

ORDINANCE ON
LEAVE REGULATIONS FOR UNIVERSITY EMPLOYEES

(Under Section 22(b)& (c) of SVSU Act)

1. Scope:

These regulations shall apply to all University teaching and non-teaching employees, other than the following: -

- a) persons on deputation from any State Govt., Govt. of India or Statutory Board or Corporation, who will be governed by terms and conditions of their deputation;
- b) employees appointed on contract will be granted leave in accordance with the terms of contract;
- c) part-time employees;
- d) employees appointed on work-charged basis;
- e) casual workers;
- f) any class of employees or any individual employee in connection with the affairs of the University who may be specifically exempted from the application of these regulations.

2. Definitions:

- a) A **“completed year of service”** means continuous service of the specified duration under the University and includes period spent on duty as well as leave including extra-ordinary leave unless otherwise provided.
- b) **“Competent Authority”** means the authority empowered by the Executive Council to grant leave.
- c) **“Earned leave”** means the leave earned on the basis of actual service rendered including vacations.
- d) **“Month”** means a calendar month.
- e) **“Leave Salary”** means the monthly amount paid by the University to an employee who is on leave.

f) **“Family”** means a University employee’s wife or husband, as the case may be, legitimate children and step-children residing with and wholly dependent upon him/her. In addition, it includes parents, sisters and minor brothers, if residing with and wholly dependent upon him/her. Not more than one wife is included in a family for the purpose of this rule.

Note: - The term **“Family”**, however, does not include an adopted mother, step-mother and such other adventitious dependents. The term “legitimate children” includes children adopted under the Hindu Law.

g) **“Holiday”** means, a holiday prescribed or notified, as such, by the competent authority. This term does not include “Local holidays” which may be granted at the discretion of the Vice-Chancellor.

h) **“Competent Medical Authority”** means the Medical Officer of the Shri Vishwakarma Skill University, Dudhola Palwal or a Government doctor of a gazetted rank or Medical Board appointed by the civil surgeon or such other authority as may be approved by the Vice-Chancellor on the merits of each case.

i) **“Vacation Department”** is a department or part of a department to which regular vacations are allowed during which the University employees serving in that department are permitted to be absent.

j) **“Pay”** means the monthly pay drawn on the day before the leave commences.

k) **“Half Pay”** means half of the pay drawn on the day before the leave commences.

l) **“Officer”** means an Officer of the Shri Vishwakarma Skill University, Dudhola Palwal. Officers of the University will be divided into the following Group:

Classification of posts as mentioned below:

Sr. No.	Description of post levels	Classification of posts in Group
1	Level 10 and above	A
2	Level 7 to 9	B
3	Level 1 to 6	C
4	Level DL	D

3. Right of Leave:

- a) Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the competent authority.
- b) When an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases. The period from the date on which he/she starts to join his/her post may be treated as on duty but he/she will draw leave salary only until he/she joins his/her post. In addition, he/she shall be entitled to traveling allowance to the headquarters. Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons. Unless otherwise specified in these rules and except in the case of casual or medical leave, all applications for leave should be made at least 7 days before the date from which the leave is applied for.

4. Leave shall not be granted to an employee:

- a) who is dismissed, removed or compulsorily retired from the University service by a competent authority.
- b) who is under suspension.

5. Commencement and termination of leave:

- a) Leave begins from the date on which it is actually availed of and ends on the day preceding on which duty is resumed.
- b) Sundays, or other holidays (except vacations) may be prefixed and suffixed to the leave.

Note: Teachers are normally expected to be present on the first and last working days of each term. However, in special circumstances any kind of leave, except casual leave may be prefixed or suffixed to the vacation/ break/ recess with the permission of the Vice Chancellor.

6. Return to duty on expiry of leave:

- a) Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him/her.
- b) No University employee who has been granted leave on medical certificate will be allowed to return to duty without his/her first producing a medical certificate of fitness in such a manner and from such persons as may be prescribed by the University.

7. Absence from duty:

- a) An employee who remains absent after expiry of his/her leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority.
- b) Wilful absence from duty for more than a week may attract disciplinary action.
- c) When an employee does not resume duty, after remaining on leave for a continuous period of five years, he/she shall be deemed to have resigned and shall accordingly cease to be in the University service.

8. Conversion of one kind of leave into another:

- a) At the request of an employee, the sanctioning authority may convert any kind of leave, including Extra-Ordinary Leave, retrospectively into a leave of different kind which was due and admissible to him/her at the time the leave was granted, but he/she cannot claim such conversion as a matter of right.
- b) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and any amount paid to him/her in excess shall be recovered and any arrears due to him/her shall be paid.

9. Temporary service followed by confirmation:

Continuous temporary service followed by permanent service, without any break, shall be treated as permanent service for the purpose of computation of leave.

10. Leave to persons appointed on probation:

A person appointed on probation will, during the period of probation, be treated, for purpose of leave, as a temporary employee. However, if a person in the permanent service of the University is appointed on probation to a higher post, he/she shall not, during the probation, be deprived of the benefit of leave rules applicable to his/her permanent post.

11. Kinds of leave:

The following kinds of leave would be admissible to the members of the teaching staff:

- 1) Casual Leave
- 2) Special Casual Leave
- 3) Earned Leave
- 4) Half Pay Leave
- 5) Commuted Leave
- 6) Maternity Leave
- 7) Paternity Leave
- 8) Hospital Leave
- 9) Leave not due
- 10) Extraordinary Leave
- 11) Academic Leave
- 12) Duty Leave
- 13) Study Leave
- 14) Sabbatical Leave
- 15) Research Project leave
- 16) Quarantine leave
- 17) Child adoption leave

12. The following kinds of leave would be admissible to the members of the non-teaching staff:

- 1) Casual Leave
- 2) Special Casual Leave
- 3) Earned Leave

- 4) Half Pay Leave
- 5) Commuted Leave
- 6) Maternity Leave
- 7) Paternity Leave
- 8) Study Leave
- 9) Research Project Leave
- 10) Hospital Leave
- 11) Leave not due
- 12) Extraordinary Leave
- 13) Duty Leave
- 14) Quarantine leave
- 15) Child adoption leave

Casual Leave:

a) The amount of casual leave that may be granted to an employee shall not exceed 15 days in a calendar year, provided that in the case of employees joining/ leaving the University service during the course of a year, it will be granted as under:

- | | |
|----------------------------------------------------------------------------------|----------|
| i) On joining during the first quarter
or leaving during the fourth quarter | Full |
| ii) On joining during the second quarter
or leaving during the third quarter | 3/4th |
| iii) On joining during the third quarter
or leaving during the second quarter | ½ (half) |
| iv) On joining during the fourth quarter
or leaving during the first quarter. | 1/4th |

Provided further that female employee may be granted 20 days casual leave in a calendar year. Casual leave shall not be combined with any other kind of leave (except Special Casual Leave and Academic Leave). It may be combined with holidays including Sundays but the total period of absence at one time

shall not exceed 10 days. Sundays and holidays falling within the period of casual leave are not counted towards the casual leave. But in reckoning the period of 10 days one Sunday either at the beginning or at the end of the leave may be excluded, but other holiday shall be included.

b) Casual leave cannot be carried over to the next year.

14. Special Casual leave

In addition to casual leave, special casual leave to the extent mentioned below may be granted:

a) to undergo sterilization operation under Family Welfare Programme. Leave in this case will be restricted to six working days.

b) to a female employee who undergoes sterilization. Leave in this case will be restricted to 14 days.

c) Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or the vacation.

15. Earned Leave

a) Earned Leave admissible to a non-vacation employee shall be one-eleventh of the period spent on duty.

b) The University employees may be granted cash payment in lieu of unutilised Earned Leave at their credit at the time of retirement on superannuation on the following conditions:

i) The payment of each employee equivalent of leave salary shall be limited to a maximum of 300 days in case of retirement on superannuation and encashment of earned leave half at the credit of the employee but maximum 150 days in case of resignation.

ii) The cash payment equivalent of leave salary as admissible will become payable on retirement and will be paid in one lump sum settlement.

iii) Cash payment under this order will, subject to (iv) below, be equal to leave salary at the rates in force on the date of retirement. No city compensatory and/ or house rent allowance shall be payable.

- iv) The authority competent to grant leave shall issue order granting cash payment equivalent to Earned Leave at the credit of an employee on the date of his/her retirement.
- v) The University employees seeking voluntary premature retirement will also be granted cash payment in lieu of their un-utilised earned leave on the date of their retirement. This will, however, not be applicable to those employees, who are compulsorily retired prematurely by the University.
- vi) The University employee, already on leave preparatory to retirement, who has been allowed to return to duty, shall also be entitled to this benefit on the date of retirement.

16. Grant of leave preparatory to retirement (LPR):

The University employee may be permitted by the competent authority to grant leave preparatory to retirement (LPR) to the extent of earned leave and/or half pay leave due, not exceeding 180 days, up to and including the date of retirement. An employee, who proceeded on leave preparatory to retirement shall not be allowed to join the duties during the period of leave preparatory to retirement. The benefit of leave encashment of earned leave up to the limit prescribed from time to time shall also be admissible in addition to leave preparatory to retirement.

- a) The non-teaching employees excluding ministerial staff (Assistant, Steno/Typists, Clerks, Peons, Sweepers etc.) working in the University Teaching Departments/ Maintained Colleges/ Institutions shall be entitled to the following leave provided that they shall observe the working hours and holidays of the University Teaching Departments/ Maintained Colleges/ Institutions:
 - i) Summer Vacation..... Half
 - ii) Winter Break..... Half
 - iii) Autumn Break.....Half

The dates shall be fixed by the Head of the concerned Departments. If an employee is not permitted under order of the Vice-Chancellor to be absent during the above period of summer vacation, he/she may, in lieu thereof, be given credit of earned leave on full pay for such period not exceeding one month per year as may be determined by the competent authority. Such leave shall accumulate to the extent of four months.

The ministerial staff working in the University Teaching Departments / Maintained Colleges/ University Library shall be treated at par with those working in the administrative wing in the matter of Leave regulation.

Earned Leave to teachers availing vacation shall be on full pay equivalent to 10 days in a year. Such leave will be allowed to be accumulated up to the extent to which it is allowed in the case of employee working in non-vacation departments.

Earned leave admissible to a teacher shall be ten days in respect of each completed year of service.

- b) A teacher, who is put on duty in the Department/ college during the whole or part of vacation, will be entitled to have compensatory leave granted by Chairperson of the Department/ Principal on full pay for half of the period he/she had been on duty. However, if a teacher is put on examination duty during the vacation, he/she will also be entitled to payment of single remuneration for the actual duties performed, besides compensatory leave on full pay for half of the period he/she had been on duty provided:
- i. his/her retention during vacation in the Department/ college duty is with the written sanction of the Vice-Chancellor/ Principal.
 - ii. the compensatory leave so earned will be credited to the earned leave account of the teacher concerned for all purposes.
 - iii. In case of a gap of more than two days the gap shall be considered to be one day to give continuity to the calculation of examination duty days.
 - iv. for the purpose of computation of period of actual service all periods of leave except casual leave, special casual leave, academic leave and duty leave shall be excluded.
 - v. Earned Leave at the credit of a teacher shall not be accumulated beyond 300 days.
 - vi. If a teacher is required to work during the whole or any part of the vacation by the Chairperson of the Department the approval of the Vice-Chancellor shall be obtained provided he/she is detained for a minimum period of 15 days.

17. A temporary teacher shall be entitled to Earned Leave as follows:

1/3rd of the period, if any, during which he/she is required to perform duty during vacation, provided he/she is detained for a minimum period of 15 days and subject to the condition mentioned in clause-16 (b) (iii).

18. Half Pay leave

Half pay leave may be granted to permanent employees for 20 days for each completed year of service. Half pay leave may be granted to an employee on production of a medical certificate. No half pay leave may be granted to a temporary employee except on medical certificate and that too only if the authority competent to sanction leave has reason to believe that employee will return to duty on the expiry of leave.

19. Commuted Leave

A permanent teacher may be granted 10 days earned leave on full pay in lieu of 20 days half pay leave on medical ground.

Commutated leave on full pay not exceeding half of the amount of half pay leave' may be granted on medical certificate only to an employee in permanent employment subject to the following conditions:

- a) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- b) When commuted leave is granted, twice the amount of such leave shall be debited to the half pay leave account.
- c) No Commuted Leave may be granted under the provision unless the authority competent to sanction leave has reasons to believe that the employee will return to duty on its expiry.
- d) Where an employee who has been granted commuted leave resigns from service or his/her request is permitted to retire voluntarily without re-joining the duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered.

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his/her death.

20. Maternity Leave:

- a) Maternity leave up to two living children may be granted by the competent authority to a female employee on full pay for six months.
- b) No maternity leave will be allowed on the birth of third living child and in such cases, leave of kind due will be allowed.
- c) Female employee who has already two living children before her entry into University service is not entitled to the benefit of maternity leave. In such cases also, the leave of the kind due may be granted.
- d) Maternity leave shall not be debited to the leave account.

Note: Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the leave, applied for, does not exceed 6 weeks and the application is supported by a medical certificate. Female employees having two or more children will not be entitled to avail the benefit of maternity leave in case of miscarriage including abortion.

21. Hospital Leave:

- a) Hospital leave may be granted on full pay to an employee, whether permanent or temporary for medical treatment on production of medical certificate from competent authority for injury if such injury is directly due to risks incurred in the course of official duty. This leave will be available to such employees only whose duties expose them to such injury.
- b) The amount of hospital leave is limited to 3 months in any period of 3 years.
- c) Hospital leave may be combined with any other leave subject to the limit of total period of 180 days. Hospital leave will not be debited to the leave account of the employee concerned.

22. Leave not due:

‘Leave not due’ may be granted to a permanent employee on production of medical certificate or otherwise by the Vice-Chancellor and shall be reported to the

Executive Council on full pay up to maximum of 180 days during the entire period of service.

Note: The leave 'not due' is intended to be regarded as an advance of leave when the employee's leave account shows nil/ debit balance and its grant should, therefore, be limited to the amount which will be earned by the subsequent duty. The leave 'not due' may in no case be granted unless the sanctioning authority is satisfied that as far as can be reasonably foreseen, the employee will return to duty and earn it.

An employee to whom leave 'not due' is granted shall not be permitted to tender his/her resignation from the service so long as the debit balance in his/her leave account is wiped off by active service or he/she refunds amount paid, to him/her as salary for the period not so earned.

Provided further that the Executive Council may, in any other exceptional cases, waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

23. Extra Ordinary leave:

a) The competent authority, for any special reason, may grant an employee extra-ordinary leave of absence but such leave shall be without pay and shall not ordinarily exceed one year at a time.

Provided that the maximum total period, for which such leave is granted, shall not, ordinarily, exceed three years and in exceptional cases such leave may be extended so that the total period of leave, during the whole tenure of service of an employee, does not exceed five years. This period may be extended by the Executive Council beyond 5 years on production of Medical Certificate from the competent Medical authority.

Provided further that in the case of a teacher who has accepted a job elsewhere the extra-ordinary leave (Without pay) shall not be extended beyond two years, except when the Executive Council decides otherwise.

Provided further that the period spent on extra-ordinary leave (Without pay) shall not count for increments, except when-

b) the sanctioning authority is satisfied that such leave was taken by a University teacher on account of illness or for any other cause beyond the control of the teacher.

c) the leave granted to enable a teacher to accept a foreign assignment of Visiting Professorships and the like.

The grant of increment to non-teaching employees will be governed by the rules governing their conditions of service, etc.

24. Academic Leave:

- a) Academic Leave not exceeding 12 days in a calendar year may be granted to a teacher for the following purposes: -
 - i) to conduct examinations of a University, Public Service Commission, Board of Examination or other similar bodies/ institutions.
 - ii) to inspect academic institutions attached to a University or to a Statutory Board etc.
 - iii) to attend meetings of the Committees, Boards, Faculties and other academic bodies of a University or a Statutory Board.
 - iv) to attend meetings of the Selection Committees of the Public Service Commission/ Universities/Boards/ Affiliated Colleges;
 - v) to participate in a literary, scientific or educational conference, symposium or seminar or cultural or sports activities conducted by bodies recognized by the University; or
 - vi) for any other purpose as may be approved by the Vice-Chancellor to be of academic nature.
- b) The Vice-Chancellor may at his discretion grant up to 10 days more academic leave in excess of twelve days, on the merit of each case.
- c) Academic Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be combined with holidays or the vacations.
- d) The academic leave admissible to a person joining/ leaving the University service during a calendar year will be as under: -

On joining during the first quarter or leaving during the fourth quarter.	Full
On joining during the third quarter or leaving during the second quarter.	3/4th
On joining during the second quarter on during the third quarter.	Half
On joining during the fourth quarter or leaving during the first quarter.	1/4th

25. Duty Leave: Skill Teaching/ Non-Teaching/Technical Posts

- a) Duty leave of the maximum of 30 days in an academic year may be granted for the following:
 - i) Attending conferences, congresses, symposia and seminars on behalf of the University or with the permission of the University;
 - ii) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the University, and accepted by the Vice-Chancellor; Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University;
 - iii) Participating in a delegation or working on a committee appointed by the Apex Central or State bodies, a sister University or any other academic body; and
 - iv) For performing any other duty for the University.
- b) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- c) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- d) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- e) Duty leave should be given also for attending meetings in the Apex Central or State bodies, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

26. Study Leave

- a) Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/ Assistant Director of Physical Education, Sports/ College DPE&S and Non-teaching employee after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education.

- b) Subject to the terms contained in this, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the University statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in university/ colleges and, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- c) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council may, in the special circumstances of a case, waive the condition of two years' service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- i) The person is an employee on the date of the application;
 - ii) There is no break in service; and
 - iii) The leave is requested for undertaking the Ph.D. research work.
- d) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- e) Study leave shall not be granted to an employee who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

- f) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
- g) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council to treat the period of shortfall as extra ordinary leave has been obtained.
- h) Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the University.
- i) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of an employee. An employee, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- j) A teacher granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- k) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the University on the expiry of his/her study leave.
- l) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- m) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- n) After the leave has been sanctioned, the employee shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfilment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Authorised Officer of the University or fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent employees for the amount which might become refundable to the University in accordance with sub-clause (xiv) above.
- o) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leaves. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

27. Sabbatical leave

- a) Permanent, whole-time teachers of the University and colleges who have completed seven years of service as Skill Associate Professor or Skill Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system.
- b) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- c) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

- d) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.

- e) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Executive Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

- f) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/ provident fund, provided that the teacher re-joins the University on the expiry of his/her leave.

28. Research Project leave:

An employee may also be granted research project leave for an additional period in a calendar year for execution of consultancy work or a sponsored research project as per the approved grant of project as mentioned below:

- a) Research grant of up to Rs 5.0 lakh – 5days
- b) Research grant of up to Rs 10.0 lakh – 10days
- c) Research grant of up to Rs 15.0 lakh – 15days

In exceptional high value projects, the Vice Chancellor may sanction leave beyond 15days on the merit of each case and report the same to the Executive Council.

29 Quarantine leave:

Quarantine leave is absence from duty necessitated by orders not to attend office in consequence of suffering of an employee or his family member from an infectious disease. Such leave may be granted by the Vice Chancellor on the certificate of a competent medical authority for a period not exceeding twenty-one days, or in exceptional circumstances for thirty days, including holidays. Any leave necessary for quarantine purposes in excess of this period shall be debited to leave of the kind due. Quarantine leave may also be granted, when necessary, in continuation of other kind of leave.

Explanation: The maximum limits of twenty-one and thirty days prescribed in this rule refer to each occasion.

Note: Cholera, Small-pox, plague, Diphtheria, Typhus, Cerebrospinal Meningitis and Covid may be considered as infectious diseases for the purpose of the rule. In the case of chicken-pox, quarantine leave shall not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true nature of the disease, for example small-pox, there is a reason for the grant of such leave. Such other diseases as may have been declared by those Governments as infectious for the purpose of their quarantine leave may also be considered as infectious diseases for the purpose of the rule. Such employees shall, however, be eligible for quarantine leave for any of the diseases mentioned above, even though it has not been declared in orders issued by other states concerned to be an infectious disease.

30 Child adoption leave —

- a) A female employee on valid adoption of a child below the age of one year may be granted by the Vice Chancellor, Child adoption leave for a maximum period of six months or upto date of attaining the age of one year by the adopted child, whichever is earlier.

Explanation.: For the purpose of age of adopted child, the completed month(s) shall be taken into account and broken month shall be ignored. If the age of the child is four months twenty days, child adoption leave shall be admissible for six months, if the age of the child is eight months twenty-nine days, child adoption leave of four months may be allowed.

- b) No child adoption leave shall be admissible to an adoptive mother already

having two surviving children at the time of adoption except in the case of adoption of a girl as a third child;

- c) Recognized holidays including Sundays and vacation falling during the period of leave shall be treated as child adoption leave.
- d) In continuation of child adoption leave, the adoptive mother may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave) not exceeding sixty days on production of medical certificate or for a period up to the age of one year of the adopted child, whichever is less.
- e) In case it is found at any stage that the adoption was not genuine, or the adopted child is given back, then the leave salary paid for the period shall be recovered with prevailing rate of interest of general provident fund from the employee's salary, or the leave availed shall be deducted from the earned leave account.

31. Leave encashment on the date of retirement or quitting service. —

A University employee, in addition to leave preparatory to retirement, is entitled to benefit of leave encashment of unutilized earned leave standing at his credit on the date of retirement or quitting service subject to maximum of 300 days, in any one or more of the following circumstances: -

- a) retirement on superannuation;
- b) compulsorily retirement as a measure of punishment;
- c) voluntary retirement;
- d) premature retirement;
- e) retirement on grounds of invalidation advised by a competent medical authority;
- f) on completion of term of service of re-employment after retirement in a prescribed pay structure;
- g) termination due to retrenchment or abolition of the post, provided the employee is not adjusted against any vacancy

- h) death or disappearance while in service, to the family of the deceased or disappeared employee.

Note: In case of resignation from service, leave encashment shall be restricted to the extent of half of earned leave at the credit of employee or half of the maximum limit prescribed from time to time, whichever is less.

31.1 Leave encashment in case of death or disappearance of an employee. —

- a) In the event of the death of an employee while in service or after retirement or after final cessation of duties but before actual receipt of leave encashment payable under these rules, such amount shall be payable to the family.
- b) In case of disappearance while in service whose whereabouts are not known, the benefit of leave encashment shall also be admissible to the family of missing employee after six months from the date of lodging FIR by the family regarding disappearance of the employee.

31.2 Calculation of leave encashment. —

- a) If any increase in pay (actual or notional) and/or dearness allowance is sanctioned by the competent authority with retrospective effect and the employee concerned was eligible for the same on the date of his retirement/quitting service, then the difference between the leave salary already paid and the leave salary admissible according to the new rates of dearness allowance and/or revised pay, may be paid, notwithstanding the fact that one time settlement had already been made prior to the date of issue of orders regarding increase in pay and dearness allowance.
- b) Any amount becoming recoverable from an employee on account of dues, such as overpayment of pay and allowances, travelling allowance, medical reimbursement, loans and advances etc. may be recovered from the amount of leave encashment.

31.3 Leave encashment not admissible:

An employee dismissed or removed from service, shall not be entitled to leave encashment.

31.4 Withholding of leave encashment:

The authority competent to sanction leave may withhold whole or part of cash equivalent of leave salary in lieu of unutilized earned leave in the case of an employee who retires from service while under suspension or against whom disciplinary or criminal proceedings are pending at the time of retirement or quitting service, if in the view of such authority there is a possibility of some money becoming recoverable from him/her on the conclusion of the proceedings against him/her. On the conclusion of the proceedings he/she shall become eligible to the amount so withheld after adjustment of Government dues, if any. In cases where disciplinary or criminal proceedings in case of grave misconduct are likely to result in withholding of pension in full, no amount of leave encashment shall be paid until conclusion of such proceedings.

31.5 Competent authority for sanction of leave encashment:

The Vice Chancellor for Group A and B employees and Registrar for Group C and D employees shall be competent to sanction the leave encashment.

The sanction order may be issued 15 days prior to the date of retirement on superannuation but the payment in lieu thereof shall be released on the date of retirement. The sanction order in advance shall only facilitate preparation of the bill and clearance thereof from the University.

Note: Where the departmental or judicial proceedings are pending at the time of retirement or quitting service, the competent authority for sanction of leave encashment shall be the Vice Chancellor.

General

- a) A leave account shall be maintained by the Registrar or by the officer authorised in this behalf for every employee of the University.
- b) University employee, proceeding on leave, must record on his/her application for leave, the address at which he/she can be contacted for correspondence.

Subsequent changes in address during leave, if any, should be intimated to the Registrar of the University.

AUTHORITY COMPETENT TO GRANT CASUAL LEAVE TO TEACHING AND THE TECHNICAL STAFF

Sr. No.	Category of Officials to whom Leave is to be granted.	Authority empowered to sanction the leave	Extent of power sanction leave
1.	Skill Professors, Principal, Librarian	Vice Chancellor	Full Power
2.	Skill Associate, Skill Assistant Professors, Skill Instructors , Senior Skill Instructor, Foremen Instructor, Master Skill Instructor, Trainers Demonstrators, Research Assistants/ Scholars, Assistant Librarians	Chairperson of the Concerned Department	Full Power

AUTHORITY COMPETENT TO GRANT CASUAL LEAVE TO NON-TEACHING STAFF

Sr. No.	Category of Officials to whom Leave is to be granted.	Authority empowered to sanction the leave	Extent of power to sanction leave
1.	Registrar, Controller Examinations, Resident Medical Officer, University Engineer, Head of Accounts and Finance Department	Vice-Chancellor	Full Power
2.	Deputy Registrar, Assistant Registrar, Deputy Director, DTPO, Deputy Director (Sports), Resident Medical Officer, Public Relations Officer, Director Students Welfare, Hindi Officer, Law Officer	Registrar/Chairperson Department/ Officer Concerned	Full Power
3.	Non-Teaching Staff other than in the University office	Principals/ Chairperson Department/Officer Concerned/Librarian/ Resident Medical Officer/University Engineer/Director of Supports	Full Power
4.	University Office Establishment	Branch Officer	Full Power

DELEGATION OF POWERS TO GRANT LEAVE OF VARIOUS KINDS TO EMPLOYEES UNDER LEAVE RULES

Sr. No.	Category of Officials to whom Leave is to be	Authority empowered to sanction the leave	Extent of power to sanction leave
1.	Leave of all kind to the Deans/ Skill Professors/ University Librarian/ Principals of the University College/ other posts in the same pay level, University Engineer, Head of Accounts and Finance Department and Principal of the Campus School	Vice Chancellor	Full Power
2.	Leave of all kind to the Skill Associate Professor/ Skill Assistant Professor	Vice-Chancellor on recommendation of the concerned Head of the Department and Dean of the Faculty	Full Power
3.	Leave of all kind to the Registrar/ Controller of Examination/ Director/ Joint Director/ other posts in the same pay level	Vice-Chancellor	Full Power

4.	Leave of all kind to the Deputy Registrar/Assistant Registrar/ Deputy Director / Assistant Director/ Superintendent and Subordinate employees	Registrar on recommendation of the concerned Branch Head	Full Power
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