



JHARKHAND STATE SPORTS PROMOTION SOCIETY

(A CCL- State Govt. of Jharkhand joint initiative)

C/o Mega Sports Complex, Khelgaon, Hotwar, Ranchi- 835217



OUR MISSION- OLYMPIC GOLD

Ref: CEO/LMC/JSSPS/2016/279 (ii)

Date: 14 Dec 2016

OFFICE ORDER- LEAVE REGULATION FOR COACHES/ FACULTY

Guideline for Coaches engaged at JSSPS for imparting Coaching/ Other faculties to Sports Cadets at Mega Sports Complex, Khelgaon

INCLUDING AMMENDMENT ISSUED VIDE APPROVAL OF THE COMPETENT AUTHORITY ON NOTE SHEET NO: 565'N' dtd 06/01/2017

(i) Leave Rules:

These rules shall be applicable to the Coaches engaged by JSSPS. The Coaches engaged on contractual basis may be required to proceed from time to time on leave etc. Towards this, the Leave regulations governing the Coaches are as follows:

(a) Casual Leave –

- (i) Only 12 Days Casual Leave is permitted to the Coaches in a calendar year subject to the condition that not more than 4 days casual leave will be allowed at a time.
- (ii) However, pro-rata calculation shall be undertaken for determining the leave credit. For example, A person who has joined in the Month of June shall be given a leave credit of only 06 (six) days.
- (iii) Also, personnel who have joined prior to the 15th of a particular month shall be permitted to take that particular months full leave credit i.e. 01 (one) day.
- (iv) No accumulation of Casual Leave is permitted. A maximum of 08 days Casual Leave may be taken by the Coaches in combination of weekly offs and Public Holidays. In such an instance, the Public Holiday and weekly offs during the spell of the leave will not be treated as part of the leave.

(b) Public Holidays/ Weekly Offs –

- (i) Only 08 Days of Public holidays/ National Holidays are permitted in a calendar year. This list shall be prepared and published by JSSPS and shall be exclusively for the coaches.
- (ii) One Day (as rest day) shall be admissible to the Coaches in a week comprising Seven (07) days. This weekly off may be altered depending upon the requirement so JSSPS. A compensatory off shall be given in-lieu within the next three (03) months to the individual coach. However, approval to work on a particular rest day has to be accorded by the Competent Authority well in advance. All such leaves shall be subject to service exigencies.
- (iii) Weekly offs coinciding with the Public Holidays and Casual Leaves may be conjoined to avail leave by the Coaches. However, prior permission is to be obtained for out-station leave.

(c) Working Hours -

- (i) 08 hrs working day schedules are applicable to the Coaches each day.



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- (ii) The coaches may be required to carry out coaching each day in shifts and as per the training curriculum.
- (iii) At times, a requirement may exist for the Coaches to prepare various reports as desired by the Management, this may be undertaken over and above the stipulated time frame.

(d) **Lieu Leave-**

No Lieu-leave is permitted to the Coaches. In the event of a duty being performed on a weekly day of rest (and only after the written permission of the Competent Authority), an individual may be duly compensated with a lieu- leave. Please read Para b (ii) in this regard.

(e) **General Terms & Conditions-**

- (i) The Leave Sanctioning shall be done by The CEO, Jharkhand State Sports Promotion Society (CEO, JSSPS). Duly filled application form is to be submitted at least 24 Hours prior to commencement of leave at the Office of CEO, JSSPS with the recommendations of the Member (Administration). Details of Leave credit are to be included in the request letter of the individual coach.
 - (ii) A Coach who absents himself/ herself without sanctioned leave for more than 04 days shall be deemed to have left the services of the JSSPS. It will be upon the Management to accept the explanation or not.
 - (iii) Leave is a privilege and therefore, it cannot be claimed as a matter of right.
 - (iv) TA /DA – If the Coaches are required to proceed on tour on official duty for work related to JSSPS, they will be entitled to TA/DA as follows:
 - (a) Traveling Allowance- AC 3 Tier fare for the journey by Train subject to production of tickets.
 - (b) Daily Allowance as follows: - Rs 700.00 per day of Stay of 24 Hours and above.
 - (v) Reimbursement – The Coaches will not be entitled to the facilities like reimbursement of medical expenses and leave travel concession.
- (f) **Addendum:** As per Para 8 (k) of the Executive Council Minutes of the Meeting held on 11 Nov 2016 and communicated vide CEO/LMC/JSSPS/EC/16/248 dtd 14 Dec 2016, **A Maximum of 10 days is permitted to Coach the National Team of the respective Sports** and will be construed as 'On-Duty'. Any absence above this period shall be Leave without Pay and deducted from Monthly payments on pro-rata basis. For this, the Coach is to produce the relevant documents for attending the Coaching Camp from the respective Federation/ Association **and** Sports Authority of India. Only on submission of these Documents, the leave shall be regularized.

(Lt Cdr Vikrant Malhan)
Member (Admin/ Security), LMC- JSSPS