

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

ADVISORY ON LEAVES

Schedule E of the First Statutes of IIT Gandhinagar provides details on the Leave Rules and Schedule C provides Conduct Rules applicable to employees of the Institute. In addition, some exceptions have been adopted by the Board of Governors of the Institute as covered in different advisories. This advisory is meant to clarify the following:

1. If an employee goes out of station for official work, he/ she is treated as on duty. In general, if TA/DA is charged to IITGN (including project account), it will be treated as 'travel on duty'.
2. When an employee goes out for a meeting where another organization pays for the travel, in that case the employee should seek Special Casual Leave.
3. In some instances, the Institute may provide part or full TA/DA and still treat the concerned person as on Special Casual Leave, (for instance, in case of faculty members participating in a conference overseas).
4. No employee shall leave station without prior permission of the concerned authority, even during leave or vacation/ holiday. When leaving the station, an employee shall inform the address where he/ she would be available during the period of his/ her absence from station to the Head of the Department/ Section to which he is attached, or Director if he is himself the Head of the Department/ Section,.
5. Delegation of work and adjustment of class shall be the responsibility of the employee seeking leave. The rescheduling of classes on account of faculty member going on leave should be within a reasonable limit. Appropriate arrangement must be made by the staff/ faculty travelling out of station as to who will handle his/her administrative/ committee responsibilities.