of this Department.

नवोदय विद्यालय समिति
शिक्षा मंत्रालय, भारत सरकार
(स्कूल शिक्षा और साक्षरता विभाग)

बो-15, इंस्टीटुशनल एरिया, सेक्टर-62, गौतम बुद्ध नगर (उ.प्र.)-201309
टेल: 0120-2405969, 70, 71, 72, 73, फैक्स: 0120-2405182



Navodaya Vidyalaya Samiti
Ministry of Education, Govt. of India
(Deptt. of School Education & Literacy)
B-15, Institutional Area, Sector-62, NOIDA, Gautam Buddha Nagar (U.P.)-201309
Tel: 0120-2405969, 70, 71, 72, 73, Fax: 0120-2405182
वेबसाइट/Website: www.Navodaya.gov.in

No.F. 12-04/2017-NVS(Admn.) / 924

Dated: 19.03.2021

To

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices

Sub: Clarification on regularization of absence of the employees of the Samiti due to outbreak of COVID-19 pandemic-reg.

Madam/Sir,

This is regarding regularization of absence of the employees of the Samiti due to outbreak of COVID-19 pandemic. Many representations seeking clarification on the subject have been received. The representations have been examined/analyzed in light of the relevant instructions issued by the Govt. of India as well as NVS from time to time.

Ministry of Home Affairs vide order No. 40-3/2020-DM-I(A) dated 24.03.2020 conveyed closure of all activities to contain the spread of COVID-19 Pandemic w.e.f. 25.03.2020. Navodaya Vidyalaya Samiti also issued directions to close all the Vidyalayas and handover all the students to their parents safely vide letter dated 19.03.2020. Instruction was also given to complete the evaluation of non-board class answer papers and declare the result on 31.03.2020. Decision of NVS was also communicated to advance the summer vacation and summer vacation was declared w.e.f. 01.04.2020.

All the Principals were directed to arrange for online classes w.e.f. 15.06.2020. All the teachers were directed to report to JNVs on 10.06.2020. Online training was also arranged for teachers and Principals through NLLs to impart techniques to handle online classes as well as online assessment. In all the correspondences with Regional Offices and JNVs, relaxation in respect of teachers who were staying in containment zone was also intimated. All the JNVs were directed to strictly follow the directions of MHA and guidelines issued by NVS.

Jawahar Navodaya Vidyalayas are residential schools where accommodation is made available to all the staff in the campus. For handling online classes, teachers were directed to stay safely in their respective quarters and prepare for the classes.

Handwritten signature

cmf:-

In case of the vacation staff who worked for JNV during vacation, compensatory earned leave is applicable as intimated vide letter No. 14013(11)/40/2019/Estt.III/15329-15928 dated 9.11.2020.

Representations are being received regarding the regularization of the period of absence due to various reasons/grounds. All the grounds have been analyzed and the following guidelines are given for follow up action:

S. No.	Points	Comments
A. During Lockdown (from 23rd March 2020 to 29th June 2020. Reference D. O. no. 40-3/2020-DM-I(A) dt. 29.06.2020)		
1.	Employees who have left the campus prior to 23 rd March 2020 with due permission but not reported back to duty place (JNV/Office).	Deemed to have joined on 23.03.2020, if intimation, in any form indicating difficulty in joining duty due to non-availability of public transport/ flights has been given by the Government servant to the office and worked from home. Those who left the campus/ office without permission have to apply for leave.
2.	Government servants who were on official tour and were unable to return to their Headquarters due to non-availability of Public Transport.	Deemed to have joined duty on the date of expiry of official tour, if intimation in any form indicating difficulty in joining duty due to non-availability of public transport/ flights has been given by the Government servant to the office.
3.	Government servants who were on leave prior to issue of lockdown orders with effect from 25.03.2020 and the leave ended during lockdown period.	Deemed to have joined duty on the date of expiry of leave, if intimation in any form indicating difficulty in joining duty due to non-availability of public transport/ flights has been given by the Government servant to the office. In case of leave on medical grounds, this is subject to production of medical/fitness certificate.
4.	Government Servants who were on leave prior to issue of orders on lockdown with effect from 25.03.2020 and the leave period expired during the lock down period, but who wish to curtail the leave before expiry and join duty.	Curtailment of sanctioned leave may not be agreed to, unless allowed by the leave sanctioning authority only in rare cases based on official exigency. From the date following the date of expiry of sanctioned leave during the period of lockdown, the employee may be deemed to have joined duty.
5.	Stayed at allotted accommodation in the JNV/NLI and contributed for NVS.	If the employee has given intimation to the Controlling Officer and officially worked, it can be considered as on duty.

2. After Lockdown - w.e.f. 30th June 2020 non vacation staff who are provided with official accommodation in the campus -

6.	Stayed at allotted accommodation in the JNV/NLI and did not contribute for NVS.	Such employees have to apply for leave for complete absence from the duty
7.	After lockdown, reported after due date to the work place without any exempted reasons like stay at the containment zone etc.	Employee has to apply for leave for the period concerned.
8.	Stayed at containment zone and did not report for duty.	Special Casual leave may be sanctioned after submitting documentary proof.
9.	Reported COVID positive and stayed at home	Special casual leave for COVID positive period may be sanctioned after submitting documentary proof.
10.	Did not attend office due to illness but worked from allotted quarters.	Will be treated as on duty.
11.	Due to illness / as a precautionary measure did not attend office	Employee has to apply for commuted leave which can be sanctioned without medical certificate or leave of any kind may also be applied.
12.	An employee was asked to remain in quarantine on return from outstation duty.	Special Casual leave (SCL) to be sanctioned by respective leave sanctioning authority
13.	An employee remained in quarantine due to Central/State Govt. instructions. An employee who reached the station but was in the quarantine for 14 days as per the requirement of State Govt. /controlling authority.	Special Casual leave (SCL) to be sanctioned by respective leave sanctioning authority.
14.	An employee who was advised by Medical Authority to remain in quarantine/treatment for "N" number of days.	Special Casual leave (SCL) to be sanctioned by respective leave sanctioning authority.
15.	An employee who was in HQ but did not attend office/ did not work for NVS.	It is to be treated as absence. He/she has to apply for leave of kind due for regularization of absences.
16.	The employees with co-morbidities, pregnant women and differently abled employees during COVID-19 pandemic.	Employees with co-morbidities (e.g. diabetes, hypertension, asthma, etc.), pregnant women and differently abled employees will be treated on duty, if they have worked from allotted quarters.

Agstured

Cont. —

C. After Lockdown (vacation staff of JNVs) w.e.f. 30th June 2020 (with consideration of additional 15 days)

17.	Stayed at allotted accommodation in the JNV and did not contribute for NVS	Such employees have to apply for leave for complete absence from the duty
18.	After lockdown, reported late to the work place without any exempted reasons like non-availability of Public Transport, stay at the containment zone etc.	Employee has to apply for leave for the period concerned.
19.	Stayed at containment zone and did not report for duty.	Special Casual leave may be sanctioned after submitting documentary proof.
20.	Reported COVID positive and stayed at allotted quarters.	Special casual leave for COVID positive period may be sanctioned after submitting documentary proof.
21.	Due to illness / as a precautionary measure did not attend office	Employee has to apply for commuted leave which can be sanctioned without medical certificate or leave of any kind may also be applied.
22.	An employee was asked to remain in quarantine on return from outstation duty.	Special Casual leave (SCL) to be sanctioned by respective leave sanctioning authority
23.	An employee remained in quarantine due to Central/State Govt. instructions. An employee who reached the station but was in the quarantine for 14 days as per the requirement of State Govt. /controlling authority.	Special Casual leave (SCL) to be sanctioned by respective leave sanctioning authority.
24.	An employee who was advised by Medical Authority to remain in quarantine/treatment for "N" number of days.	Special Casual leave (SCL) to be sanctioned by respective leave sanctioning authority.
25.	An employee who was in HQ but did not attend office/work for NVS.	It is to be treated as unauthorized absence. He/she has to apply for leave of kind due for getting the revised requirement

D. After Lockdown for officials who are not provided with official accommodation w.e.f. 30th June 2020

26.	After lockdown, reported late to the work place without any exempted reasons like non-availability of Public Transport, stay at the containment zone etc.	Employee has to apply for leave for the period concerned.
27.	Stayed at containment zone and did not report for duty.	Special Casual leave may be sanctioned after submitting documentary proof.
28.	Reported COVID positive and stayed at home	Special casual leave for COVID positive period may be sanctioned after submitting documentary proof.

Agarwal

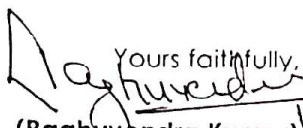
Cont.

29.	Due to illness / as a precautionary measure did not attend office	Employee has to apply for commuted leave which can be sanctioned without medical certificate or leave of any kind may also be applied.
30.	An employee was asked to remain in quarantine on return from outstation duty.	Special Casual leave (SCL) to be sanctioned by respective leave sanctioning authority
31.	An employee remained in quarantine due to Central/State Govt. instructions. An employee who reached the station but was in the quarantine for 14 days as per the requirement of State Govt. /controlling authority.	Special Casual leave (SCL) to be sanctioned by respective leave sanctioning authority.
32.	An employee who was advised by Medical Authority to remain in quarantine/treatment for "N" number of days.	Special Casual leave (SCL) to be sanctioned by respective leave sanctioning authority.
33.	An employee who was in HQ but did not attend office/did not work for NVS.	It is to be treated as unauthorized absence. He/she has to apply for leave of kind due.

As per the Govt Order No. 21/3/2020 E.II(B) dated 01.12.2020 , transport allowance will not be granted if the employee did not attend the office at least for a single day in the month, even if he/ she has worked from home.

The period of absence will be regularized by the Deputy Commissioners after verifying the details in respect of JNV staff as per the recommendation of the Principal. Deputy Commissioner of the Office is empowered to approve in respect of NLI and RO staff except for self. In respect of Deputy Commissioners, the details are to be forwarded to NVS HQrs for seeking approval of the Competent Authority.

This issues with the approval of the Competent Authority.

Yours faithfully,

 (Raghendra Kumar) 19/03/2021
 Asstt. Commissioner(Admn.)

Copy to:

1. Dy.Commissioner, all NLIs
2. All Officers of NVS HQrs. for information and necessary action - through Email.
3. AC(IT) - with a request to upload the same on the website of NVS.


 19/03/2021
 Asstt. Commissioner(Admn.)