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CIRCULARS

In terms of MHRD notification dated 31.12.2008 and in supersession of UGC Regulation 2000, UGC has notified regulation on Minimum qualifications for appointment of Teachers and Maintenance of Standards for Higher Education-2010 on 30.6.2010. Besides other, the kinds of leave would be admissible to permanent teachers has been clearly envisages under clause 8 of the said regulations. For wide circulations among faculty members of the University, and convenient ways for leave sanctioning and processing, an abstract of the leave admissible has been given. Standard proforma for applying CL/ EL and Duty Leave/Special Casual Leave has also been developed by the University. All the faculty members have been requested to apply in the prescribed leave application proforma to the sanctioning authority henceforth.

1. Casual Leave(CL): (i) Total casual leave shall not exceed **8 days** in an academic year (July to June). Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays..

2. Earned Leave (EL): **12 days or 1/30th** of actual service including vacation which ever is less in an academic year (July to June). When a teacher combines vacation with earned leave, the period of vacation will also be treated as leave. EL can be accumulated upto **300** days. If a faculty member is required to perform duty during the vacation with the prior approval of Vice Chancellor, 1/3rd of the period during which one has performed the duty may be accumulated to EL.

3. Special Casual Leave (SCL): Total Special Casual Leave shall not exceed **10 days** in an academic year (July to June) to conduct examination of an university/Public Service Commission/ board of examination or other similar bodies/institutions; and to inspect academic institutions attached to a statutory board, etc. In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded. 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 vacation by the sanctioning authority on each occasion;

4. Duty Leave: Duty leave of the maximum of **30 days** in an academic year (July to June) may be granted for the following:

(i)(a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university; (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor; (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university; (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body; and (e) For performing any other duty for the university.

ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

- iii. 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.
- iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

5. Half-pay Leave(HPL): Half-pay leave admissible to a permanent teacher shall be **20 days** for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes. The HPL will be accumulated.

6. Commuted Leave: Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

(i) Commuted leave during the entire service shall be limited to a maximum of 240 days; (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.

7. Leave Not Due : (i) Leave not due, may, at the discretion of the Vice Chancellor, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

8. Extraordinary Leave

(i) A permanent teacher may be granted extraordinary leave when:

(a) No other leave is admissible; or (b) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

(ii) Extraordinary leave shall always be **without pay and allowances**. Extraordinary leave shall not count for increment except in the following cases:

(a) Leave taken on the basis of medical certificates; (b) Cases where the Vice Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit; (c) Leave taken for pursuing higher studies; and (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum- teaching post or on assignment for technical or academic work of importance.

(iii) Extraordinary 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. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

(iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

For other admissible leaves i.e. Child Care Leave, Maternity and Paternity leave, Sabbatical and Study Leave faculty members are requested to consult leave rules under clause 8 of UGC Regulations-2010.


Dr. U.S. Rawat
Registrar