



F. No: NESTS/Admin/Recruitment&RO/568/Part1/2023-24 Dated: 26/07/2024  
E-Office No.: 17805

The Nodal Officers,  
All State EMRS Societies,

**Subject: Guidelines to address the grievances of employees of EMRSs selected through ESSE – 2023 – reg.**

Many grievances are being received related to various areas. For effective functioning of all EMRSs the following guidelines are hereby intimated:

**i. Entitlement of Leave and leave sanctioning Authority**

At EMRS level, Principal may be empowered to sanction all kinds of Leave (Casual Leave, Earned Leave, Half Pay Leave, Child Care Leave, Maternity Leave, Paternity Leave, Extra Ordinary Leave, Commuted leave and Restricted Holiday as applicable) as per GoI norms to staff of EMRS other than the case of Self. Other than Child Care Leave & Maternity Leave, leave of any kind beyond 30 days in respect of EMRS staff will be sanctioned by the State Society. If the period of leave other than Child Care Leave & Maternity Leave exceeds 3 months, the cases may be referred to NESTS.

In r.o Principal, Casual Leave and Restricted Holiday may be sanctioned by State Society and for other kind of leave, application is to be submitted through the Society to NESTS Hq for sanctioning.

**ii. Study Leave**

In the interest of students of EMRSs, there is no provision of study leave.

**iii. Issuance of NOC for applying and appearing for higher posts**

- If the candidate had already applied before joining EMRSs, the same may be granted by the Principal for all employees other than self. In respect of Principal, state societies are empowered to sanction
- For, fresh applications, NOC shall not be issued during the Probationary Period of employees.

**iv. Sanctioning of HRA for EMRS employees who are staying outside the Campus**

- Wherever the accommodation is not provided to the staff in EMRS campus, HRA as applicable in the respective area may be sanctioned by the Principal. If, the staff is not residing in the allotted accommodation, the staff is not eligible for drawing HRA. The Principal has to mandatorily reside in quarter constructed for the purpose in the campus, if house is available.
- Hostel Wardens have to stay in the EMRS campus only. Arrangement for the same is to be done by the Principal.

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*Handwritten signature and date:*  
26/7/24



**v. Transfer of Appointed Staff**

It is communicated that the transfers will be effected through the online transfer portal of NESTS which will be made live once transfer policy is published. No request of transfer will be entertained by NESTS.

**vi. Extension to Join in EMRSs**

Societies are empowered to decide on Case-to-case basis. Only genuine cases may be considered for a period upto one month from the last date as mentioned in the Offer of Appointment. If the female employee is on the family way, an extension may be considered accordingly. If the candidate is already working in any Govt. organization, notice period in the present organization may be considered for the extension.

**vii. Acceptance of Resignation of EMRS employees**

Terms and conditions mentioned in the offer of appointment will be followed. Societies are empowered to accept the resignation in respect of all employees other than Principal. Intimation is to be communicated to NESTS immediately after accepting and relieving the concerned staff. In respect of Principal, the proposal is to be submitted through society to NESTS. If the resigned staff desires to come back, the cases have to be referred to NESTS only.

**viii. Increasing the period of vacation to 90 days similar to JNVs**

Vacation schedule as circulated vide Letter no. NESTS/EMRS/CAC/109/ 2021-22/1320 dated 15.07.2024 (copy enclosed) for 60 days is to be strictly followed.

**ix. Medical facilities to Staff**

A policy is being formulated. As an interim measure on case-to-case basis State societies may sanction the reimbursement and charge the same under the Salary head as per CGHS rate.

**x. Office timings**

In respect of office staff, the office timings will be 9:00 AM to 4:00 PM with half an hour lunch break. It is also communicated that EMRS will function for 6 days in a week.

This issues with the approval of the competent authority.

  
(Anupam Sonalkar)  
Joint Commissioner

Encl.: As above.