



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

NOTIFICATION

In pursuance of the recommendations of the Committee constituted to review the Leave Rules of Shri Vishwakarma Skill University, Palwal, and subsequent approval accorded by the EC in its 42nd Meeting held on 27.03.2026 vide Item No. EC/42/13(i), the following provisions regarding leave rules for regular Teaching and Non-Teaching employees are hereby notified for implementation:

1. **Casual Leave (CL):** As per existing provision of SVSU
2. **Other Types of Leave:**

For all other kinds of leaves, the provisions contained in Chapter-19 of the Leave Rules of University Account Code shall be followed for both teaching and non-teaching employees (Copy attached).

3. **Applicability of HCS Leave Rules, 2016:**

In case where the matter related to leave is not covered under the above provisions, the Haryana Civil Services (Leave) Rules, 2016 shall be applicable.

4. This notification shall supersede all previous notifications/orders/instructions issued by the University on the subject of leave rules.

All concerned are requested to adhere the above instructions strictly.

27/10.04.2026
Assistant Registrar (Esttb.)

Assistant Registrar
Establishment Branch
SVSU, Dudhola, Palwal
Dated: 10.04.2026

Endst. No.: SVSU/Estt./2026/ 827-832

A copy of the above is forwarded to the following for information and necessary action:

1. All Deans/Directors/ Chairpersons/Principal/HODs: - To circulate this notification among the faculty/staff members deployed in their department/ branch.
2. CAO/ AO/ Account branch, SVSU, Dudhola.
3. Joint Director (Audit), SVSU, Dudhola
4. OSD to H'VC (for kind information of the Hon'ble Vice Chancellor, SVSU, Dudhola.
5. Office of the Registrar (for kind information of the Registrar, SVSU, Dudhola.
6. IT Cell, SVSU

27/10.04.2026
Assistant Registrar (Esttb.)

Assistant Registrar
Establishment Branch
SVSU, Dudhola, Palwal

Rdhr
10/04/26

CHAPTER

19

LEAVE RULES

19.1 Scope

These Rules shall apply to all University employees, whether employed in permanent, temporary or contract service, except in the case of an Officer for whose appointment and condition of service some special provision and/or terms and conditions of service have been specifically laid down.

19.2 Definitions

19.2.1 (a) 'Service' means the whole period of continuous service, including periods spent on leave other than extra-ordinary leave.

(b) 'Active service' means the time spent :-

(i) on duty;

(ii) on subsidiary leave;

(iii) on recognized vacation or leave with pay and allowances, Study Leave of any kind, etc., provided that the employee is not absent or on extra-ordinary leave during the period.

(c) 'Competent authority' means the authority empowered by the Executive Council to grant leave.

(d) 'Day' means a calendar day.

(e) '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. It includes, in addition, 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.

(f) '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.

'Competent Medical Authority' means the Medical Officer of the University or a Government Doctor of a Gazetted Rank or such other authority as may be approved by the Vice-Chancellor on the merit of each case. Provided that in the case of employees belonging to rural areas, where there is no Government/ Municipal Dispensary or M.B.B.S. Doctor, certificate from a Registered Medical Practitioner shall be accepted.

'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.

'Pay' means the monthly pay drawn on the day before the leave commences.

'Half-pay' means half of the pay drawn on the day before the leave commences.

'Officer' means an officer of the University belonging to one or the other of the three classes mentioned below :-

Class 'A' Persons appointed in the pay scales (pre-revised) the minimum of which is :

- (i) Rs.6500/- or above (Haryana Govt. grades).
- (ii) Rs.8000/- or above (UGC Grades).
- (iii) Any other member of Administrative/teaching staff/recognised as Officer of Class 'A' by the Executive Council.

Class 'B' Persons appointed in the pay scales of Rs.5000-7850 or above but the minimum of such scale being below Rs.6500/-.

Class 'C' Persons appointed in the pay scales of Rs.3050-4590 or above but the minimum of such scale being below Rs.5000/-.

Class 'D' Persons appointed in the pay scales of Rs.3050-4350 or below.

19.3 Claim for Leave

Leave cannot be claimed as a matter of right. When the exigencies of service so require, a discretion to refuse or revoke leave of any kind is reserved to the competent authority but cannot alter the kind of leave due and applied for.

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19.4 Compensatory Leave in Lieu of Vacation

19.4.1 (a) Teachers will not be given any benefit of Earned Leave/Compensatory Leave for performing duties during vacations except the following :-

The Chairpersons of the University Teaching Departments/Principals of Colleges maintained by the University/ Dean Academic Affairs/Deans of Faculties/ Dean of Colleges/ Director, Institute of Sanskrit & Indological Studies/Director, Women Studies Research Centre/Director, Academic Staff College/ Director, Institute of Law/Director, University Institute of Engineering Technology be granted earned leave in lieu of work done by them during vacation viz. Summer, Winter and Autumn on Govt. pattern as under who have not availed full vacation :-

- | | | |
|--|-----|---------|
| (i) To an employee with 10 years service or less | } | 15 days |
| (ii) To an employee with more than 10 years service but not exceeding 20 years service | } } | 20 days |
| (iii) To an employee with over 20 years service | } | 30 days |

The teachers of University Teaching Departments/maintained Colleges who are not covered under Clause-4(a) above and are detained during vacations for University work, other than the University examination work, with the written sanction of the Vice-Chancellor, may also be given the benefit of Earned Leave proportionately.

(b) All non-teaching employees working in the various University Teaching Departments and/or University maintained Colleges will be treated as non-vacation staff and will be entitled to earned leave as per Clause-5 of the Leave Regulations 1963.

19.4.2 An official not above the rank of an Assistant when summoned under written orders of the Registrar/Head of the Department to attend the office on a Sunday or any other Public Holiday, for a period not less than half day, except when he has to come on his own to clear arrears, shall be entitled to compensatory leave to the extent of work done by him.

19.5 Earned Leave

19.5.1 The Earned Leave admissible to an Officer of non-vacation/vacation department, in employ whether of Ministerial or Class 'D' establishment will be $1/11^{\text{th}}$ part of the period spent on duty and can be granted by the competent authority.

19.5.2 The Earned Leave admissible to the teachers of the University Teaching Departments and the two maintained colleges on the campus will be ten days on full pay in respect of each completed year of service.

In calculating 'earned leave' the actual number of days of duty performed should first be counted and then multiplied by $1/11^{\text{th}}$ and the product expressed in days (and fraction, of a day). In case of fraction, the number of days should be rounded off to the nearest whole number, i.e. fraction below half should be ignored and that of half or more should be reckoned as a day.

Note :- The provision under Clause 5.2 will be effective from 9-4-1987. Half-pay leave at the credit of a teacher will be shown separately in the leave account with effect from the said date and may be granted as half-pay leave/ Commuted leave on the same terms and conditions as applicable prior to 9-4-1987.

19.6 Half-pay Leave

The half-pay leave to an employee, other than a teacher of University Depts. /maintained colleges on the campus, in respect of each completed year of service, shall be admissible for 20 days. The half-pay leave may be granted to an employee on medical certificate or on private affairs. No half pay leave may be granted to an employee in temporary employment except on medical certificate.

19.7 Commuted Leave

Commuted leave on full pay not exceeding half the amount of "half-pay leave" may be granted on medical certificate or for the purposes of improvement of qualifications 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.

19.8 Maternity Leave

- (i) Maternity leave may be granted by the competent authority to a woman employee appointed on regular or ad hoc basis against a permanent post on full pay, for a period which may extend up to 6 months from the date of its commencement.
- (ii) Such leave shall not be debited to the leave account.
- (iii) Maternity leave may be combined with leave of any other kind, but any leave, applied for, in continuation of maternity leave may be granted by the competent authority only if the application is supported by a medical certificate.
- (iv) Such leave shall not be admissible to an employee beyond two living children. However leave of kind due shall be allowed in such cases.

Note :- *Maternity leave may also be granted in cases 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.*

19.9 Leave for Anti-rabic Treatment

Leave for anti-rabic treatment may be granted by competent authority for a maximum period of one month, on production of a certificate from the Medical or Public Health Officer. The employee will be considered on duty and, as such, will draw his actual pay and not leave allowance (any leave necessary in excess of this period shall be treated as leave of the kind due).

19.10 Quarantine Leave

If an employee or any member of his family, living with him, is suffering from any infectious disease such, as small-pox, Cholera, Plague, etc., quarantine leave may be granted by the competent authority to the employee up to a limit of one month on production of a certificate from the University Medical Officer or Municipal Medical Officer of Health or the Civil Surgeon of the District.

A University employee, on quarantine leave, is not treated as absent from duty, and his pay and allowance are not intermitted.

19.11 Leave 'Not Due'

Leave 'Not Due' may be granted to permanent employees only on production of medical certificate on half pay or for the purposes of improvement of qualifications on half-pay by the competent authority up to a limit of 6 months.

Note:- *The leave 'not due' is intended to be regarded as an advance of leave when the employee's leave account shows a nil/debit balance and its grant should, therefore, be limited to the amount which will be earned by 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.*

When an employee returns from leave which was 'not due' and which was debited against his leave account, no leave will become due to him until the expiration of a fresh period spent on

duty sufficient to earn a credit of leave equal to the period of leave which he took before it was due.

19.12 Extra-ordinary Leave

- (a) A permanent teacher may be granted extra-ordinary leave when:
An employee may be granted extra ordinary leave when no other leave is admissible to him and he applies in writing for grant of extra ordinary leave.
- (b) Extra-ordinary leave shall always be without pay and allowances. Extra-ordinary leave shall not count for grant of increment except in the following cases:
- (i) Leave allowed on the basis of medical certificate.
 - (ii) Cases where the Vice-Chancellor is satisfied that the leave was taken due to cause beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employees has no other leave to his credit.
 - (iii) Leave taken for pursuing higher studies
 - (iv) Leave granted to a permanent teacher to accept an invitation to a teaching post or fellowship research-cum-teaching post or an assignment for improving technical and/or academic expertise.
- (c) Extra-ordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where leave is taken on medical certificate.
- (d) The total period of absence from duty on account of extra-ordinary leave and the period spent on deputation shall in no case exceed five years in the full working life of the individual.

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19.13 Academic Leave

A whole-time teacher of the University shall be eligible for 10 days leave for academic work in a Calendar year.

Provided that if a teacher is allowed to accept Visiting Fellowship under the U.G.C. Scheme in any other university in the country, he may be allowed Academic Leave up to two weeks.

Provided further that under special circumstances, the Vice-Chancellor or the Registrar, as the case may be, may at his discretion, grant up to 10 days more, Academic Leave in excess of 10 days as admissible above.

Note :- *Academic work will include working on the Committees appointed by the Government and Universities, lecturing and examination work and Public Service Commission work and such other work as may be approved of by the Vice-Chancellor as work of the academic nature.*

The Academic leave admissible to a person joining/leaving the University service during a Calendar year will be as under:-

Academic leave admissible

1.	<i>On joining during the first quarter or leaving during the fourth quarter</i>	<i>Full</i>
2.	<i>On joining during the second quarter or leaving during the third quarter.</i>	<i>3/4th</i>
3.	<i>On joining during the third quarter or leaving during the second quarter.</i>	<i>Half</i>
4.	<i>On joining during the fourth quarter or leaving during the first quarter.</i>	<i>1/4th</i>

Vacations, Holidays, or Sundays intervening between or affixed with, the Academic Leave shall not count. Academic Leave for half-days shall not be admissible.

19.14.1 Study Leave

- (i) Study Leave may be granted to a permanent whole time teacher (other than a Professor of a University) with not less than two years continuous service, to pursue a special line of study or research directly related to his work in the University Organisation and methods of education giving full plan of work.
- (ii) Study Leave shall be granted on the recommendation of the Advisory Committee, but leave shall not be granted for more than two years, 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.
The period of Study Leave shall, in no case, exceed three years.
- (iii) Study Leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of Study Leave.
- (iv) Study Leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- (v) 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 permission of the Executive Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the Course of study unless the previous approval of the Executive Council to treat the period of shortfall as Extra Ordinary leave has been obtained.
- (vi) The teacher granted study leave would be entitled to continue to draw their total emoluments for the duration of the study leave as are applicable to teachers granted fellowships under the Faculty Improvement Programme of the University Grants Commission except the living expenses/allowances of Rs.250/- p.m. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the teachers of study leave shall be reduced subject to the provisions of Sub-clause (vii) and (viii) below.
- (vii) The amount of scholarship/fellow-ship or other financial assistance that a teacher granted study leave has been awarded, will not preclude his being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.

Provided that in the case of award of Commonwealth Fellowship, the teacher concerned shall be allowed study leave on full pay.

The following guidelines may apply while determining the admissibility of pay and allowance where financial assistance is received by a teacher is:

- (a) \$20,000 or above per annum-leave shall be granted without pay;
 - (b) 10,000 and above but less than \$20,000 per annum-leave on half-pay; *and*
 - (c) less than \$10,000 per annum-leave with full pay.
- (viii) If teacher, who is granted study leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Executive Council may determine the study leave salary payable in each case.

Note:— *It shall be the duty of the teacher granted study leave to communicate immediately to the University the amount of financial assistance in any form received by him during the course of study leave from any person or Institution whatsoever.*

- (ix) 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, extra-ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave. When study leave is taken in continuation of vacation the period of study leave shall be deemed to began to run on the expiry of the vacation.

However, Study Leave may be combined with Extra-Ordinary Leave for the period beyond three years if this is required for completing any course of study in abroad subject to maximum period of five years. The limit of period of three years as provided in Clause (ii) will not be applicable in such case.

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- (x) The period of Study Leave shall be treated as Active Service for the purposes of promotion under CAS and retirement benefits provided that the teacher rejoins the University on the expiry of his Study Leave and renders service for the period for which the Bond has been executed.
- (xi) Study Leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction.
- (xii) Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave. A teacher availing of study leave, shall undertake that he shall serve the University continuously for double the period of study leave subject to a maximum of three years from the date of his resuming duty after expiry of the study leave.
- (xiii) A teacher —
- (a) who is unable to complete his studies within the period of study leave granted to him, or
 - (b) who fails to rejoin the service of the University on the expiry of his study leave, or
 - (c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or

- (d) who within the said period is dismissed or removed from the service by the University. shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study.

Provided that if a teacher had served in the University for a period of not less than half the period of service under the Bond on return from study leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted study leave without pay and allowances, he shall be liable to pay to the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

Explanation :

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules.

- (e) Notwithstanding the above, the Executive Council may order that nothing in these rules shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these rules.
- (xiv) (a) After the leave has been sanctioned, the teacher shall, before availing of the leave, execute a bond in favour of the University in the prescribed form undertaking to serve the University for not less than double the period of study leave sanctioned to him on full, half or no pay subject to a maximum period of three years.
- (b) In addition to executing a bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him of half pay or no pay and give security of immovable property to the satisfaction of the University or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University.

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Where the two sureties or the one surety, as the case may be, provided by the teacher are those who are permanent teachers of the Institution to which the teacher belongs, the University may in its discretion waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank. The Surety clause shall form part of the study leave Bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his failure the obligations of the bond.

- (xv) The teacher shall submit to the Registrar six monthly reports of progress in his studies from his supervisor or Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the time specified, the payment of salary may be deferred till the receipt of such report.

19.14.2 Sabbatical Leave

A permanent whole-time University Professor or a Reader or a Lecturer desiring to prosecute higher studies, may, if he has rendered active service as a teacher in the University for not less than five years, be granted by the Executive Council Sabbatical Leave for six months on full pay and further six months on half-pay with permission to prefix and/or suffix vacations provided :

- (i) he is in a position to serve the University for at least three years after return from leave;
- (ii) the period of such leave is spent on study or research or another pursuit solely for the object or increasing the teacher's professional efficiency and usefulness to the University;
- (iii) he shall execute a bond that after the expiry of such leave he shall return to the service of University and serve thereafter for three years (or for proportionate period in case the period of Sabbatical leave is less than one year) failing which he shall refund to the University the leave salary received by him alongwith the usual interest. This condition can be fulfilled during the next period of 5 years after the first return of the beneficiary.
- (iv) Sabbatical Leave shall not be granted to a teacher again until after the expiry of six years from the date of his last return from previous leave including study leave (without pay) or extra-ordinary leave (without pay).
- (v) Sabbatical Leave may be prefixed to Study Leave (without pay) or Extra-Ordinary Leave (without pay) provided that the total period including Sabbatical Leave does not exceed two years. In that case, the period of bond to serve the University shall be three times the period of Sabbatical Leave plus twice the period of Study Leave, failing which the teacher shall refund to the University, the leave salary received by him alongwith the usual interest, plus Rs.3000/-.

Note:- (1) *The programme to be followed during Sabbatical leave shall be submitted to the University for approval alongwith the application for grant of leave.*

- (2) *A person on Sabbatical leave may be allowed to accept a Fellowship or a Research Scholarship or any other remunerative appointment in an institution of advanced studies.*
- (3) *On return from leave he shall report to the University the nature of studies, research or other work undertaken during the period of leave.*
- (4) *Only one teacher from a Department shall be granted Sabbatical Leave at a time keeping in view merits of the case.*
- (5) *The normal budget provision of a Department shall not be allowed to be exceeded on account of grant of Sabbatical leave.*
- (6) *For the grant of Sabbatical leave, the term 'Pay' will include the allowances such as D.A. Adhoc relief, etc., on the pay last drawn by the teacher before proceeding on leave.*

19.15 Return from Leave

- (a) A University employee on leave may not return to duty before the expiry of the period of leave granted to him/her unless he/she is permitted to do so by the authority which granted him/her leave.
- (b) A University employee, who has taken leave on medical certificate may not return to duty until he/she has produced a Medical certificate of fitness from the competent Medical Authority on whose certificate the leave was allowed or from the Resident Medical Officer of this University.

19.16 Continuous absence from duty

- (i) No University servant shall be granted leave of any kind for a continuous period exceeding 3 years. Provided that, in exceptional cases, the leave may be extended so that the total period does not exceed five years.
- (ii) When a University employee does not resume duty after remaining on leave for a continuous period of five years or where a University employee after the expiry of his/her leave remains absent from duty, otherwise than on deputation or on account of suspension for any period which together with the period of leave granted to him/her exceeds five years, he/she shall be deemed to have resigned and shall, accordingly, cease to be in University service.

19.17 Leave due at the time of retirement

- (a) The University employees retiring on superannuation on or after 1st Feb., 1978 will be paid cash equivalent of leave salary in respect of the period of earned leave/ privilege leave on full pay at their credit at the time of retirement, on the following conditions :-
 - (i) The payment of cash equivalent of leave salary shall be limited to a maximum of 180 days earned leave/privilege leave, in the case of employees who retired between 1.2.1978 to 30.6.1986, 240 days in case of employees who retired between 1.7.1986 to 30.6.1997 and 300 days in case of employees retiring on superannuation on or after 1.7.97.
 - (ii) The cash equivalent of leave salary thus admissible will become payable on retirement and will be paid in one lumpsum as a one time settlement.
 - (iii) Cash payment under this order will be equal to leave salary as admissible for earned leave and dearness allowance admissible on that leave salary at the rates in force on the date of retirement. No Compensatory allowance and/or house rent allowance shall be payable.
 - (iv) The authority competent to grant leave shall, *suo moto*, issue order granting cash equivalent of earned leave at credit on the date of retirement.
- (b) A 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.
- (c) The University employees, who are granted extension of service after attaining the age of retirement shall also be benefited by these rules.
- (d) This benefit will also be admissible to persons appointed after superannuation for a fixed term or on temporary basis.
- (e) The benefit of leave encashment will also be admissible to the dependents of those employees who expire before retirement subject to the limit of 300 days if there is unavailed earned leave at their credit.
- (f) The benefit will also be admissible to such University employees who are retired compulsorily/premature on the basis of review of record or as a measure of punishment or seek retirement on voluntary basis.

- (g) This benefit will be admissible in the case of termination by notice or by payment of salary in lieu of notice, or otherwise in accordance with the terms and conditions of appointment.
- (h) This benefit will also be admissible to the employees who resign or quit service, to the extent of half of earned leave at their credit, subject to a maximum of 150 days.

19.18 General

- (i) A leave account shall be maintained by the Head of the Institution or the office concerned in the case of every employee of the University.
 - (ii) Sabbatical, Study, Half Pay or Commuted Leave, taken in India, shall be reckoned from the date on which the officer relinquishes charge of his office to the date on which he resumes charge of his post.
 - (iii) Study leave without pay, Half Pay or Commuted Leave, taken out of India, shall be reckoned from the date of embarkation at the port of departure from India to the date of disembarkation at the port of arrival on return to India, in case the journey is performed by sea; and from the date of arrival, on return, to an air-port in India, in case the journey is performed by air, with the previous sanction of the competent authority.
 - (iv) The monthly allowance to be granted to an officer, while on subsidiary leave, shall be equal to half of his monthly salary.
 - (v) If the officer overstays his leave, he shall forfeit all his salary during the time of his remaining so absent, and if he overstays his leave for more than one week, his office shall be liable to be declared vacant.
 - (vi) A University employee, on leave, may not take up any service, or accept any employment, without obtaining the previous sanction of the competent authority whether the proposed service or employment lies in India or outside.
 - (vii) An employee, granted leave on account of ill health, although the leave is not technically on medical certificate, may be required to produce a medical certificate of fitness before returning to duty.
 - (viii) An employee, who is dismissed or removed from service, if re-instated, is entitled to count his former service for leave. Leave shall not be granted to an employee whom a competent authority has decided to dismiss or remove from service.
 - (ix) An employee, retained in service after the date of his compulsory retirement, is entitled to earn leave according to these rules.
 - (x) A list of officers, to whom powers have been delegated to grant leave, other than casual leave, under these rules, is given in the Annexure.
- 19.18.1** (i) An employee nominated by the competent authority to perform journey in connection with the affairs of the University and paid T.A./D.A. out of funds of the U.G.C., C.S.I.R. maintained by the University or Colleges recognised by the University (only for attending the meetings of the

Selection Committees as Vice-Chancellor's nominee or subject expert for which the T.A./D.A. is paid by the College concerned) shall be treated on duty.

(ii) Duty leave may also be granted to an employee irrespective of the source from which the T.A./D.A. is paid for:

- (a) attending conferences, congresses, symposia and seminars on behalf of the University.
- (b) delivering lectures in institutions and Universities at the invitation of such Institutions or Universities received by this University and accepted by the Vice-Chancellor.
- (c) working in another Indian or foreign University; any other agency, Institutions or organisation when so deputed by the University or for performing any other duty for the University.
- (d) working on delegation or Committee appointed by the Govt. of India/State Government, Haryana/Public Service Commission and the University Grants Commission, provided the teacher does not get any remuneration/honorarium for attending the work of these agencies.

provided further that the duty leave will be admissible alongwith the remuneration/honorarium only if the concerned agency asks for the same to the University.

(e) visiting foreign countries under Cultural Exchange & Bilateral Exchange Programme, Indo-US Fellowship, Indo-US Change of Scientist Programmes, Common-wealth exchange Programme *etc.*, sponsored by the University Grants Commission. Duty leave may be granted in such cases for the duration of Programme including time required for Travelling notwithstanding the provisions contained in Clause (iii) (a) below.

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(f) attending such short term courses as the Executive Council may approve as useful for the University.

→ (iii) (a) Duty leave may be allowed upto 20 days in a year. The Vice-Chancellor may extend it by 10 days. However, in exceptional cases, duty leave can be extended beyond the limit of 30 days by the Executive Council if there exists sufficient justification for the same.

(b) Duty leave may be combined with earned leave, half pay leave or extra-ordinary leave.

19.18.2 A University employee may be allowed by the Executive Council to serve any other University, educational institution, department/ organisation of the State or Central Government and the period of such service shall be treated as period spent on deputation. The terms and conditions for deputation shall be as determined by the Executive Council.

19.18.3 The appointing authority shall have power to require a University employee to appear before a Medical Board to test his physical fitness for the efficient discharge of the duties of his post, whenever, it has reason to believe that University employee is not physically fit to carry out his duties satisfactorily. The University employee concerned shall, however, have a right of appeal to an appellate Medical Board, against the decision of the first Medical Board.

19.18.4 The University employees who meet with accident while on duty will be granted 'Special Disability Leave' as per the rules of the Haryana Government, mutatis mutandis, together with its amendments from time to time.

19.18.5 Disabled ex-servicemen called for Resurvey Medical Board will be treated on duty for hospitalisation period.