

Standard operational Procedure to be followed for submitting applications for Leave by the University employees and for processing them in the Establishment Branch for seeking approval of competent authority

1. Earned Leave, Half Pay Leave, Leave on Medical Grounds

1. The officer/official intending to proceed on leave shall apply on the prescribed application form (Form-I), at least 10 days in advance, to their Sanctioning Authority.
2. The officer/official concerned before submitting the application to the Sanctioning Authority, shall obtain a certificate from Assistant Registrar(Estt.) about the admissibility of leave in the columns incorporated in the Form.
3. The Leave after being sanctioned by the *Sanctioning Authority shall be marked to the Establishment branch, for processing it and issue of orders, which will be issued at the level of Section Officer.
4. The officer/official after availing the leave shall submit the joining report, on the prescribed form (Form-V), which will be marked to the Establishment Branch, through the Personal Branch of the Sanctioning Authority, after being seen by the Sanctioning Authority.
5. The Establishment Branch will make necessary entries in the Service Book of the officer/official which will be attested by the Dy. Registrar (Estt.) or the officer authorised.

In case of extension of leave, the officer/official shall send another application, directly to the Establishment Branch. The Assistant Registrar (Estt.) after recording the leave due certificate, shall send the application directly to Personal branch

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*** Note :**

Sanctioning Authority : For Deans, Professors, Readers (designated as Heads of schools) Registrars, Controller of Finance, Controller of Examination, Librarian, Chief Engineer, Principal, IGIT, Advisor to the Vice Chancellor or other Officers directly reporting to the Vice Chancellor } Vice Chancellor

For employees other than mentioned above - } Registrar

of the sanctioning authority for sanctioning the leave. The leave application shall subsequently be processed in the Establishment Branch on the lines indicated above.

In case of Leave on Medical grounds

The officer/official intending to avail leave on Medical grounds, are advised to send intimation in writing to the office of the Sanctioning Authority immediately, enclosing the Medical Certificate, which, after being seen by the Sanctioning Authority, will be sent to the Establishment Branch.

The officer/official after he/she joins, will submit the application on the prescribed form-I alongwith the Medical Fitness Certificate, and get the leave due verification done from the Establishment Branch, in the appropriate columns of Leave Application Form. The Form, alongwith the copy of intimation earlier sent, will be submitted to the Office of the Sanctioning Authority for sanction.

The leave after being sanctioned by the Sanctioning Authority, shall be marked to the Establishment Branch, where it shall be processed for issue of orders and making entries in Service Book as per the procedure described above.

2. Special Casual Leave for all officers/ officials

- (i) The request for Special Casual Leave with full justification and documentary support, if any, shall be submitted through the concerned Dean/ Head of the School/ Branch officer, to the Vice Chancellor on the prescribed format enclosed (Form-II) sufficiently in advance.
- (ii) The officer / official concerned before submitting the application to Dean/ Head of the School concerned shall obtain a certificate from the Assistant Registrar(Estt.) about the admissibility of leave on the format.
- (iii) Special Casual Leave records will be maintained in the Establishment Branch.

3. Extra-ordinary Leave / Study Leave / Sabbatical Leave/ Leave Not Due

Application for Study Leave/ Sabbatical Leave which are generally of long duration shall be submitted at least three months in advance through the Deans/ Heads of School / Branch Officers to the Establishment Branch on the Form-IV. Likewise application for Extra-ordinary Leave/ Leave Not Due, will be submitted well in advance through the Deans/ Heads of Schools/ Branch Officer to the Establishment Branch on the Form-IV. These proposals shall be processed in the Establishment Branch and submitted through the Registrar to the competent authority as laid down.

4. Maternity Leave/ Paternity Leave/ Adoption Leave etc.

- (i) The officers/ officials proceeding on Maternity Leave, shall intimate to their Controlling Officer, concerned Dean / Head of the School / Branch Officer 6 weeks in advance about the likely date of their proceeding on Maternity Leave for information and making alternate arrangement, if required. This information shall also be forwarded to the Establishment Branch.
- (ii) The officers / officials when they proceed on leave, shall submit the application on the prescribed proforma (Form-III) to the Controlling Officer / concerned Dean / Head of the School / Branch Officer, who will forward it to the Establishment Branch. The Establishment Branch will process it and submit in file for approval of competent authority.

5. Casual Leave

The Casual Leave should be submitted on the prescribed proforma (Form-VI) to the competent authority, as laid down in the delegation powers. The broad guidelines for award of Casual Leave are as below :

- (i) Casual Leave is a concession granted to an employee to stay away from office for short period on account of illness or to enable him to attend to urgent private matters.

The employee intending to avail Casual Leave are expected to get the prior sanction of the leave, however in case of emergent situation, the information about the availing of leave should be given to the Branch Officer on telephone, followed by the application on the prescribed form, which may be sent through fax or otherwise, if the leave is of more than one day.

The maximum period of a Casual Leave, which an employee is allowed to avail is of 10 days (including two in view of R/H) in a calendar year, subject to a limit of 5 days at a time. It is expected that the Casual Leave should be evenly availed during the course of the year.

The official joining duty in the middle of the year will be entitled for availing Casual Leave proportionately.

Note:- The procedure as laid down above is subject to the provisions of the Regulations relating to Leave Rules for Teaching and Non-teaching Staff.