



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA  
An Institute of National Importance under Ministry of Education, Govt. of India)

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No. NITMGH/ES/COVID-19/HQ/2021-22/ 2610

Date: 09.02.2022

**OFFICE ORDER**

This is to notify that all employees are requested to comply with the Office Memorandum No. 48011/6/2020-Admn.I dated 17.01.2022, issued by the Ministry of Finance, Department of Expenditure, Government of India which is on, "Treatment/regularization of leave during Covid-19 (third wave)" & Office Memorandum No. 13020/1/2019-Estt. (L) dated 07.06.2021 issued by Ministry of Personnel, Public Grievances & Pensions, Deptt. of Personnel & Training (Leave & Allowance Division), Government of India which is on "Treatment/regularisation of hospitalization/quarantine period during COVID-19 pandemic." The said Office Memorandums which are self-explanatory are attached herewith for necessary reference.

Employees those found/tested Covid positive and have not availed/applied for any leave during those periods are requested to submit the application for Commuted Leave as per the Office Memorandums dated 07.06.2021 & 17.01.2022 for the period of absence.

This issues with the approval of the Competent Authority.

  
(B. N. Choudhury)  
Registrar

Copy to:-

1. AR (DR), NIT Meghalaya for kind information of the Director.
2. E-Notice to all faculty & staff.
3. FIC-CC, with a request to upload the office order in the Institute website.

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F.NO.48011/6/2020-Admn.I  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
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North Block, New Delhi  
Dated 17<sup>th</sup> January 2022

**OFFICE MEMORANDUM**

**Sub: Treatment/regularization of leave during Covid-19 (third wave) – regarding.**

The number of cases of infection due to COVID-19 in the Department of Economic Affairs has been on the rise during the past weeks. In absence of explicit instructions from DoPT for handling /regularization of leave in third wave, it has been decided that matters such as isolation period/home quarantine/leave etc would be in accordance with instructions issued by ICMR and Ministry of Health and Family Welfare vide their OM dated 05.01.2022 and previous orders issued by DEA on 22.12.2020, in the following manner :

S. No	SITUATION	TREATMENT OF PERIOD OF ABSENCE
1.	When the Govt. Servant himself is COVID Positive and is in home isolation /quarantine.	Shall be granted Commuted Leave upto 07 days, if due and admissible on mere production of Covid Positive report.
2.	When the dependant family member of Govt. Servant is COVID positive or parents, whether dependant or not, living with him/her are COVID positive	The Govt. Servant may be allowed to work from home for a period of 07 days with the approval of Divisional Head. In this case, the discretion of Divisional Head shall be final.
3.	When the Government Servant comes into direct contact with a COVID positive person.	The officer may be allowed to work from home for next 3 days and maximum for 7 days, with the approval of Divisional Head.

2. This office memorandum shall be valid until further orders or till the issuance of orders by DoPT in this regard.

This issues with the approval of Competent Authority.

  
( Himanshu Gandhi )

Under Secretary to the Government of India

Phone 23092673

To

All Officers & Staff (including contractual staff) through KMS Portal.

Old JNU Campus, New Delhi  
Dated the 7<sup>th</sup> 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	(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.  (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.
(2)	When the Government servant himself is COVID positive, and is in home isolation and has also been hospitalized.	(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.  (ii) In case of hospitalization beyond the 20 <sup>th</sup> day from his testing COVID positive, he shall be granted Commuted leave, on production of documentary proof of hospitalization.  (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.
(3)	When a dependent family member of Government servant is COVID-positive or parents,	(i) Shall be granted SCL of 15 days on production of COVID-positive report of dependent family member/parents.  (ii) In case of active hospitalization of any of the family member/parents even after 15 days of the expiry of SCL, the

	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.