

OFFICE OF THE MISSION DIRECTOR
AXON SARBA SIKSHA ABHIYAN MISSION

KARDIIPARA, GUWAHATI-781 019, ASSAM

30/01/2016
Memo No. SSA/Esstt/Monthly Leave A/c/SMO-DMO/297/2014/ 2837

Date: 01.02.2016


NOTIFICATION

In pursuance of the approval of the 25th and 26th Executive Committee (EC) meeting of Axon Sarba Siksha Abhiyan Mission, concerning leave provision of Asstt. Teachers (Contractual) & Employees of SSA, Assam, the admissibility of leave allowed is as follows :-

- (a) Maternity Leave: is allowed for 180 days with pay in lieu of-existing 135 days.
- (b) Special Disability Leave : 120 days leave with pay for an employee who is disabled by injury caused by accident during his/her duties in office (referred to leave Rule, 1934)
- (c) Earned Leave/Annual Leave : 10 days as earned leave/Annual Leave in case of Asstt. Teacher (Contractual) of SSA per calendar year in lieu of existing one day annual leave in every 20 days a calendar year.
- (d) Special Annual Leave/ Study Leave: Existing 15 days as Special Annual Leave /Study Leave a calendar year in case of Asstt. Teacher (Contractual) is discontinued henceforth.

Other leave provisions will remain same until further orders.

This will come into force with immediate effect.



(Thaneswar Malakar, IAS)
Mission Director,
SSA, Assam

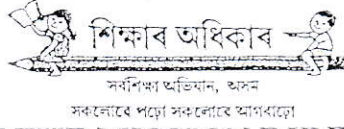
Memo No. SSA/Esstt/Monthly Leave A/c/SMO-DMO/297/2014/ 2837-A

Date : 01.02.2016

Copy to :

1. The Commissioner & Secretary to the Govt. of Assam, Education (Elementary) Deptt., Disp Guwahati-6 for favour of kind information.
2. All District Mission Coordinator, SSA, Assam for information.
3. All Block Mission Coordinator, SSA, Assam for information.
4. All Component I/c, SSA, Assam for information.
5. The Asstt. Administrative Officer, SSA, Assam for information.
6. Office File.


Mission Director,
SSA, Assam



OFFICE OF THE MISSION DIRECTOR

AXOM SARBA SIKSHA ABHIYAN MISSION

KAHILIPARA, GUWAHATI-781 019, ASSAM

No. SSA/Esst/Office Order-Circular-Notification/689/2013/ 9738

Date : 26.05.2014

OFFICE ORDER

In pursuance of the provision of the SR&FR of SSA and various decisions of the Executive Committee of SSA later from time to time, the employees of Axom Sarba Siksha Abhiyan Mission are entitled to avail leave as mentioned below:

1. Casual Leave for 12 days in a calendar year
2. Special Annual Leave for 15 days in a calendar year
3. Medical leave for 15 days in a calendar year
4. Study Leave for 15 days in a calendar year
5. Maternity Leave for 135 days for up-to two surviving children

An employee who desires to avail of any of the aforesaid categories of leave on genuine grounds will apply through his controlling officer in the prescribed format i.e. Application Format for leave along with relevant documents. Casual leave will be sanctioned by the immediate controlling officer i.e. Block Mission Coordinator for block officials & staff, District Mission Coordinator and staff for district officials and MD, SSA for SMO officials and staff. The leave application has to be submitted well in advance except emergent circumstances.

For all other kinds of leave, the controlling officer will verify the leave application and forward the same through proper channel i.e. District Mission Coordinator in case of District and Block level officials to the State Mission Office SSA, Assam with his/her specific recommendation. Applicants applying for study leave and maternity leave will have to apply at least 15 days ahead of the date from which the leave is to be availed. Applicants applying for maternity and medical leave shall have to submit fitness certificate at the time of joining back after availing the leave and the joining report is to be sent to State Mission office immediately through the DMC concerned..

Headquarter leave permission is to be granted by the immediate controlling officer in the case of DMO officials & by the Mission Director in the case of SMO officials. This is in addition to other directions in place as may be from time to time from Election Commission etc. All officials proceeding on travel outside the State/Country on Headquarter leave as well as other than official work will have to take the prior permission of the Mission Director.

In case of any official has applied for leave, but the same is yet under process for sanction, will have to obtain the permission from the controlling authority. In all leave application contact address and phone number must be mentioned.

Executive Director, SSA, Assam is authorized to sign leave register, subject to admissibility and due sanction.

(L.S. Changsan, IAS)
Mission Director

SSA, Assam

Date : 26.05.2014

Memo No. SSA/Esst/Office Order-Circular-Notification/689/2013/

Copy for information and necessary action to:

1. The Executive Director, SSA, Assam.
2. The Officer on Special Duty, SSA, Assam.
3. The Chief Accounts Officer, SSA, Assam.
4. The District Mission Coordinator, SSA, (All) District
5. The Block Mission Coordinator, SSA, (All) Blocks.

sd/ Mission Director
SSA, Assam

9. LEAVE

- a. Employees of the Service coming on deputation or attachment from Govt. departments shall be entitled to leave as per State Govt. Rules.
- b. Employees and consultants engaged on contract basis for specific period shall be entitled to leave during the contract period as given below:
 - i. 15 days casual leave during one complete year of contract as per state government casual leave terms and conditions.
 - ii. 15 days of full pay special medical leave may be allowed by the Mission Director depending on the nature of disease and nature of duties. This leave will not be treated as entitlement for all contractual employees.
 - iii. Study leave for examination, attending training programme up to maximum of 15 days with full pay/half pay/without pay may be allowed depending on nature of duties and requirement of the employee for the Mission work at that particular time to be decided by the Mission Director.
 - iv. Maternity leave for the female contractual employees working against sanctioned positions who have completed at least six months of the contract as per terms given below:
 - Maximum 12 weeks
 - First 1st to 8th week with full pay
 - 9th & 10th week three fourth of the pay
 - 11th & 12th week half pay

10. Pay & allowance

- a. Pay & allowances of Govt. employees attached to the Mission for working in different capacities shall be borne by the parent department.
- b. Pay & allowances of employees engaged to Mission on deputation terms shall be borne by the Mission without deputation allowance.
- c. The remuneration of the contractual employee shall be fixed at the minimal of the remuneration range shown against each post in the Schedule-I A, B & C at the time of signing of agreement.
- d. Mission Director with may allow higher remuneration subject to availability of fund under Project management ceiling of 6% for contractual employees depending on nature of job, experience and performance subject to the maximum ceiling shown in the Schedule-I A, B & C.
- e. Remuneration for retired employees will be as per state government re-employment terms viz. last pay drawn minus pension. For special cases, Mission Director with the approval Chairman EC may allow higher remuneration.
- f. The remuneration range shown above will be revised with the approval of Chairman EC, with the revision of state government scale or heavy increase of price index.
- g. At the time of the renewal of the contract of the contractual employees subject to the proven evidence of satisfactory performance, increase in remuneration may be considered by the Mission Director.
- h. No increase of remuneration will be made during the period of a contract for contractual employees.