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Leave, Overtime, On-Duty Policies, and Protocols for Employees of ICTRD and Its Associates for the Year 2025-26

The new policies and protocols decided during the meeting held on 24th March 2025 at 3:00 PM will be applicable to all employees of ICTRD and its associates, effective from 1st April 2025.

Urja Kurve
(Administrative Officer)

The management has decided to revise and implement changes to the office timings, policies, and protocols. These revisions were discussed and finalized during the board meeting held on March 24, 2025, at 3:00 PM. The agenda of the meeting was "Revision of Leave, Overtime, On-Duty Policies, and Protocols."

As per the discussions and decisions made in the meeting, the updated policies will be applicable to employees working under ICTRD as well as those on the payroll of other organizations operating within the same premises as ICTRD.

These updated rules will come into effect from April 1, 2025, and will follow the financial year cycle, i.e., from April 1 to March 31.

Office Timings

1. Office Timings:

- Office hours will be from 10:00 AM - 7:00 PM.
- A late mark will be recorded if an employee arrives after 10:25 AM.
- Early leave is permissible at 6:30 PM.
- Half-day will be recorded if arrival is after 11:15 AM.

Late Marks and
Early Leaves

2. Late Marks and Early Leaves:

- A maximum of 3 late marks/early leaves combined will be allowed in a month.
- Starting from the 4th late mark or early leave, it will be counted towards deductions.
- 3 late marks/early leaves = 1 leave deduction.

Lunch Break **3. Lunch Break:**

- a. Lunch break remains unchanged and will be from 2:00 PM to 2:45 PM.

Half Days **4. Half-Day Rules:**

- a. Employees leaving for a second-half half-day must leave by 3:00 PM.
- b. Those arriving for the second half must report by 2:45 PM.

Casual leaves with examples **5. Leave Policies:**

a. Casual Leaves (CL):

i. Annual Casual Leave Entitlement:

Employees are entitled to 12 casual leaves per financial year (April 1 to March 31).

ii. Encashment of Unused Leaves:

Unused casual leaves can be encashed on March 31st during the salary payment for that month.

Example 1:

If an employee has 12 casual leaves for the year and only utilizes 6 leaves, the remaining 6 unused leaves will be encashed at the applicable rate during the end-of-year salary payment.

Example 2:

If an employee takes more than 12 leaves in a year, the exceeding leaves will be deducted from their salary.

iii. Option to Classify Leaves:

Employees may request management to specify which leave should be treated as casual leave and which as unpaid leave.

Casual Leave Adjustment Protocol for Employees Leaving Mid-Year with Examples

b. Casual Leave Adjustment Protocol for Employees Leaving Mid-Year

If an employee resigns in the middle of the financial year, their casual leave entitlement will be calculated on the basis of one leave per completed month of employment from April 1st to their final working month.

Example 1:

An employee resigns in July (employment period: April to July = 4 months).

Entitled leaves: 4 casual leaves.

If the employee has used 3 leaves, the remaining 1 leave can be encashed during the final payment.

Example 2:

An employee resigns in July (employment period: April to July = 4 months).

Entitled leaves: 4 casual leaves.

If the employee has used 6 leaves, the excess 2 leaves will be deducted from the final payment.

This calculation will apply only if the employee complies with the organization's exit protocols, including notice period completion and clearance of pending dues.

Medical leaves with example **c. Medical Leaves (ML):**

- i. Employees are allowed 3 medical leaves per year, applicable only with supporting medical documents.
- ii. Unused medical leaves cannot be encashed.

Example:

If an employee uses all 12 casual leaves and 2 medical leaves during the year, the remaining 1 medical leave cannot be encashed or carried forward to the next financial year.

Consecutive leaves with examples

d. Consecutive Leave Rules:

If an employee takes three or more than three consecutive leaves (in a row), all office holidays within that period will also be considered as leave, leading to deductions. The rules for consecutive leave do not apply in the case of medical leaves, provided that appropriate medical documentation is submitted.

Example 1:

If there is a holiday on 2nd or 4th Saturday and Sunday is a weekly day off, and the employee takes leave on either Friday or Monday, the holiday and day off will be included in the leave count.

Example 2:

If an official holiday occurs, and the employee takes leave one day prior and one day after the holiday, all three consecutive days will be treated as leave and will result in deductions.

Leave intimations

e. Leave Intimations:

- i. Leave requests must be communicated at least 1 hour in advance.
- ii. Failing to notify in advance will result in a penalty of 2 leave deductions per day.
- iii. When submitting a leave application via email, employees must adhere to the following guidelines to ensure smooth workflow and avoid disruptions during their absence:
 - (a) Clearly specify the tasks or projects currently assigned to you in the leave email. If possible, delegate your tasks to another team member. Include their name and the details of the handover in your leave email
 - (b) If task delegation is not feasible, ensure you inform the Project Manager or the Management about your work status and any pending tasks before proceeding on leave.
 - (c) This process ensures that all tasks are accounted for and progress without interruption during your absence.

Holidays assigned by the organization

6. Holidays:

a. Technical Staff:

Holidays on 2nd and 4th Saturdays and all Sundays.

b. Non-Technical Staff:

Holidays on all Sundays unless specified otherwise.

c. Time-to-time specified holidays, such as those announced by the management for festivals or other occasions, will be applicable to all employees uniformly. These holidays must be adhered to as per the official communication.

Other protocols

7. Office Protocols:

- a. Employees must always wear ID cards while on office premises. It is the responsibility of each employee to ensure they carry and display their ID card at all times during office hours.
- b. Adherence to OnDesk protocols is mandatory.

Specified by the management from time to time through various notifications or orders

- c. Before leaving for the day, employees must submit a work report to the management via email.
- d. Office Phone: It is the collective responsibility of all employees to ensure that office phone calls are answered promptly. If the intended recipient is unavailable, employees are required to take messages on their behalf and ensure the message is communicated to the concerned person at the earliest.
- e. Visitor Interaction: In the absence of reception staff, it is the responsibility of any employee who notices a visitor to: Politely ask for the visitor's name and the purpose of their visit. Assist the visitor by either directing them to the appropriate person or informing the concerned team member of their arrival.
- f. Earphone Usage: Approval from the management is required for using earphones, which are permitted for educational purposes only.
- g. Employees must regularly check their inboxes and respond to emails promptly.
- h. All other terms and conditions regarding office protocols will remain the same as specified by the management from time to time.

Overtime Policy
with examples

8. Overtime Policy:

- a. The management may request any employee to perform overtime or assign additional duties, which will be communicated in advance.
- b. Once the employee accepts the duty assignment/overtime slips and receives the relevant order it becomes their responsibility to complete the specified overtime period and perform the assigned tasks.

Example:

An employee may be asked by the management in advance to perform overtime. Upon receiving the order, the employee must sign the receipt slip as a statement of acceptance. Once accepted, the employee is obligated to work for the specified period and complete the assigned task. After completion, the employee must accurately fill out the duty assignment/overtime slip and submit it to the concerned person.

- c. In exceptional cases, the management may require an employee to perform overtime without prior notice. In such cases, the employee must fill out the duty assignment/overtime slip accurately and submit it to the management for further review.

Example:

In case of an urgent matter requiring overtime, where the management had no prior knowledge, the management may request the employee to work overtime without an advance receipt slip. It then becomes the employee's responsibility to diligently serve the overtime period, complete the assigned work, and accurately fill out the overtime slip. The slip must be submitted to the concerned person, reflecting the actual overtime period without exceeding the time worked.

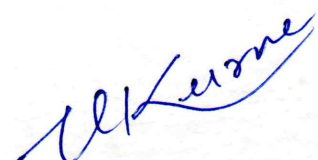
Subject to the
final approval
by the
management

On-duty protocols

9. On-Duty Policy:

- a. If an employee needs to attend to personal work during office hours that requires more than 5 minutes outside the office, they must fill out the special request/on-duty slip and submit it to the management for review.
- b. The management may, if required, request additional supporting information for further review, and the employee is obligated to provide it.
- c. The final decision regarding such requests will rest solely with the management.

Subject to the
final approval
by the
management



Protocols for issuing a memo and following procedure

10. Memo Protocol:

- a. A memo can be issued by the management or by one employee to another, provided it is relevant and necessary.
- b. If an employee accumulates three memos during their tenure, the management reserves the right to ask the employee to leave the organization before the completion of their period.
- c. All memos must be issued via email to ensure proper documentation. The management and relevant key persons must be included in the CC of the email for transparency and record-keeping.
- d. The content of the memo must be professional and justified, focusing on the specific matter that requires attention.
- e. Once a memo is issued to an employee, they must respond to it within 48 hours.
- f. The employee has the right to challenge the memo by appealing to the management.
- g. The management may take up to one week or more to review the challenge, verify the details, and provide a final decision.

Subject to the final decision by the management

Protocols related to Official and special requests communication

11. Communication Protocols:

- a. All professional concerns related to office matters must be communicated exclusively via email to the Member Secretary, with the Administrative Officer copied (CC) on all such emails.
- b. Direct verbal or informal communication for such matters will not be considered.

Failure to adhering to protocols

12. Failure to Adhere to Protocols:

Employees failing to adhere to office protocols will be subject to a foul. After accumulating three fouls, the management will review and take appropriate action.

By adhering to these guidelines, we aim to maintain a professional and efficient work environment. Employees are encouraged to follow the updated protocols diligently to ensure smooth functioning and maintain a professional work environment. For any clarifications, please contact the administrative office.

Date: 24-03-2025

Urja Kurve
(Administrative Officer)