

## GUIDELINES FOR ATTENDANCE AND LEAVE:

The employees of the University shall be governed by the Leave Rules as laid down by the University from time to time.

### General Rules:

#### 3.1 Leaves

Part I - This will apply to all staff members –Teaching/Technical/Administrative of the University other than Residential Staff members and Staff members working on Part –Time basis.

Part II – This will apply to all Residential Staff members of the University. Part III – This will apply to the all Staff members working on Part-Time basis

**Annexure: To be referred for salary days calculation vis-a-vis Short leave, odd punch of attendance, Rectification of attendance on hard copy, unsanctioned leave etc.**

## PART I

### 3.1.1. Introduction

- This shall be implemented in parts and shall supersede all existing leave policies issued so far subject to software restructuring and formal announcement on UMS in this regard.
- These guidelines shall apply to all staff members of the University unless separately specified.
- Leave is a provision to stay away from work, for genuine reasons, with prior approval of the competent authorities.
- Leave should always be applied for in advance and sanctioned before it is availed, except in cases of unforeseen circumstances -On serious health grounds, accident and mishappening.
- Leave should be applied for sanction from the competent sanctioning authority “OnLine” (after carefully selecting the Leave Type).
- The leave shall be sanctioned on first come first basis, so it is advised that it is in the interest of the staff members to plan and apply for the leave well in advance.

### **3.1.2. Right to Leave**

- Leave cannot be claimed as a matter of right.
- When the exigencies of the University work so require, leave of any kind may be refused or revoked by the authority competent to sanction it or any other authority, senior to the concerned sanctioning authority. Under such a situation the staff member may be called back to join the duty immediately or otherwise as deemed appropriate. (Except in serious health problem or other special circumstances at the discretion of sanctioning authority).
- Absence from duty after expiry of leave will constitute a break in service and also entail other disciplinary actions.
- A staff member on leave is strictly prohibited to directly or indirectly engage either honorary or on remuneration in any other service or in any trade, business, consultation, vocation or occupation.

### **3.1.3. Definitions**

1. PL - Predated Leave - Leave applied for sanction before availing.
2. SHL – Short Leave & BSHL-Birthday Short Leave
3. PDL - Post Dated Leave – Leave applied for sanction after availing.
4. C/SL – Casual/Sick Leave.
5. HDL – Half Day Leave.
6. SDL– Sandwich Leave - Leave taken in between the scheduled holidays and/or weekly off.
7. CBL – Clubbed Leave - Leave which are preceding or succeeding a weekly off or a scheduled holiday.
8. GL – Gift Leave – Leave with pay given as a special gesture by the University.
9. VL – Vacation Leave - Leave entitled only to staff of Teaching Cadre to update subject knowledge and to do extensive study.
10. ML – Maternity Leave.
11. COMPL– Compensatory Leave - Leave in lieu of the services performed on holiday/weekly off.
12. SML– Self Marriage Leave - Leave which is granted for self-marriage of the staff member.
13. Term Off – Leave for a duration ranging from six to eight months.
14. OCD – Off Campus Duty - Official services/duties performed at places other than at

University campus.

15. RSL – Research and Study Leave. Shall be notified separately
16. RAEL – Research & Academic Extension Leave.
17. CEL-Career Enhancement Leave
18. TP - “Teaching Period” is the period when actual teaching takes place. This period does not include the period of ETE (End Term Examination) and ETP (End Term Practical’s) but includes period of MTE (Mid Term Examination) and MTP (Mid Term Practical)
19. NTP- “Non Teaching Period” is the period when no actual teaching takes place. This period starts immediately after the end of actual teaching in a particular Term and ends immediately before the start of actual teaching in a subsequent Term Period of MTE(Mid Term Exam is considered towards Teaching Period)
20. Late Attendance – Attendance which is marked after scheduled arrival time of staff members i.e. after 8.00 am/9.00 am.
21. For the purpose of these guidelines the following terms are defined as:
  - i. HOF – Head of the Faculty.
  - ii. HOW-Head of Wing
  - iii. HOS – Head of the School.
  - iv. COS – Coordinator of the School.
  - v. HOI - Head of the Institute
  - vi. HD – Head of the Division
  - vii. CD – Coordinator of the Division.
  - viii. HOD – Head of the Department.
  - ix. COD – Coordinator of the Department.
  - x. HOC – Head of the Cell.
  - xi. COC – Coordinator of the Cell.
  - xii. HOS shall also include HOI/COS
  - xiii. HD shall also include CD.
  - xiv. HOD shall also include COD.
  - xv. HOC shall also include COC.
  - xvi. School includes Institutes and Colleges.

### 3.1.4. Leave categories and Recommending/Sanctioning authority

Pre-Dated Leave Responsibility	Leave	Recommending Authority 1	Recommending Authority 2	Sanctioning Authority	Information To
<b>Teaching &amp; Technical Staff</b> (From Schools)	Upto 03 days			COD/HOD	COS/HOS
	04 days to 08 days	COD/HOD	COS	HOS	HOF
	More than 08 days	COD	HOS	HOF	Central Administrative Branch
<b>Other than above</b> (Inculding Class-IV)	Upto 03 days			COD/HOD	CD/HD
	04 days to 08 days		COD/HOD	CD/HD	HOW
	09 days to 10 days	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 10 days	HD	HOW	Central Administrative Branch	
<b>HOD/COD/COC</b> Teaching & Technical Staff (From Schools)	Upto 03 days			COD/HOD (For COC)	COS/HOS
	04 days to 08 days		COS	HOS	HOF
	More than 08 days	COD	HOS	HOF	Central Administrative Branch
<b>HOD/COD/COC</b> Admin staff	Upto 03 days			COD/HOD (For COC)	CD/HD
	04 days to 08 days		COD/HOD	CD/HD	HOW
	09 days to 10 days	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 10 days	HD	HOW	Central Administrative Branch	
<b>COS/HOS</b>	Upto 05 Days			HOF	Central Administrative Branch
	More than 05 Days and upto 15 days		HOF	Central Administrative Branch	Central Administrative Office
	More than 15 Days	HOF	Central Administrative Branch	Central Administrative Office	
<b>CD/HD/HOW*</b>	Upto 15 days		HOW	Central Administrative Branch	Central Administrative Office
	More than 15 Days		Central Administrative Branch	Central Administrative Office	
<b>HOF &amp; above</b>	upto 05 days			Central Administrative Branch	Central Administrative Office
	More than 05 Days		Central Administrative Branch	Central Administrative Office	

Post Dated Leave	Leave	Recommending Authority 1	Recommending Authority 2	Sanctioning Authority	Information To
<b>Teaching &amp; Technical Staff</b> (From Schools)	Upto 02 days (2nd Instance)			COD/HOD	COS/HOS
	Upto 04 days (3rd instance)	COD/HOD	COS	HOS	HOF
	More than 05 days (4th instance onwards)	COD/HOD	COS/HOS	HOF	Central Administrative Branch
	More than 08 days (7th instance onwards)	COD/HOD	COS/HOS	Central Administrative Branch	
<b>Other than above</b> (Inculding Class-IV)	Upto 02 days (2nd Instance)			COD/HOD	CD/HD/HOW
	Upto 04 days (3rd Instance)		COD/HOD	CD/HD	HOW
	More than 05 days (4th instance onwards)	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 15 days (7th instance onwards)	CD/HD	HOW	Central Administrative Branch	
<b>HOD/COD/COC</b> Teaching & Technical Staff (From Schools)	Upto 04 days (3rd instance)			COS/HOS	HOF
	Upto 05 days (4th instance)		COS/HOS	HOF	Central Administrative Branch
	More than 05 days (4th instance onwards)	COS/HOS	HOF	Central Administrative Branch	
<b>HOD/COD/COC</b> Admin staff	Upto 03 days (2nd instance)			COD/HOD (For COC)	CD/HD
	Upto 04 days (3rd Instance)		COD/HOD	CD/HD	HOW
	Upto 05 days (4th instance)	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 05 days (4th instance onwards)	HD	HOW	Central Administrative Branch	
COS/HOS	Upto 05 Days			HOF	Central Administrative Branch
	More than 05 Days and upto 15 days		HOF	Central Administrative Branch	Central Administrative Office
	More than 15 Days	HOF	Central Administrative Branch	Central Administrative Office	
CD/HD/HOW*	Upto 15 days			Central Administrative Branch	Central Administrative Office
	More than 15 Days		Central Administrative	Central Administrative	

			Branch	Office	
HOF & above	upto 05 days			Central Administrative Branch	Central Administrative Office
	More than 05 Days		Central Administrative Branch	Central Administrative Office	

Leave Without Pay	Leave	Recommending Authority 1	Recommending Authority 2	Sanctioning Authority	Information To
Teaching & Technical Staff (From Schools)	Upto 03 days / 3rd instance			COD/HOD	COS/HOS
	Upto 04 days / 5th instance	COD/HOD	COS	HOS	HOF
	Upto 08 days / 7th instance	COD/HOD	COS/HOS	HOF	Central Administrative Branch
	More than 08 days (7th instance onwards)	COS/HOS	HOF	Central Administrative Branch	
Other than above (Inculding Class-IV)	Upto 03 days / 3rd Instance			COD/HOD	CD/HD
	Upto 08 days / 5th instance		COD/HOD	CD/HD	HOW
	More than 08 days (7th instance onwards)	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 15 days (7th instance onwards)	CD/HD	HOW	Central Administrative Branch	
HOD/COD/COC Teaching & Technical Staff (From Schools)	Upto 04 days / 4th instance			COS/HOS	HOF
	Upto 08 days / 5th instance		COS/HOS	HOF	Central Administrative Branch
	More than 08 days (6th instance onwards)	COS/HOS	HOF	Central Administrative Branch	
HOD/COD/COC Admin staff	Upto 01 day			COD/HOD (For COC)	CD/HD
	Upto 04 days / 4th Instance		COD/HOD	CD/HD	HOW
	Upto 08 days / 5th instance	COD/HOD	CD/HD	HOW	Central Administrative Branch
	More than 08 days (6th instance onwards)	HD	HOW	Central Administrative Branch	
COS/HOS	Upto 05 Days			HOF	Central Administrative Branch
	More than 05 Days and upto 15 days		HOF	Central Administrative Branch	Central Administrative Office
	More than 15	HOF	Central	Central	

	Days		Administrative Branch	Administrative Office	
<b>CD/HD/HOW*</b>	Upto 15 days			Central Administrative Branch	
	More than 15 Days		Central Administrative Branch	Central Administrative Office	
<b>HOF &amp; above</b>	upto 05 days			Central Administrative Branch	Central Administrative Office
	More than 05 Days		Central Administrative Branch	Central Administrative Office	

<b>Long Leave / Term Off Leave</b>	<b>Leave</b>	<b>Recommending Authority 1</b>	<b>Recommending Authority 2</b>	<b>Sanctioning Authority</b>
Teaching and Technical Staff	Term Off /Long Leave(to be applied atleast one month prior)	COD/HOD	COS/HOS/HOF	Central Administrative Branch/HR
Administrative Staff	Term Off /Long Leave(to be applied atleast one month prior)	COD/HOD	CD/HD/HOW	Central Administrative Branch/HR
COC/COD/HOD (Admin and Teaching)	Term Off /Long Leave(to be applied atleast one month prior)		HD/HOS/HOW/HOF	Central Administrative Branch

<b>Leave Type</b>	<b>Recommending Authority 1</b>	<b>Recommending Authority 2</b>	<b>Sanctioning Authority</b>	<b>Information To</b>
Off Campus Duty Leave (For all staff members)	COS/HOS/CD/HD	HOW/HOF	Central Administrative Branch	

<b>Leave Type</b>	<b>Leave</b>	<b>Recommending Authority 1</b>	<b>Recommending Authority 2</b>	<b>Sanctioning Authority</b>	<b>Information To</b>
Career Enhancement Leave (For Examination)	For all Staff members	HD/HOS	HOW/HOF	Central Administrative Branch	Central Administrative Office
Career Enhancement Leave (For Training)	For all Staff members	HOW/HOF	HD-HRDC	Central Administrative Branch	Central Administrative Office
Career Enhancement Leave (For Cultural / Sports)	For all Staff members	HOW/HOF	HD-DSW	Central Administrative Branch	Central Administrative Office
Career Enhancement Leave (For Research)	For all Staff members	HOW/HOF	HD-DRD	Central Administrative Branch	Central Administrative Office

<b>Research and Academic Extension Leaves</b> (for conferences/ workshops/seminars/ symposia/faculty development programmes/evaluation/appearing in examination/ visiting funding agencies, lab, library, university for research work/data collection/data analysis/writing grant proposal (discussion or collaboration) / guest lecture / research paper writing / PhD Course work classes)	For all Staff members	COS/HOS/CD/HD	HOW/HOF	Central Administrative Branch	Central Administrative Office
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### 3.1.5. General Guidelines:

#### a) Entitlement:

- Staff members shall be entitled to 08 Casual leave and 08 Sick leave in a calendar year. However as a special benefit to the staff casual and sick leave have been clubbed and medical certificate shall not be demanded for availing the Sick leave. Although PDL availed for medical reasons for more than two days should be supported by Proof of Medical treatment.
- Staff members can avail 08 leave from August to January and 08 leave from February to July as Short Leave, Half Day Leave and Full Day Leave. In case of emergency 02 C/SL can be credited to the leave entitlement of August to January from the leave entitlement of February to July. This shall be credited from the month of December. (In such a case the leave entitlement of Feb to July shall be 06 C/SL.). Such leave shall be credited by Division of HR on “Online” request given by the staff member.
- The staff members who join the University during the middle of the year shall be entitled to the C/SL proportionately. The C/SL will be **pro-rated** from the date of joining till 31<sup>st</sup> July of that calendar year (August- July).
- Staff member to the initially appointed in teaching cadre will continue to be governed by the policies applicable for teaching cadre unless their cadre is changed. They will also continue to receive benefits and privileges entitled to teaching cadre, even if they are posted for any Administrative assignment. This will be applicable for issues including leave and exit from the service.
- Staff members who are interested in appearing for job interview/attend Ph.D seminar or any workshop etc in the University campus should apply for leave for the period of absence from

the department/office.

**Leave entitlement as per Month of Joining - (Applicable only for new joinees)**

First half of the calendar year						
	Aug	Sep	Oct	Nov	Dec	Jan
Number of leave entitled in a year if joined on or before 15th of a month	16	14.5	13	12	10.5	9
Number of leave entitled if joined after 15th of a month	15.5	14	12.5	11.5	10	8.5

	Feb	Mar	Apr	May	Jun	Jul
Number of leave entitled if joined on or before 15th of a month	8	6.5	5	4	2.5	1
Number of leave entitled if joined after 15th of a month	7.5	6	4.5	3	2	0.5

**b) Percentage of staff availing leave on any particular day: For Teaching, Administrative & Technical Staff:**

- Leave up to 15% of staff or to one staff member (whichever is more) of the total staff of the Domain/Department/Cell on a particular day can be sanctioned by Type I sanctioning authority.
- Leave up to 30% of staff or to two staff members (whichever is more) of the total staff of the Domain/Department/Cell on a particular day can be sanctioned by Type II sanctioning authority

- Leave for more than **30 %** of staff shall be sanctioned by Type III sanctioning authority.
- Staff availing leave of one month or more or a Term off shall not be included while calculating the percentage.
- c) **Carry forward:** If the staff members are unable to avail the entitled Casual/Sick leave and Compensatory leave (if any) during a calendar year, then 50% of the unavailed C/SL and 100% COMPL shall be carried forward to the next calendar year. For the purpose of carrying forward these C/SL and COMPL to the next year, the leave accrued from the previous years, if any shall also be counted.

All the un-availed Gift Leaves 100% shall also be carried forward to the next calendar year.

**d) Short Leave:**

- Leave for two hours duration is called as short leave. This leave can either be availed for two hours of scheduled duty hours. Only Morning SHL can also be availed as Postdated leave. SHL can be availed for a maximum of twelve times in one half of calendar year. Late arrival till one hour from scheduled duty timings will only be processed as a Short leave. Late arrival of more than an hour from scheduled duty timings staff can apply Post Dated Short Leave otherwise will be considered as a half day absent.
- SHL account will be settled at the time of availing leave and deduction will be processed accordingly.
- e) **Post Dated Leave:** All such leave which are applied after availing are called the Post Dated Leave. Such leave should be availed only in genuine cases of unforeseen circumstances –On health ground, accident and mis-happening.
  - Time limit to apply pre dated leave will be increased from 5 PM to next day morning 9 AM. Also provide the instance to apply the leave after 5 PM (2 instances in a Semester).

**Procedure of availing a PDL:**

- Staff member should intimate to concerned Head and simultaneously send a SMS to Division of Human Resource as per the following format:
- **Format of SMS:**

**For Full day & more:**

FD>DD-MMM-YYYY>To> DD-MMM-YYYY> UID

**For Half Day**

FH/SH> DD-MMM-YYYY >UID

## **For Short Leave**

SHL>DD-MMM-YYYY>UID

(FD=Full Day, FH=First Half day, SH=Second Half day, SHL=Short Leave,>=space)

- Number for sending SMS to Division of HR is **9780036414**
- On getting the SMS by Division of HR, system automatically send message to concerned head at their UMS home page. Concerned head only be able to fill the on line telephonic slip after getting the SMS of leave.
- The recommending authority shall have to fill the on line “PDL Telephonic Slip” within two working days.
- Initially SMS system is applicable for Teaching/Administrative/Technical Staff only.
- Such leave should be applied by the staff member on the same day of resuming duty.
- In case of no telephonic information received by the concerned authority, then the staff member shall be considered absent and absence shall be treated as equivalent to two days without pay leave.
- A record of availing PDL repetitively shall be maintained by Division of HR and it shall have adverse effect on the appraisal of the staff member and can also entail disciplinary action. PDL availed for more than two days for medical reasons should be supported by Proof of Medical treatment - Medical Certificate/Hospitalization report /Diagnostic report or such documents required by the University.
- Submission of a fictitious medical certificate or false reason for availing PDL shall be viewed seriously. Strict disciplinary action will be taken against such members of Staff.
- Post Dated Leave should be availed judiciously as numbers of chances of availing these are limited.

### **f) Self-Marriage Leave:**

Leave up to one week in which the marriage falls (Seven days including one Sunday and scheduled holiday falling in between that period) can be availed for self-marriage by Teaching / Technical staff members during Teaching Period.

- i. In case a Teaching/Technical staff member plans marriage during non-teaching period, leave for three weeks can be availed. University can also consider giving leave for more than three weeks for Self-marriage.
- ii. Leave up to three weeks can be availed by Administrative staff members for self-marriage.

- iii. Additional leave upto five days spent on actual travelling (by train) can be availed by Staff members belonging to places beyond 500 kms as per the Indicative Chart given

iv. below:

**Indicative Chart:**

Sr. No	Distance	Total number of days for travelling both sides
1	Beyond 500 Kms and upto 1000 Kms	2
2	1000 Kms to 1500 Kms	3
3	1500 Kms to 2000 Kms	4
4	More than 2000 Kms	5

**g) Leave for marriage of immediate family member:**

Leave for three days can be availed for the marriage of wards, real sibling of self **and spouse**. Additional leave upto five days spent on actual travelling (by train) can be availed by Staff members belonging to places beyond 500 kms as per the Indicative Chart given above.

**h) Maternity Leave:**

- Maternity leave shall be granted to the all female staff members- Teaching/Technical/Administrative for maternity reasons. Absence from work due to miscarriage or any other illness arising out of pregnancy will not be considered as maternity leave, but as C/SL.
- A total of five weeks leave or Term off can be availed for maternity reason.
- Female Staff members who are involved in physical activity by the nature of their appointments (such as Physical Education, Performing Arts-dance etc) are advised to proceed for Term Off because of Maternity reasons before the end of the current Term/at the on set maternity.

**Term Off:**

**(A). Scope:**

Teaching/Technical/Admin staff can avail leave of one month or more for Maternity reasons/Ph.D course work and for any genuine reason.

**(B). Points to be taken care while applying for Term off/Long leave:**

While applying for Term off/Long leave the start date and end of such leave should be

planned in such a way that:

1. The start date of such leave should be immediately after the last teaching day of a term as per academic calendar.
2. The last date of such leave should fall on a day one week before the start of a teaching period.
3. Any proceeding on leave or joining back from leave other than the above period shall be only be allowed in case of urgent requirement of staff when no other person is available to handle the work being handled by such staff member. HOS/HD should recommend such cases only after verifying and ensuring the above.

**(C). Application in advance:**

1. The term off/long leave of three months or more should be applied at least one month in advance.
  2. Long leave of less than three months under these guidelines should be applied at least one week in advance.
- Staff members proceeding for leave of One month or more shall have to take “No Dues Clearance” from all concerned departments. The “No Dues Clearance” form shall be initiated by the Division of HR.
  - In case of serious health conditions, if a staff member proceeds on leave without completing the online “No Dues Clearance”, the staff member must send an e-mail to the concerned HOD within a week or on improvement of health condition whichever is earlier, giving reason of proceeding on leave without taking the required No Dues clearance. The concerned HOD after finding all the outstanding details of Academic issues, must forward the mail with his recommendations to the Division of HR for further action. Proof of Medical treatment is to be submitted during the leave and proof of hospitalization/Medical certificate/Diagnostic report is to be submitted on resuming the duty.
  - Experience certificate offered at the time of exit shall include the period of sanctioned long leave towards the number of years of experience only in those cases where staff member on resuming the duties after the long leave serve for the equivalent period of availed long leave. In case the staff member is unable to serve for equivalent duration after availing long leave, then the experience letter offered shall include number of years upto the date of proceeding for long leave.

**i) Gift Leave:**

Gift leave as applicable shall be credited to the Gift leave account of the concerned staff member.

GL is categorized in following three types

**i. Paternity Gift leave:**

Two Gift leave shall be credited to the Gift leave account of male staff members as “Paternity Gift leave” on being blessed with a child. (Applicable for upto 2 Children’s only)

**ii. Self-Marriage Gift Leave:**

Two leave shall be credited to the Gift leave account of all staff members

Teaching/Technical/Administrative as “Self Marriage Gift Leave” on the occasion of their marriage. A total of one week leave shall be credited to the Gift leave account of Teaching/Technical staff members as “Self Marriage Gift Leave” if they plan to get married in Non-Teaching period.

**iii. Maternity Gift Leave:**

Equal maternity gift leave of thirty days paid leave shall be given to all female employees subject to having served for at least three months in the University. (Applicable for upto 2 Children only)

**j) Compensatory Leave:**

- The services of a staff member can be requisitioned on the advice of HD/HOS and approval of the Central Administrative Branch.
- The concerned HOS/HD should fill online Advice Note for Compensatory Leaves to staff members prior to be called on a Sunday/Holiday with reason. Staff member can be called on Sunday/holiday only for special work/duty and not for Routine/Pending Works.
- HOS/HD should plan weekly off for such staff members on any other weekday to avoid compensatory leaves with approval of Central Administrative Branch.
- The credited COMPL can be availed as C/SL or PDL by the staff member.
- COMPL can be availed as a Half day and Short day leave.

S. No.	Type	Entitlement	
1	In case of working on Sundays/ Holidays/ Weekly Offs:	<b>Minimum Duty Hours (As per Shift Timing)</b>	<b>Compensatory Leave</b>
		Full Day	01 Day
		Half Day	0.5 Day
		¼ Working Hour	0.25 Day
2	In case of working beyond regular working hours:	<b>Minimum Duty Hours</b>	<b>Compensatory Leave</b>
		06 Hours	01 Day

		04 Hours	0.5 Day
		02 Hours	0.25 Day (Only if the staff has worked for 04 days incontinuation)

**Note : CD/HD/COS/HOS and above not entitled for Compensatory beyond working Hours only.**

**k) Vacation Leave:**

- Staff member initially appointed in teaching cadre even if they are posted in administrative assignments are entitled to this leave till their cadre is changed.
- Any staff member other than teaching who is assigned teaching load will also be eligible for VL till in teaching.
- VL shall be staggered in batches to ensure availability of substantial number of Staff members in the department so as not to hamper the regular functioning.
- Before proceeding for VL, staff member should submit Attendance, Continuous Assessment, Question Bank, Question Paper, and complete Evaluation or any other responsibility assigned by the concerned Department or any Central Department VL is divided into two parts Summer Vacation Leave:
  - Summer VL can be availed during Non-Teaching period (till 15th July), after the completion of Teaching failing which the same shall be lapsed unless specifically allowed.
  - Only on exceptional genuine reasons, Summer VL can be availed after 15th July on the approval of competent authority as per the following:
    - 10% of the total staff members of Domain/Department/ cell can avail Summer VL till 25<sup>th</sup> July.
    - However, request to carry forward Summer VL must be recommended by HOD and HOS/HD and shall be forwarded to Division of HR.

- Entitlement for Summer VL shall be as per month of joining:

Sr. No	Date of Joining	Leave excluding Sunday
1	January	6
2	February	5
3	March	3
4	April	2

## II) Winter Vacation Leave:

- This leave shall be on pre - designated days.
- As a special gesture this shall generally be scheduled in the last week of December keeping the Christmas vacations of the school going children of the staff members underconsideration.

Sr. No	Date of Joining	Leave excluding Sunday
1	July/August	4
2	September	3
3	October	2
4	November	1

- Entitlement for Winter VL shall be as per month of joining:

**l) Leave on the day of scheduled SMMC/DMMC:**

Staff members are expected to attend the pre-scheduled/pre-defined meeting (e.g. SMMC/DMMC).

- Only on serious health grounds, accident, mis-happening leave can be a PDL and the same shall be sanctioned on submission of required proofs by the Office of the Central Administrative Branch on resuming the duty.
- Leave required for self-marriage or marriage of siblings or wards can be applied for sanction at least two days in advance to the Central Administrative Branch. Such leave can be availed only after a sanctioning confirmation from the above said office.

**m) Extension of leave:**

- In case a staff member is interested to get the leave extended, while availing the leave because of serious health condition, accident or any mis-happening, the request for the same has to be given at least one day before the expiry of leave.
- The leave sanctioning authority shall be as per the categorized Types based on the number of days of extension.

**n) Cancellation of sanctioned leave:**

- Cancellation of any type of leave shall be done before the starting of the leave through the same authorities as applicable for getting it sanctioned. ("Online" for Type I and II and on "Prescribed Format", wherever applicable.
- Request for cancellation of sanctioned leave must be put up before the starting of the leave period for approval of the Office of the Central Administrative Branch as per the following table:

Leave Category	Cancellation Request
Sanctioned leave of more than one week and less than a month	Two days before the starting of the leave
Sanctioned leave of one month and more	Seven days before the starting of the leave

- However request for cancellation of sanctioned leave of one month and more must be forwarded to HOD and HOS/HD for recommendation which in turn must be sent to Division of HR.
- In both cases, staff member shall be allowed to resume duty only after approval of the same.
- o) Temporary transfer:** In case a staff member is temporarily transferred to other department, then the leave recommending and sanctioning authority shall be of that Department in which the staff member is transferred.
- p) Off Campus duty:**
  - When a staff member has to be deputed for a work for which he is required to leave the campus during the office timings, an Online off Campus duty advice note should be initiated by the concerned HOD assigning the work which shall be forwarded to the concerned HOS/HD for approval. Once this OCD is approved, it shall reflect on the UMS of the concerned staff member whom the duty is assigned .The staff member can apply for this OCD leave by selecting that option.
  - In case the OCD is **for more than one day** an Off Campus duty request should be initiated by the concerned HOD assigning the work which shall be forwarded to Central Administrative Branch on the recommendation of the concerned HOS/HD for approval. Once thisOCD is approved, it shall reflect on the UMS of the concerned staffmember whom the duty is assigned. The staff member can apply for this OCD leave by selecting that option.
  - A written report of the OCD has to be submitted by the staff member to the concerned HOD/HOS and an action plan in e-governance within two working days of joining back the duty.
  - In case the OCD is more than two continuous days, then the staff members is requiredto fill the Daily Progress Report online on UMS.
  - In case the OCD is for attending conference, workshop, training, foreign trips etc, then the staff member is also required to forward new ideas/systems/procedures acquiredduring the OCD which shall be of benefit to the University through e-mail to the concerned Department with a copy of the same to the Department of Planning.

**q) Forfeiture:**

After exhausting all leave as per entitlement, **any absence without prior sanction will be treated as equivalent to two days leave without pay and with sanction will be treated as equivalent to one day leave without pay.**

- Leaves over and above the leave entitlement shall be treated as Leave without pay (LWOP) This LWOP is to be availed primarily due to Medical reasons (Self and Dependents) and has to be supported by proof of medical treatment, duly verified by Uni Health Centre.
- Four (04) instances shall be available with a staff member under PDLs and LWOPs in half of a calendar year respectively.
- In case a staff member applies for more than 4 instances of LWOPs in half of a calendar year other than medical reasons, such Leaves shall be treated as absence from duty which shall be treated as equivalent to 02 days LWOP for each LWOP leave so availed.
- After exhausting all chances of PDL (which includes both Half Day Leave and Full Day Leave), any absence without prior sanction shall be treated as equivalent to two days without pay leave.
- Any absence without prior sanction on a day preceding or following a weekly day off or a scheduled holiday (Clubbed Leave) will be treated as equivalent to two days leave without pay. Same shall be the implication for the sandwich leave or on first day of the Term and on the days of any pre-scheduled/pre-defined meeting (e.g. SMMC/DMMC) or any other pre - scheduled/pre-defined official function according to the University calendar (For which the attendance is made compulsory by official order) except on serious health grounds, accident, mis-happening, self-marriage or marriage of siblings or wards.
- Leave can either be clubbed proceeding or succeeding the weekly day off or scheduled holidays. In case of availing leave on both days, i.e preceding and succeeding the weekly day off or scheduled holiday then the entire period shall be counted in the leave.
- Only entitled leave can be availed during the notice period of exit from the services, however because of some genuine reasons leave over and above the entitlement can be availed. All such leave shall be treated as equivalent to two days without pay leave.
- It shall be the responsibility of the concerned Head to take timely action on leave i.e. either recommend/sanction or not recommend/ not sanction the leaves before the end of the day on which the leave is applied by the staff member.

- In case an action on leave is not taken on time (i.e. before the last date of the month) by the concerned Head(s), resulting in deduction of salary of a particular staff, it shall be considered as negligence of duty on part of the concerned Head, thereby leading to a similar deduction as a punitive measure against the concerned Head.
- In case the recommending and/or sanctioning authority is on leave on the day a leave is applied by a concerned staff member, his/her leave shall be escalated to the next level for needful action on the same. The staff applying for leave shall get a message on the UMS regarding the same details of the sanctioning/recommending authority.
- Any leaves availed by a staff member over and above the entitled pro-rated leaves during notice period shall be recovered from the concerned staff during his/her full and final at the time of relieving.
- If a staff member is on leave without pay (LWOP) for a total of 03 days in a week, he/she shall not be entitled for weekly off, for e.g. if a staff member is on leave without pay from Monday to Wednesday then he/she shall not be entitled for weekly off of Sunday of that particular week.

**r) Attendance:**

Staff members are required to mark their attendance on the Biometric machines before scheduled arrival and after scheduled departure of staff members. (e.g. before 8.00am/9.00 am and after 4.00pm/5.00pm) in the same block where the staff

members are allotted the Cabin/Chamber/Sitting space, Block No 29 or in the adjacent block (Block number can be confirmed from the concerned AO)

- Only HOF/HOW, HOS/HD, COS/CD, Sr. Dean, Dean, Director and Registrar have been provided a special interface through which they need to mark their morning and evening attendance on their laptop/PC. They can mark their attendance in their office as per the timings applicable.
- Staff members are entitled to avail the chance of attendance rectification six times in one half of the calendar year.
- Attendance marked at the main gate shall not be counted towards the attendance for the day.
- Permission for access of marking attendance at an additional venue may be given for genuine official reasons, on submitting the relevant supporting documents to Division of HR.
- In case a staff member is deputed on Off Campus Duty during office timings, he is

required to mark the attendance before proceeding for the OCD and also on reaching back the University.

- Staff members are advised to refer to the table given below for the problems faced because of the Biometric attendance.

Reason Of Not Marking	Action Required	Procedure of Rectification	Number Of Chances
Loss of card, forget to bring the cards or card Misplaced	Attendance is to be marked manually in the register to the designated available offices.	Rectification form is to be filled on the same day if it is for morning attendance and on the next day if it is for evening	Can be availed Four times in half of the calendar year
Forget to mark Attendance	Staff members are advised to check the attendance of last five days available on home page of UMS regularly to avoid inconvenience	Rectification form is to be filled within two working day. No rectification is possible after two working days	Can be availed two times in one half of the calendar year
Machine displays "User Unauthorized"	Attendance is to be marked manually in the register available at the designated offices	Rectification form is to be filled by on the same day if it is for morning attendance and on the next day if it is for evening	Shall not be counted towards number of chances allowed in a month
Genuine problem faced because of the biometric Machine not working on not reading the card	Try to mark attendance in the adjacent block or in block no. 30. If the problem still persists then attendance is to be marked manually in the register available at the designated offices		Shall not be counted towards number of chances allowed in a month
Machine does not accept finger prints and displays "Finger Retry"	Attendance is to be marked manually in the register available at designated offices for two days and written permission to mark the attendance manually should be sought from division of HR before the start of the third day		Shall not be counted towards number of chances allowed in a month
Late arrival of the university bus / personal vehicle because of some unforeseen conditions (e.g. agitation, heavy traffic jam resulting in blocking of GT road) affecting majority of staff of the university.	Mark the attendance on reaching the university	Special permission shall be sought from office of Central Administrative Branch through Division Of HR	Shall not be counted towards number of chances allowed in a month

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Special conditions applicable in case staff Forgot to mark the attendance:

In case staff forgot to mark the attendance the concerned HOD/COD should recommend the same only after verification from the following:

- Time Table (The staff has taken class at start of his/her shift timing or end of shift

timing)

- Attended any meeting with recorded meeting minutes
- OMS
- Personal Interaction

Further, to verify the attendance, Division of HR will also cross verify the same from the following:

- Time Table (Schedule Vs Held classes)
- Meeting Attendance
- OMS Entry
- UMS Access
- CCTV Footage
- DPR
- Or any other

In case the statement made by staff members regarding attendance rectification for forgot to mark the attendance founds false at any stage an appropriate disciplinary action shall be taken.

The attendance register\* shall be available for marking the manual attendance strictly till 9.05 am daily in the Office of the Central Administrative Branch, Office of the Director General, Division of HR, AO office of Block 20 & Block 57.

For any clarification, refer to Instructions for Attendance Rectification on UMS as per the following path: UMS Navigation--->Human Resource- Policies, Formats, Code of Conduct, FAQ and SOP.

**s) Late Attendance:**

☐ Three instances in a month of late arrival up to 10 minutes will be condoned.

☐ Two instances in a month of late arrival up to half an hour will be condoned.

**( \* It is not applicable for those who have a scheduled class/lecture**

**/tutorial/practical or any other scheduled obligations like meetings, functions, seminars, guest lecture etc. at the start of their shift timing (i.e. 0800/0900/1000 hrs as per shift)**

☐ One Short Leave will be debited from C/SL account for each late arrival till the entitled SHL is available (After exhausting of above Late Arrival Instances).

☐ Half day leave shall be debited for late attendance after all entitled SHL are availed.

**Part II**

**General Guidelines:**

1. Sunday shall be a working day for the residential staff members
2. Full day leave shall be for 24 hours and Half Day leave shall be for six hours only.
3. Summer vacations can be clubbed with C/SL and Scheduled holidays. It can be availed in Non-Teaching period only. The summer vacation will be pro-rated from the date of joining till 31st July of that calendar year (August- July)
4. Special leave means a special day outing for duration of six hours. This special leave has to be availed in a month, if not availed the same shall lapse for that particular month.
5. The staff members who join the University during the middle of the year shall be entitled to the C/SL proportionately. The C/SL will be pro-rated from the date of joining till 31st July of that calendar year (August- July) Leave shall be as per the entitlement.

Category	Casual Leave	Weekly Off	National Holiday	Festival Holiday	Summer Vacation	Winter Vacation
Residential Medical Staff (Including Doctors)	7	64	3	5	8	5
Chief warden/ Warden/ Dy. Warden/ Asst. Warden/Hostel Assistant	7	64	3	5	8	5
Chief Security Officer/Security Officer/ Dy Security Officer/Asst Security Officer	7	64	3	5	8	5

Category	Casual Leave	Weekly Off	National Holiday	Festival Holiday
Residential Drivers	7	64	3	5
Residential Peon/Cook	7	64	3	5
Security Supervisor/ Security Guards/Gunman/Fireman	7	64	3	5

### Part III

#### Leave for Staff working on Part-Time basis:

1. The staff members who are working on part time basis for six days a week for at least four hours per day are entitled to eight Casual/Sick leave in a Calendar year. 04 leave from August to January and 04 leave from February to July.
2. The staff members who join the University during the middle of the year shall be entitled to the C/SL proportionately. The C/SL will be *pro-rated* from the date of joining till 31<sup>st</sup> July of that Calendar year (August-July).
3. Staff members working for duration less than mentioned above are not entitled to any paid leave.

#### Annexure: Monthly Salary Days calculation

1. SHL can be availed for a maximum of twelve times in one half of calendar year (including the chances of Late Attendance). Late arrival till one hour from scheduled duty timings shall only be processed as a Short leave. Late arrival of more than an hour from scheduled duty timings staff can apply Post Dated Short Leave otherwise will be considered as a half day absent.
2. In case attendance sheet is reflecting that attendance is marked once i.e. either of arrival or departure then he/she shall be considered absent & shall be treated as equivalent to two days leave without pay.
3. In case of early punch of attendance from the scheduled departure timings in the following cases deduction shall be made as per the table given below:

Early Punch of attendance	Deduction
Second half day leave	Shall be considered as half day absent and shall be treated as equivalent to one day leave without pay.
Last two hours of short day leave	Shall be considered as half day absent and shall be treated as equivalent to one day leave without pay.
Early Punch of attendance from the scheduled departure timings ( <b>upto 5 Minuities</b> ).	Shall be considered as <b>absent half day</b> shall be treated as equivalent to Half day leave without pay.
Early Punch of attendance from the scheduled departure timings ( <b>More than 5 Minutes</b> ).	Shall be considered as <b>absent Full day</b> shall be treated as equivalent to Full day leave without pay.

4. After exhausting all chances of late arrival including Short leave (SHL) ,in case of every over& above chance of late punch in the attendance sheet shall be considered asfollows:

Over & above chance of late arrival	Deduction
Late arrival till one hour from scheduled duty hour	Shall be treated as equivalent to half day leave withoutpay
Late arrival more than an hour from scheduled duty hour	Shall be treated as equivalent to one day leave without pay

5. At the time of computation of salary if any rectification /leave is pending for approval in the office of the competent authority, the salary shall be computed on the basis of present status of the attendance. Once the final auditing of salary sheet for that monthis completed, then the necessary action/correction (favorable/unfavorable) may be done at the time of computing the next month salary only.
6. No leave shall be adjusted towards any unsanctioned leave(s) i.e. If leave is not sanctioned by the competent authority, then it shall be considered as absent.
7. No hard copy of attendance rectification is allowed unless specifically allowed except for Class IV employees.
8. In the following cases any absence without prior sanction shall be treated as per the table given below:

Absent	Deduction
Full Day	Shall be treated as equivalent to two days leave without pay
Half Day	Shall be treated as equivalent to one day leave without pay
Short Day	Shall be treated as equivalent to half day leave without pay

- If a staff member is on leave (with pay) for six days in a week, he/ she shall be entitled for weekly off e.g. if a staff member is on leave from Monday to Saturday then he /she shall be entitled for weekly off of Sunday subject to condition he/she rejoins duty on succeeding Monday.

**Note:**

1. Salary deduction should only be made if leave balance is nil in the leave account.
2. For calculating salary days, If any deduction is to be made besides above said guidelines, permission shall be sought from office of the Central Administrative Branch.

Sr. No	Category	CL	Entitlement of Weekly Off	Holidays Entitlement
1	<ul style="list-style-type: none"> <li>• Peon</li> <li>• Cook</li> <li>• Driver</li> <li>• Ground Man / Supervisor</li> <li>• Mali</li> <li>• Dish Washer</li> <li>• Farm Asst / Attendant</li> </ul>	12	Yes	As per University Holidays Calendar

**Note :**

- \* The duty hours shall be 09 hours generally 08:30am to 5:30pm or as decided from time to time.
- \* The conditions for peon, driver, Ground man & cook that they are entitled to two Sundays off in a month and they can be called on other Sunday (s) stand withdrawn.

Sr. No	Category	CL	Entitlement of Weekly Off	Holidays Entitlement
1	Maintenance, Electrical and Construction	7	Yes	<b>National Holidays:</b> Republic Day, Independence Day, Mahatma Gandhi Jayanti <b>Festive Holidays:</b> Guru Ravi Dass Jayanti, Dusshera, Maharishi Valmiki Jayanti, Deepawali, Vishwakarma day

**Note:**

- The duty hours for workers of Maintenance, Electrical & Construction shall be as per defined shifts.

Sr. No	Category	CL	Entitlement of Weekly Off	Holidays Entitlement
1	Housekeeping Staff	7	Yes	<b>National Holidays :</b> Republic Day, Independence Day, Mahatma Gandhi Jayanti <b>Festive Holidays :</b> Guru Ravi Dass Jayanti, Dusshera, Maharishi Valmiki Jayanti, Deepawali, Birthday of Sri Guru Nanak Dev Ji

**Note:** The duty hours shall be nine hours generally 08:30am to 5:30pm or as decided from time to time.