

Standing Orders

Leave

- 1) The Leave cannot be claimed as a matter of right. Discretion to refuse or revoke leave in exceptional circumstances lies with the 'Principal'. On such recall, the employees shall report for the duty forthwith immediately.
- 2) The Principal may sanction or refuse the leave applied for but shall not alter the nature of the leave applied for.
- 3) The employee may be granted leave only on request. The employee shall have to apply for grant of leave in the prescribed form and shall proceed on leave after being sanctioned.
- 4) If the employee is required to proceed on any leave and for reasons beyond his control, the Principal may, on satisfying himself, sanction leave on his application, which is submitted later.
- 5) The leave shall not be granted ordinarily to the extent by which it would deplete the strength of the department below essential minimum. In case large no. of applications are received resulting in the exigency. The Principal has to consider the following factors while granting the applications.
 - (a) Special circumstances for which leave is requested.
 - (b) Amount of leave due to applicant.
 - (c) Whether an applicant was recalled from his last leave or has been refused leave in the interest of office requirements.
 - (d) The period and character of service rendered by the applicant since the last return from the leave. The employee who can for the time being best be spared.
 - (e) Whether any of the employees already on leave can be recalled to duty in order to spare any another employee for availing his leave under any special circumstances.

- (6) Except otherwise provided under these rules, any period of leave may be granted in combination with or in continuation of any other kind of leave except casual leave. Sundays and Holidays may be prefixed or suffixed to the leave. The application for leave on Medical ground shall be accompanied by Medical Certificate given by the Registered Medical Practitioner with a valid Registration No. indicating the nature and probable duration of the illness. The employee returning to duty from leave on Medical ground shall produce the certificate of fitness. The minimum leave on medical ground will be 3 days.
- (7) The employee on leave shall not accept any other employment either full time or part time except casual literary work or services at public examinations.
- (8) If the employee over stays his sanctioned period of leave without prior permission and intimation he shall not be entitled to any leave salary for this period and such absence from duty may be treated as misconduct. The Principal may however, for the reason to be recorded in writing condone the irregularity.
- (9) If the employee frequently applies for leave on Medical grounds with short intervals, the case may be referred to the Medical Board with a request to give their considered opinion of the employees state of health, the period required for his complete recovery and also whether he is likely to be fit for duty after rest and treatment.
- (10) The employee discharged or removed except on account of misconduct or who has once resigned, if reappointed shall not be entitled to claim leave in respect of service rendered prior to his discharge, removal or resignation as the case may be.
- (11) The employee going out of station should obtain permission to leave Head Quarter before leaving the Head Quarter failing which the entire leave period may be treated as LWP.

Kinds of Leave

The following shall be the kinds of leave.

- 1) Casual Leave
- 2) Earned Leave
- 3) Half Pay Leave
- 4) Commuted Leave
- 5) Maternity Leave
- 6) Special Leave
- 7) Vacation

1) Casual Leave :

- (a) All the employees including Principal shall be entitled to 8 days Casual Leave in the calendar year.
- (b) Not more than 4 days Casual Leave and holidays enjoyed in continuation at one time can be granted to an employee.
- (c) Casual Leave shall be evenly distributed during the year as far as possible. Casual Leave can not be prefixed or suffixed to vacation or any other kind of leave except special leave.
- (d) An employee appointed on temporary basis shall be entitled to Casual Leave of 8 days in a year as stated above and shall not be eligible for any other kind of leave.
- (e) Holidays or Sundays falling during the period of Casual Leave shall be excluded in the quantum of Casual Leave.
- (f) A record of Casual Leave of all the employees shall be maintained by the Office and full pay with all admissible allowances shall be given to employee during the period of Casual Leave.
- (g) Casual Leave can not be combined with any other kind of leave, but it may be permitted either at the beginning or at the end of the holidays declared by the authority and / or Sundays, provided with the period of total absence does not exceed 4 days at one time.
- (h) The Principal may refuse Casual Leave if it is requested on flimsy pretext. The Principal shall have the power to grant Casual Leave in proportion to the period of the calendar year and the Casual Leave availed of until then. The Principal may grant leave without pay of shorter duration if no casual leave is available to the account of the employee.

- (i) The employees belonging either to class III or class IV, if asked to work on Sundays or holidays shall be entitled to have compensatory holiday provided they ask for the same during the same calendar year. Compensatory holidays should not be accumulated for more than 3 days and should not be allowed to be carried forward to the next calendar year. Compensatory holidays can be prefixed or suffixed or both to the leave due or holiday.
- (j) Permission for Casual Leave shall ordinarily be obtained before the day from which Casual Leave is required. In exceptional cases where application of Casual Leave cannot be submitted before the leave begins ex-post-facto sanction for Casual Leave shall be obtained by the employee. If the Principal is not satisfied about the exceptional circumstances, the Casual Leave availed of without prior permission may be treated at LWP. Mass Casual Leave shall not be treated as Casual Leave. It may be treated as unauthorized absence and dealt with accordingly. The action to go on mass Casual Leave shall be treated as misconduct.

2) **Earned Leave:**

- (a) A permanent employee who is not entitled to vacation shall be entitled to the Earned Leave at the rate of 1 /11th of the period spent on duty subject to the accumulation of maximum of 300 days of Leave.
- (b) The Principal being the Administrative Head of the Institute shall be treated at a non-vacation teacher and shall not be entitled to vacation to which teachers are ordinarily entitled.
- (c) The employees may be granted not more than 120 days Earned Leave at a time.
- (d) The employee may not be granted Earned Leave more than twice in a year.

3) **Half Pay Leave:**

- (a) The employee including an employee entitled to vacation shall be entitled the leave on half pay to the extent of 20 days for every year of service. The leave so earned can be accumulated without any limitations.
- (b) The employee shall not be entitled to leave on half pay during the first year of service.

- (c) The leave on half pay leave may be granted to the employee either on Medical grounds or on private reasons.

4) **Commutated Leave:**

The employee may with the approval of Principal commute leave on half pay at his credit on Medical ground on following conditions.

- (i) The commuted Leave shall be debited to the account of leave on half pay at the rate of twice the no. of days actually availed of
- (ii) No commuted leave shall be granted under this rule unless the Principal is satisfied that there is a reasonable prospect of the employees returning to duty on its expiry.
- (iii) The employee in the event on his resignation shall return a difference between the Leave salary drawn during commuted leave and with admissible during the half pay leave.
- (iv) Commuted leave on Medical ground will not be granted for less than 3 days at a time.
- (v) The leave requested on Medical grounds shall have to be supported with the certificate from Registered Medical Practitioner with a valid Registration No.

5) **Maternity Leave:**

- (a) The female employee who has been confirmed shall be eligible for Maternity Leave on full pay for 90 days from the date of its commencement. This is an interim order subject to change with circular from Head Office. Such leave shall not be debited to leave account.
- (b) The Maternity Leave shall be granted subject to the production of Medical Certificate to female employee who does not have two or more living children on the date of application.
- (c) In case of miscarriage or abortion including abortions included under the MPT Act 1971 Maternity Leave on full pay have not exceeding four weeks shall be admissible on the production of a Medical Certificate.

6) **Special Leave:**

The Principal may sanction Special Leave to a permanent teacher for attending conferences, seminars etc. on behalf of the College, University or working as a member of committee appointed by the University, the State Government or by Government of India or by any other statutorily recognized academic body provided that the Special Leave sanctioned shall not be more than 10 days in a calendar year.

7) **Vacation:**

- (a) Leave for an academic year including vacation shall be fixed by the college Principal / University from time to time. A teacher other than Principal is entitled to 70 days vacation during the period of 12 months commencing from the beginning of the academic year. Every teacher shall be expected to undertake such work in the college during the vacation relevant to his duty as a teacher as may be assigned to him by the Principal provided that every teacher shall have the option to enjoy over the year a total of 60 days vacation.
- (b) A non-teaching technical employee (vacational staff) is entitled to 46 days vacation during the period of 12 months commencing from the beginning of the academic year. Every employee shall be expected to undertake such work in the college during the vacation relevant to his duty as may be assigned to him by the Principal provided that he shall have option to enjoy over the year a total of 40 days vacation.
- (c) An employee shall be considered to have availed himself of a vacation or a portion of a vacation unless he has received instructions in writing from the Principal to remain on duty during that vacation or portion there of before the commencement of that vacation.
- (d) If an employee is not present either on the first working day or on the last working day of a term without a valid reason, the college shall be entitled to deduct the pay and allowances for 15 days.
- (e) If an employee is not present on the last working day of the term as well as on the first working day of the term following, without a valid reason, the college shall be entitled to deduct his pay and allowances for 30 days.
- (f) If teaching or non-teaching employee is required to do any work during the vacation for which he does not receive any additional remuneration he shall be entitled to earn leave equal to 1/3rd or half of the no. of days on which he works during the vacation subject to maximum of 30 days respectively.

