

 <p>एनटीपीसी NTPC A Maharatna Company</p>	<p>NTPC Limited Corporate Human Resources Division HR Policy Manual NTPC Sabbatical Scheme</p>	<p>Section:0415 Issue No: III Rev.No.0 Issue Date: 25.03.2019 Updated as on: 16.10.2019 Page: 1 of 10</p>
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NTPC Sabbatical Scheme

1.0 Short Title :

This scheme shall be called NTPC Sabbatical Scheme 2018.

2.0 Objectives:

- 2.1 To provide executives with the opportunity-
 - 2.1.1 to discharge various familial / social obligations
 - 2.1.2 to support spouse / children in their various personal / official pursuits
 - 2.1.3 to take up entrepreneurial / self employment / self development ventures to fulfil their aspirations
 - 2.1.4 to explore different work-environments / situations by seeking employment elsewhere (full-time / part-time / contract) with the assurance of job security.
- 2.2 To further reinforce the NTPC brand as employer of choice.

3.0 Definitions:

- 3.1 “Sabbatical” – means planned job pauses in order to discharge various familial / social obligations; to support spouse / children in their various personal / official pursuits; to take up entrepreneurial / self employment / self development ventures to fulfil their aspirations & to seek employment elsewhere (full-time / part-time / contract) or take up entrepreneurial / self employment / self – development ventures to fulfil their aspirations with the assurance of job security.

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- 3.2 “Company” or “Corporation” - means NTPC Ltd.
- 3.3 “Competent Authority” – with reference to the exercise of any powers under these Rules means the officer or authority to whom such powers are delegated either in general or in particular.
- 3.4 “Employee” – means a person appointed to any position in the Corporation and will include a probationer.
- 3.5 “Regular employee” – means an employee who has been engaged against a vacancy on the regular establishment of the Corporation and has been declared in writing to have satisfactorily completed probation period in one or the other post.
- 3.6 “Probationer” – means an employee who is provisionally employed with a view to being considered for appointment on the regular establishment of the Corporation.
- 3.7 “Deputation / Foreign Service” – when an employee of some other organization is deputed for service in the Corporation at his/her request he / she is said to be on “deputation / foreign service”.
- 4.0 **Scope of Application:**
- 4.1 The scheme shall apply to regular employees, including probationers, in executive grades / pay-scales. However, the concerned executive should not be under suspension or undergoing punishment as a result of any disciplinary / vigilance case. Further, no disciplinary proceeding / vigilance case should be pending against him / her.

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4.2 In case of deputationists who get absorbed in the Corporation, period of deputation shall be taken into account for counting the eligibility period.

4.3 However, the scheme shall not apply to:

4.3.1 Executive trainees (ETs).

4.3.2 Other trainees / apprentices.

4.3.3 Supervisors placed in executive pay-scales under the Service Linked Placement Scheme (SLPS)

4.3.4 Employees engaged on contract.

4.3.5 Employees engaged on temporary or casual basis.

4.3.6 Employees engaged on deputation / Foreign Service to the Corporation.

5.0 **Admissibility**

Sabbatical shall be admissible to employees in executive pay-scales (E0 to E9) who have completed 10 years of service in the regular establishment on the date of application.

6.0 **Period**

6.1 Shall be allowed once in career for a minimum period of 2 years extendable upto 5 years.

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6.1.1 Extension of sanctioned period shall be allowed with the approval of the Competent Authority mentioned at Clause No. 9.

6.1.2 The period shall be inclusive of holidays and weekly offs.

6.1.3 The Sabbatical shall not be debited to the regular Leave account of the employee and shall not be clubbed with any kind of Leave.

7.0 Procedure

Employee will have to apply through proper channel, at least 3 months prior to proposed date of commencement of Sabbatical. However, the period may be relaxed / condoned at the discretion of the Competent Authority.

8.0 Entitlements during period of Sabbatical

S. No	Issues	Treatment of Benefit for Sabbatical
1	Pay & Allowances	No Pay & Allowances payable
2	Performance Related Pay (PRP)	No PRP payable
3	Leave Accrual	No leave shall get accrued for the period of sabbatical as the said period is not to be considered for any other benefit purpose.

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S. No	Issues	Treatment of Benefit for Sabbatical
4	Medical claims	<p>Medical Facilities to Self and Dependants, at par with the regular employees, for the period of Sabbatical shall be extended to those executives who have availed Sabbatical for the below mentioned objectives/purposes:</p> <ol style="list-style-type: none"> i. To discharge various familial/ social obligations. ii. To support spouse/ children in their various personal/ official pursuits. iii. To take up self developmental pursuits like higher studies, training, etc. <p>No medical facility for the period of Sabbatical shall be extended to executives who will be availing Sabbatical to take up entrepreneurial/ self employment ventures and to explore different work environments/ situations by seeking employment elsewhere (full time/part time/contract).</p>
5	Other Claims & Reimbursement e.g., Telephone facility	No reimbursements to be allowed for period of sabbatical.
6	Awards: Long Service Awards	Period of sabbatical is not to be counted as part of service period for Long Service Awards
7	House Rent Allowance / Lease/ Company Quarter	No HRA/ Lease shall be paid for the period of sabbatical. Company accommodation will have to be vacated by the employee before proceeding for sabbatical.
8	Promotion Eligibility	The period of Sabbatical shall not be counted for eligibility period.

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S. No	Issues	Treatment of Benefit for Sabbatical								
9	Death Relief Scheme & ERS	<p>If employee is member of DRS before the period of sabbatical, contribution for cases during sabbatical period shall be taken from the concerned employee as advance based on the average data.</p> <p>The nominee of the employee will be eligible to get DRS in case of death of the employee during the period of sabbatical.</p> <p>The nominee of the employee will also be eligible for ERS subject to fulfilment of other terms & conditions of the ERS.</p>								
10	Superannuation Benefits	<table border="1"> <tr> <td data-bbox="444 982 820 1205">PRMS</td> <td data-bbox="820 982 1385 1205">Sabbatical period is not to be considered in calculating the length of service period for eligibility of PRMS. However no break in service to be considered owing to sabbatical period.</td> </tr> <tr> <td data-bbox="444 1205 820 1310">Pension</td> <td data-bbox="820 1205 1385 1310">No Pension contribution shall be contributed for period of sabbatical.</td> </tr> <tr> <td data-bbox="444 1310 820 1415">CPF</td> <td data-bbox="820 1310 1385 1415">No PF contribution shall be contributed for period of sabbatical.</td> </tr> <tr> <td data-bbox="444 1415 820 1751">Gratuity</td> <td data-bbox="820 1415 1385 1751">Period of sabbatical not to be counted for payment of Gratuity. Gratuity to be paid as per provisions of Gratuity Act considering pre & post sabbatical periods as one/ continuous. For arriving at the period admissible for gratuity, sabbatical will be reduced from the total service and then rounding of 6 month will be done.</td> </tr> </table>	PRMS	Sabbatical period is not to be considered in calculating the length of service period for eligibility of PRMS. However no break in service to be considered owing to sabbatical period.	Pension	No Pension contribution shall be contributed for period of sabbatical.	CPF	No PF contribution shall be contributed for period of sabbatical.	Gratuity	Period of sabbatical not to be counted for payment of Gratuity. Gratuity to be paid as per provisions of Gratuity Act considering pre & post sabbatical periods as one/ continuous. For arriving at the period admissible for gratuity, sabbatical will be reduced from the total service and then rounding of 6 month will be done.
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8.4 **Other Conditions**

- 8.4.1 The employee will be required to refund in full all loans / advances and all other dues payable to the Company before proceeding on Sabbatical.
- 8.4.2 The employee will be required to give at least one month's intimation before re-joining after Sabbatical. The employee will have the option to rejoin during the course of Sabbatical after fulfilling the stipulated one month's intimation but not during the first six months of Sabbatical. In case an employee does not wish to rejoin, he / she will have to submit his / her resignation and no notice period shall be insisted upon.
- 8.4.3 Rejoining on completion of Sabbatical shall be in the grade in which the employee had proceeded on Sabbatical. However, he / she shall be given seniority weightage in the grade to the extent of service completed in that grade before proceeding on Sabbatical.
- 8.4.4 Further, basic pay shall be the basic pay drawn on the date of proceeding on Sabbatical. However, in the event of salary revision, the basic pay shall be the basic pay that he would have drawn on the date of proceeding on Sabbatical, had he / she remained in the Company.

9.0 **Competent Authority**

The Competent Authority for granting Sabbatical shall be as under:

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Grade	Competent Authority
Upto E7	Projects / Stations / Region - Regional Executive Director Corporate Centre – ED (HR)
E8	Director (HR)
E9	CMD

10.0 **GENERAL TERMS AND CONDITIONS**

- 10.1 Granting of Sabbatical shall be as per discretion of the Competent Authority. However, he / she shall take into consideration exigencies of work in each case.
- 10.2 The employees opting for Sabbatical are not allowed to join any of the Joint Venture or Subsidiary units of NTPC, any competitor organization and any other organization whether public or private, having business interests / relations with NTPC. He / she is not allowed to have any business dealing with NTPC, individually or as an employee of a firm during the period of Sabbatical. He shall give in writing to the joining organization that he is on sabbatical from NTPC and the same shall also be intimated to NTPC.
- 10.3 Any employee who has been granted Sabbatical shall not represent the Company in any context and shall not in any way act or deal in any manner prejudicial to the interests of the Company.
- 10.4 In case he / she indulges in any act or acts mentioned above, his / her services shall be terminated by the Appointing Authority. Such terminated employees will not be eligible for benefits under the Defined Pension Contribution Scheme – 2007 and Post-Retirement Medical Facility.
- 10.5 The employee shall not take part in elections for holding any public positions viz. Councillor, MLA, MP etc. during the period of Sabbatical. In

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case he / she opts to do so, he / she shall have to take prior permission of the Competent Authority.

- 10.6 The powers to review, modify, amend the provisions of the NTPC Sabbatical Scheme or withdraw the scheme shall vest with the CMD.
- 10.7 In case of any doubt regarding any provision of these Rules, the matter will be referred to Corporate HR Division for a decision.

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RECORD OF REVISIONS

Section-Clause No.	Revision No.	Revision Date	Amendment Details
0415-Record of Revision	0	15.03.2019	HR Policy Manual Updation
0415-Record of Revision	0	16.10.2019	Provision amended

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