



NATIONAL BOARD OF EXAMINATIONS IN MEDICAL SCIENCES NEW DELHI

Department of Training & Monitoring

Dated: 22.11.2024

NOTICE

Subject: Comprehensive Leave Rules for NBEMS Trainees

Kind Attn: All NBEMS Accredited institutions/ Candidates joining NBEMS courses & ongoing trainees

In supersession of leave rules for NBEMS trainees published earlier by NBEMS, the following rules shall be applicable with immediate effect on all NBEMS trainees:

1. Purpose:

The purpose of NBEMS Leave Rules is to establish guidelines and procedures for managing leave for trainees registered with NBEMS (National Board of Examinations in Medical Sciences) to undergo PG medical training at NBEMS accredited institutions.

2. Eligibility:

Every programme of the NBEMS requires a mandatory period of training which must be completed in order to be eligible to take the Exit Examination. NBEMS trainees must take utmost care to complete their training well within the cut-off date in order to be eligible to take the Exit Examination.

3. Leave Entitlement:

During the period of training, candidates are entitled to avail leave only in the following terms:

- a) NBEMS trainees are entitled to a maximum of 30 days of leave per year of training, which is the '**eligible leave**' for each NBEMS trainee.
- b) In addition, a candidate is entitled to a weekly / duty off during his / her training.
- c) However, when a candidate is on leave, the weekly / duty off mentioned in sub clause (b) above will be included in the leave taken by the candidate. For eg: If a candidate has taken leave for 30 days, the weekly / duty off during these 30 days will be included as a part of the leave taken by the candidate. The candidate will not be entitled to deduct the weekly / duty offs during the said period and count them either towards training or towards leave in addition to the 30 days.
- d) **Maternity/Paternity Leave:** Maternity leave shall be granted to female trainees in accordance with Central or State Government policies applicable to the training institute. The Expected Date of Delivery (EDD)/ Date of Delivery (DoD) should fall within the duration of maternity leave applied for. Further, in whichever States 6 months of maternity leave is permissible as per policies applicable there, it can be availed during 2 months prior to EDD to 6 months after DoD. Paternity leave for maximum 2 weeks can be availed by male trainees.

- e) There is no provision of extension of maternity leave beyond permissible period or grant of Child Care Leave (CCL) in the NBEMS training programme.
- f) Trainees must note that the grant of Maternity / Paternity leave or leave on any other account does not mean that their training shall not be extended on account of their absence during the period they are on leave. Candidates are entitled to the benefit only of '**eligible leave**' i.e. **30 days per year** for the purposes of their training and any other leave availed by them on any ground whatsoever shall lead to the extension of training. Candidates must also note that if as a consequence of extension, their training extends beyond the cut-off date prescribed in the respective Information Bulletin for the final examination, he/she shall not be eligible to appear in the said final examination.
- g) No study leave whatsoever is permissible to the NBEMS trainees. The eligible leave of 30 days a year could be used for any purposes as may be required. However, the trainees are not permitted to take up any employment or enroll for any other academic course during the leave period.

4. Leave Application Procedure:

- a) Eligible leave of 30 days per year shall be granted by the training institution at their level. Any leave over and above the '**eligible leave**' of **30 days per year** shall be forwarded through the training institution with its recommendations to NBEMS for consideration. Any request of leave over and above the eligible leave of 30 days shall be submitted to NBEMS by way of an **NBEMS Leave Application Form** well in advance to obtain NBEMS approval before proceeding on leave. Leave requests must be supported with relevant documents as per guidelines detailed in the NBEMS Leave Application Form. The leave application form, duly endorsed by the training institution, **shall have to be submitted by the trainee to NBEMS**, only through NBEMS communication web portal before proceeding on leave.
- b) Requests for post-facto approval of leave shall not be entertained and the trainee shall be considered on an unauthorized absence for such period.

5. Extension of Training:

- a) As explained in Rule 3 above, any leave availed by an NBEMS trainee other than the eligible leave (30 days per year) shall lead to extension of NBEMS training. This extension shall be equal to the number of days of excess leave availed by the trainees.
- b) The training period as prescribed in the letter of registration issued by NBEMS in terms of number of calendar days/month/years must be completed for successful completion of NBEMS training. Any extension, if so required to be undertaken due to excess leave availed in a year, can only be done by working for the number of days equal to the excess leave availed during the training programme.
- c) The extension of training period cannot be compensated by way of working extra hours on working days or by working on holidays or in any manner other than prescribed herein above.
- d) Eligible leave of one year shall not be carried forward to the next year or clubbed with the eligible leave of next year to calculate the total period of extension required to be undertaken. The leave remaining unutilized in a year shall lapse

on expiry of the year. In *exceptional circumstances*, NBEMS may allow balance leave of one year to be credited against the leave availed in next year(s) of training, on a case-to-case basis, to arrive at the period of extension required to be undertaken.

6. Considerations During Leave Period:

- a) Days for attending NBEMS Final Theory & Practical Examinations and Formative Assessment Tests will be considered towards period of training and not as leave.
- b) The trainees are paid stipend for the entire duration of training including their eligible leave as per NBEMS stipend guidelines. However, they shall not be paid stipend for a period more than the duration of the training programme i.e. 36 months (for a 3-year programme) or 24 months (for the 2 year Programme) or 72 months (for the 6 year programme), if in case their training gets extended due to excess leave availed by them.

7. Compliance and Enforcement:

- a) Trainees are required to comply strictly with NBEMS leave rules and institutional policies.
- b) Failure to comply may result in disciplinary action, including cancellation of candidature.
- c) NBEMS trainee must be careful while applying for leave. They must take note that if the total leave availed by them during the training programme is more than a year, it shall lead to the cancellation of the candidature of the NBEMS trainee and shall disentitle him/her from pursuing the NBEMS programme. Candidates must therefore ensure that the leave taken by them must under no circumstances exceed a year.
- d) Any absence from the training that is not in accordance with the present Rules shall amount to Unauthorized Absence and such absence from NBEMS training for more than 7 days *may* lead to cancellation of registration and discontinuation of the NBEMS training.
- e) If on account of the leave taken by the NBEMS trainee, his/her training have been extended beyond the cut-off date prescribed in the respective Information Bulletin for the final examination, he/she shall not be eligible to appear in the said final examination. NBEMS trainees must therefore keep this in mind while taking leave from the training programme.
- f) The eligibility for DNB/ DrNB/ FNB/ NBEMS Diploma Final Examination shall be determined strictly in accordance with the criteria prescribed in the respective information bulletins.

These rules shall be applicable with immediate effect on all ongoing NBEMS trainees as well.

