

A-11014/17/2018-NACO(HR)
Government of India
Ministry of Health & Family Welfare
National AIDS Control Organization

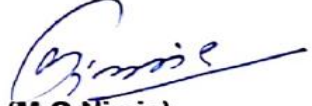
6th & 9th Floor, Chandralok Building,
36th Janpath, New Delhi - 110001
Date: 8th November, 2018

Office Memorandum

Subject: Entitlement of leave to contractual staff at NACO/SACS/District/Facility

The undersigned is directed to refer to NACO's letter No. T-11020/64/2004-NACO(ART) dated 20.03.2008 (copy enclosed) and office order A-11011/6/2016-NACO(HR) dated 09.09.2016 (copy enclosed) on the above subject and to convey the following with regard to crediting of accrued leave in advance in respect of contractual staff at NACO/ SACS/ District/ Facility:

- i. Accrued leave shall be credited in advance to the leave account of contractual staff as under:-
 - a. 15 leave on 1st April of the year and 15 leave on 1st October of the year.
 - b. For contractual staff joining in the mid of the year, it will be calculated on pro-rata basis and shall be credited to their account.
 - ii. Leave taken in excess of accrued leave credited on half yearly basis will be treated as leave without pay.
2. This issues with the approval of Competent Authority.



(M.G.Nimje)

Under Secretary to the Government of India

To,

1. The Project Directors, All SACS
2. All contractual staff contracted through NISG

Copy for information to:

1. PPS to AS & DG, NACO
2. PS to JS, NACO
3. All Divisional Heads, NACO

A-11011/93/2007/NACO (A)
Government of India
Ministry of Health & Family Welfare
National AIDS Control Organisation

9th floor, Chandralok Building
36 Janpath , New Delhi-110001
Dated : 10th May, 2018

To,

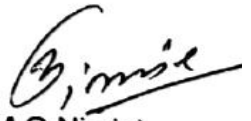
All Project Directors, SACS/MACS
All HODs, NACO

Subject : Maternity leave entitlement for the contractual female staff engaged at NACO/SACS/DAPCU/ Facility levels under NACP-IV.

I am directed to refer to the Office Order no- A-11011/93/2007/NACO (A) dated 1st September, 2014 (copy enclosed) on the subject cited above and to say that the maternity leave entitlement for female staff engaged on contractual basis at NACO/SACS/District/Facility has been revised as under w.e.f 1.04.2017 i.e the date of enforcement of the Maternity Benefit (Amendment) Act, 2017:-

- i. Increase in the maternity leave entitlement for female staff working across NACO/SACS/District/Facility with less than two surviving children to 26 weeks full pay ; and
- ii. Extension of 12 weeks of maternity leave benefit to the "commissioning mother" and the " adopting mother" from the date the child is handed over.

2. This issues with the approval of the Competent Authority.


(M.G.Nimje)

Under Secretary to Government of India

Copy for information to:-

1. PPS to AS & DG , NACO
2. PS to Joint Secretary, NACO

No. A-11011/6/2016 – NACO (HR)
Government of India
Ministry of Health & Family Welfare
National AIDS Control Organization

6th & 9th Floor, Chandralok Building,
36th Janpath, New Delhi - 110001
Date: 9, September 2016

Office Memorandum

Subject: Entitlement of Leave to Contractual staff in NACO engaged through NISG

I am directed to convey the decision of the Competent Authority in NACO that all contractual staff engaged through NISG will be governed by NACO leave policy and entitled to the following kinds of leave:-

S. no.	Type of leave	Annual Entitlement
1.	Accrued Leave	30 days (2 ½ days monthly for every completed month of contract, excluding weekend/s and holidays)
2.	Sick Leave	10 days
3.	Maternity Leave	12 weeks with full pay for 2 surviving children

The following may be kept in view by the contractual staff while applying for the leave:-

- (i) The leave entitlement and computation are linked to the financial year i.e. April 1st to March 31st.
- (ii) There is no provision of Paternity Leave or encashment of leave and the accrued leave shall not be carried forward to the next contract period. It is further clarified that leave may not be claimed as a matter of right.
- (iii) Leave entitlement shall be provided on a pro-rata basis in case contract is for less than a year.
- (iv) All Accrued leave should be planned, mutually agreed and approved in advance, and take into account workloads and the contractual staff needs.
- (v) The leave application duly approved by the controlling Officer in a prescribed leave application format (**Annexure A**) should be submitted to HR division for records.
- (vi) Unplanned leave may be verbally requested by contractual staff from their respective reporting officer in case of emergency.
- (vii) Medical certificate must be submitted in case of sick leave in excess of three consecutive days.


(Alka Ahuja)

Deputy Secretary to the Government of India

To,
All Contractual staff contracted through NISG

Copy to:
PPS to Secretary & DG, NACO
PPS to JS, NACO
All Divisional Heads
Under Secretary (A)

T-11020/64/2004-NACO (ART)
Government of India
Ministry of Health & Family Welfare
(National AIDS Control Organization)

9th Floor, Chandralok Building,
36 – Janpath, New Delhi – 110001,
Dated the 20th March 2008.

To,
Project Director,
All State / UTs / MCs AIDS Control Societies.

Subject: - Entitlement of Leaves to Contractual Staffs engaged in SACS / ART Centres / ICTCs / Model Blood Banks etc under NACP – III.

Madam / Sir,

I am directed to inform that as per the decision taken in the 27th Meeting of National AIDS Control Board held on 1.8.2007 under the chairmanship of Secretary (Health), all Contractual Staffs engaged in SACS / ART Centres / ICTCs / Model Blood Banks etc under NACP – III are entitled to the following kind of leave: -

S. No.	Contractual Staffs (salary range) per month	Annual / Accrued Leave	Sick Leave	Maternity Leave (Female employees)
1.	Rs. 45000 to Rs. 65000/-	30 Days (2 ½ leaves for every completed month of contract)	10 days	30 days Half Pay Leave
2.	Rs. 25000/- to Rs. 44999/-	-Do-	-Do-	60 Days Half pay Leave
3.	Up to Rs. 24999/-	-Do-	-Do-	-Do-

There is no provision of Paternity Leave or encashment of leave and the accrued leave shall not be carried forward to the next contract period. It is further clarified that leave may not be claimed as a matter of right.

During the Maternity Leave availed by a female contractual staff in ART Centres / ICTCs / Model Blood Banks, a suitable alternative arrangement may be made by the in-charge of the concerned ART Centres / ICTCs / Model Blood Banks indicating detailed justification for filling up the vacant post (duly indicating their workload etc) in consultation with SACS concerned and prior approval of NACO.

Yours faithfully,


(Vijay Kumar Reel)

Under Secretary to the Government of India
Telefax: 23731958

Leave Application for Contractual staff

Name (in Capitals)		
Designation		
Division		
Contract Period	From:	To:
Leave accrued as on date	Accrued: _____	Sick: _____
Leave availed as on date	Accrued: _____	Sick: _____
Leave balance as on date	Accrued: _____	Sick: _____
Applying for (please tick)	Accrued:	Sick:
Period of leave	No. of days: Date: From- _____ To- _____	
Reason(s) for leave		
Contact no. while on leave		

Medical certificate to be enclosed for sick leave of more than three days

Signature of the contractual staff with date:

Forwarded by:

Signatures of Controlling officer with date: