

जामिया मिल्लिया इस्लामिया  
(केन्द्रीय विश्वविद्यालय)  
मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025  
**JAMIA MILLIA ISLAMIA**  
(A Central University)  
Maulana Mohammed Ali Jauhar Marg, New Delhi-110025

दूरभाष 26984075, 26988044  
Tel. 26981717, 26985176  
फैक्स 011-26980229  
Fax : 011-26980229  
ई-मेल registrar@jmi.ac.in  
E-mail: registrar@jmi.ac.in  
वेबसाइट http://jmi.ac.in  
Web. : http://jmi.ac.in



कुलसचिव कार्यालय

Office of the Registrar

دفتر مسجل

C&O-5(7)/RO/2022

4<sup>th</sup> January, 2022

**NOTIFICATION**

The *Majlis-i-Muntazimah* (Executive Council) at its meeting held on 30.06.2021 vide its Resolution No. 31, approved the 'Revised Leave Rules, 2021' as notified by the UGC from time to time.

In view of the above, the existing Ordinance - 5(V) (Administrative / General) captioned 'Leave Rules Applicable to Teachers' will be replaced with the caption '**Leave Rules, 2021**' and subsequently the existing 'Chapter - VI: Leave' (pertaining to leave rules of non-teaching staff) under Ordinance - 6 (VI) (Administrative/General) will also be deleted.

The copy of new **Ordinance - 5 (V) [Administrative/General]** captioned '**Leave Rules, 2021**' as approved is enclosed herewith for perusal and record.

  
(Dr. Nazim Husain Jafri)  
Registrar

**Copy for information to:**

1. All Deans of Faculties / DSW / HoDs / Directors of Centres / Principals of Schools / Incharge of Offices, JMI
2. The Controller of Examinations/The Finance Officer/The Chief Proctor, JMI
3. All Provosts
4. Chief Medical Officer
5. The Offg. Director, FTK CIT, JMI - With the request to display on Jamia's website and update it in the relevant Ordinance
6. The Public Relations Officer, JMI
7. The Secretary to Vice-Chancellor, JMI
8. The P.A. to the Pro Vice-Chancellor, JMI
9. The Asstt. Registrar, Registrar's Secretariat, JMI
10. Concerned File/folder
11. Guard File

  
(Saqib Aziz)  
Assistant Registrar (C&O)

# ORDINANCE – 5 (V) LEAVE RULES, 2021

## PART ‘A’

1. These rules may be called the Revised Leave Rules, 2021.
2. Extent of Application – These rules apply to all employees of the University (including its maintained institutions) except:-
  - (i) Those of the existing permanent employees (including those on probation) who elect to retain the existing leave rules.
  - (ii) Persons governed by the Factories Act.
  - (iii) Daily rated employees.
  - (iv) Persons on deputation to the University, who will continue to be governed by the leave rules applicable in their parent department.

**Note:** All persons re-employed hereafter will be governed by those leave rules even though they may have been in the service of the University previously.

3. In the case of persons already in the service of the University who do not elect to retain the existing leave rules, the leave standing at their credit will be brought forward to the new Leave Accounts as under:-
  - i) **Privilege Leave to Earned Leave Account**
  - ii) **Medical Leave to Half-pay Leave Account**
  - iii) **Detention Leave to Detention Leave Account**

4. **Interpretations** – In these rules unless the text otherwise requires:-

- i) “Teachers” means Professors, Associate Professor, Assistant Professor and such other person as may be appointed for imparting instruction in the University and are designated as Teachers by the Ordinances and who are entitled to Summer Vacation.
- ii) “Semi Vacation Officers” means employees of the University who are entitled to Summer Vacation for one month only, as for example, Technical Staff of the Faculty of Engineering and Technology.
- iii) “Non-Vacation Officers” means all University employees other than those mentioned in Clause (i) and (ii) above.
- iv) “Earned Leave” means leave earned in respect of period spent on duty.
- v) “Half-pay Leave” means leave earned in respect of completed years of service calculated according to the provisions hereinafter contained.

**Note-A** “Completed year of service” means continuous service of the specified duration under the University and includes periods spent on duty as well as leave including extra-ordinary leave.

## **GENERAL CONDITIONS**

### **5. Right to leave**

(1) Leave cannot be claimed as a right when the exigencies of the University service so demand, leave of any description may be refused or revoked by the competent authority empowered to sanction leave.

### **(2) Application for leave**

- i) Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.
- ii) Ordinarily an application for Casual Leave, Special Casual Leave, Earned Leave, Compensatory Leave, Commuted Leave, Half Pay Leave.
- iii) Maternity Leave and Paternity shall be made in the prescribed form as in Appendix-I. However, form for Study Leave is given in Appendix-II.
- iv) Unless otherwise specified in those rules and except in the case of casual or medical leave, all applications for leave should be made at less fourteen days or seven days before the date from which the leave is applied for, according as the period of leave exceeds or does not exceed seven days.

### **(3) Commencement and Termination of Leave:**

- i) Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed. Sundays or other recognized holidays may be prefixed or suffixed to leave.
- ii) When the day immediately preceding the day on which the leave begins or immediately following the day on which the leave expires is a holiday or a series of holidays or a vacation, the person who is proceeding on or returning from leave may take over charge at the close of the day before, or return to duty on the day following, such holidays or series of holidays or the vacation provided such earlier departure or delay in return does not involve the University any extra expenditure. When leave is prefixed or suffixed to such holidays or vacation, the consequential arrangement shall begin or end as the case may be, from the date when the leave begins or expires.

### **(4) Rejoining of duty before the expiry of the leave:**

If an officer or other employees wishes to resume duty before the expiry of his/her leave, he/she shall be permitted to do so forthwith, provided it involves no pecuniary liability to the University by reason of his/her premature return.

**(5) Leave on medical grounds to be supported by medical certificate:**

An employee who applied for leave on medical grounds shall support his/her application with a medical certificate from a Medical Officer of the University Health Service/Medical College Hospital or a Registered Medical Practitioner. The authority competent to sanction leave may, however, require an applicant to appear before the senior most Medical Officer, University Health Service, in case the maximum of the Level 2 of the employee concerned does not exceed Rs.19,900/- & in other cases, Medical Board to be constituted by the Vice-Chancellor consisting of the Chief Medical Officer, Dr M.A. Ansari Health Centre and two other Doctors not below the rank of Associate Professor belonging to Departments other than that to which the Head of the Department may belong.

**(6) Rejoining duty on return from leave:**

- a) A University employee returning to duty on expiry of leave shall report the date of his/her return to the Head of his/her Department who shall forward it to the Registrar except in the case of subordinate staff (i.e. Class IV employees) whose joining report will be retained by the Head of Department.
- b) No University employee who has been granted leave on medical grounds will be allowed to return to duty without his/her first producing a medical fitness certificate.

**(7) Employment during leave:**

A University employee on leave shall not take any service or accept any employment including the setting up of private professional practice as accountant, consultant, or legal or medical practitioner without obtaining prior sanction of the Vice-Chancellor. In no case shall an employee be allowed to draw emoluments from more than one source.

**(8) Overstayal of leave:**

- (i) If an employee absents himself/herself from duty without having previously obtained leave or fails to return to his/her duties on the expiry of leave without having previously obtained further leave, the Head of the Department/Office concerned in cases, where he/she is the appointing authority, after waiting for seven days, shall communicate with the person concerned asking for an explanation and shall consider the same.

In cases where the Head of the Department/Office is not the Appointing Authority, he/she shall after waiting for seven days from the date of unauthorized absence without leave or extension of leave, inform the Registrar and (Finance Officer in the case of staff borne on the Accounts Cadre) shall communicate with the person concerned asking for an explanation which shall be submitted to the

Vice-Chancellor/Executive Council.

Unless the Appointing Authority regards the explanation satisfactory the employee concerned shall be deemed to be on leave without pay up to one month (in addition to his/her normal entitlement of leave). If an employee absents himself/herself from duty for more than one month, he/she shall be deemed to have vacated his/her post without notice, from the date of absence without leave and the matter be placed before the Executive Council for decision, in accordance with Statute of the university.

- (ii) An Officer or other employee who absents himself/herself without leave or remains absent without leave after the expiry of leave granted to him, shall if he/she is permitted to rejoin duty, be given leave due to him and in case there is no leave due to him, the period of such absence and such period will be debited against his/her leave account as leave without pay unless his/her leave due to him extended by the Authority empowered to grant the leave willful absence from duty for one month after the expiry of leave may be treated as misconduct in accordance with the provisions as contained in the Statutes of the University.

**(9) Leave beyond date of retirement:**

The teachers and the employees of the University may be paid cash equivalent of the leave salary in respect of unutilized Earned and Detention Leave/Half Pay Leave at their credits at the time of retirement on attaining the age of superannuation/voluntary retirement / premature retirement or retirement on invalidation subject to the following conditions:

- i) The cases of refused leave will not be agreed to in future and that the cases of refused leave, if any, already settled prior adoption to these rules will not be re-opened.

The limit of 300 days fixed by the Government will not be exceeded in any case and other conditions as envisaged in the Govt. of India communications received from time to time and adopted by the University will be strictly followed. In respect of staff who retires on voluntary premature invalidation basis cash equivalent of the leave salary in respect of Earned and Detention Leave at his/her credit subject to a maximum of 300 days and also in respect of all the half-pay leave at his/her credit provided this period does not exceed the period between the date on which he/she so retires from service and the date on which he/she would have retired in the normal course after attaining the age of prescribed for retirement under the terms and conditions governing his/her service. The cash equivalent shall be equal to the leave salary as admissible for Earned Leave and/or equal the leave salary as admissible for half pay leave plus dearness allowances admissible on that leave salary for the first 300 days at the rates in force on the date the employees so retires from service. The pension and pension equivalent of other

retirement benefits and ad-hoc relief/graded relief on pension shall be deducted from the leave salary paid for the period of half pay leave, if any, for which the cash equivalent is payable. The amount so calculated shall be paid in one lump sum as a one-time settlement.

However, encashment up to 300 days leave may be allowed in cases of premature/voluntary retirement or retirement on invalidation, even if this exceeds the period between the date on which the employees retires and the date on which he/she would have retired in the normal course on superannuation.

- ii) While determining the period of 300 days, referred to at (i) above, leave accumulated as 1/3<sup>rd</sup> of the detention leave may also be taken into account.
- iii) The cash equivalent of leave salary thus admissible will become payable on retirement/voluntary retirement/premature retirement or retirement on invalidation and will be paid in one lump sum as one time settlement.
- iv) Cash payment under these orders will be equal to leave salary as admissible for Earned Leave/Detention Leave/Half pay leave and dearness allowance admissible on that rate leave salary at the rates enforced on the date of retirement. No city compensatory allowance or house rent allowance shall be payable.

Encashment for unutilized Earned Leave/Detention Leave will be made in the following manner:-

Pay admissible on the date of retirement plus dearness allowance as admissible on that date. (30)	Number of the unutilized Earned Leave/Detention Leave at the credit on the date of retirement subject to maximum of 300 days.
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Encashment for unutilized half pay leave will be made in the following manner:

Cash payment in lieu of Half pay leave component.	Half pay leave salary plus dearness allowance admissible (minus) pension, pension equivalent gratuity and relief on pension if dearness allowance is admissible on Half pay leave.	Number of days Half pay leave due at the credit on the date of voluntary premature retirement on invalidation subject to the limits prescribed under the rule.
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- vi) Benefit under this scheme shall be granted on date of final

retirement to the extent of Earned/Detention Leave at credit on date of superannuation plus Earned/Detention Leave earned during the period of re-employment minus Earned/Detention Leave availed of subject to a maximum of 300 days in all.

- (vii) No deduction on account of pension and pension equivalent to other retirement benefits will be made from cash payment to be made in lieu of unutilized leave on the date of retirement on superannuation. However, deduction of pension and pension equivalent gratuity will be made from cash payment of unutilized half pay leave in case of voluntary/premature retirement and retirement on invalidation.
- (viii) The University employee can avail of his/her leave preparatory to retirement as a part of Earned /Detention Leave at his/her credit. In that case he/she will be allowed benefits of these orders for the Earned/Detention Leave that remains at credit on the date of retirement in accordance with the terms and conditions stipulated in this office order.

The admissibility of leave and quantum of cash equivalent to leave salary will be worked out by salary section and checked by the Internal Audit Officer before the sanction of the Vice-Chancellor is obtained and order issued by the Registrar's Office.

The benefit under this Scheme will also be admissible to those employees who have retained old leave rules but the encashment of leave will be made only up to the limit of 300 days inclusive of privilege and Detention Leave.

**(10) Cash equivalent of leave salary in case of death in service:**

In case a University employee dies/died, while in service, the cash equivalent of the leave salary that the deceased employee would have got had he/she gone on Earned Leave/Detention Leave that would have been due and admissible to him but for the death on the date immediately following the death and in any case, not exceeding leave salary for 300 days (inclusive of EL/DL) shall be paid to his/her family without any reduction on account of pension equivalent of death-cum-retirement gratuity.

**(11) Conversion of one kind of leave to another kind:**

- i) At the request of an employee the University may convert any kind of leave including extra ordinary leave retrospectively into a leave of different kind which may be admissible to him at the time the leave was originally taken but he/she cannot claim such conversion as a matter of right.
- ii) If one kind of leave is converted into another, the amount of leave salary and the allowance admissible shall be re-calculated and arrears of leave salary and allowances paid or the amount overdrawn/recovered as the case may be.

**(12) Temporary service followed by confirmation**

Continuous temporary service followed by permanent service without any break shall be treated as permanent service for the purpose of computation of leave.

**(13) Leave to persons appointed on probation**

A Person appointed on probation will during the period of probation, be treated, for purposes of leave, as a temporary employee. However, if a person in the permanent service of the University is appointed on probation to a higher post within the University, he/she shall not, during probation, be deprived of the benefit of leave rules applicable in his/her permanent post.

Provided that a person, who does not hold any substantive post, shall not be permitted to go on leave without pay on assignment abroad or within the country unless he/she has completed his/her period of probation.

Provided further that if a person, who proceeds on leave without pay on assignment abroad or within the country on his/her substantive post, the higher post on which he/she is selected on probation be deemed to have been vacated.

**(14)** The employee appointed on a contract basis will be granted leave in accordance with the terms of the contract entered into.

**(15)** Honorary employees getting an honorarium shall be entitled to leave to the extent admissible to salaried Officers of the University.

**(16)** Part-time teachers be given leave as applicable to temporary teachers.

**(16A) Leave Rules for re-employed persons:**

In the case of persons re-employed after retirement the provisions of these rules shall apply as if he/she had entered service for the first time on the date of his/her re-employment.

**(17) Increment during leave:**

If increment of pay falls during leave other than casual leave or special casual leave or study leave the effect of increase of pay will be given from the date the employee resumes duty without prejudice to the normal date of his/her increment.

Provided that if increment/fixation of pay falls during leave other than Extra-ordinary leave, the resultant increase in pay will become due from the due date.

**(18)** A leave account will be maintained for each employee in the form as specified below:-



- (i) Simplification in the rate of calculating entitlement to Earned leave in respect of employees of non-vacation departments – Appendix – IV.
  - (ii) Leave account will be maintained for each employee in the Form as given in Form-2 - Appendix – V.
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## Part 'B'

### Leave Regulations Applicable to Teaching Staff (i.e. Teachers)

#### **1. Applicability of rules in part (A):**

The rules in part 'A' of these Regulation apply to the teaching staff unless these are repugnant to the subject in the following rules.

#### **2. Kinds of Leave admissible:**

The following kinds of leave shall be admissible:-

- (a) **Casual Leave**
- (b) **Special Casual Leave/Duty Leave**
- (c) **Earned Leave**
- (d) **Half Pay Leave**
- (e) **Commuted Leave**
- (f) **Leave Not Due**
- (g) **Maternity Leave/Paternity Leave**
- (h) **Quarantine Leave**
- (i) **Hospital Leave**
- (j) **Detention Leave**
- (k) **Extra-Ordinary Leave**
- (l) **Study Leave**
- (m) **Leave for Academic Pursuits**
- (n) **Leave on Compassionate Grounds**
- (o) **Sabbatical Leave**
- (p) **Child Care Leave**

#### **3. Authority Competent to sanction leave:**

- (i) Casual Leave may be sanctioned by the Head of the Department except in their own case where it shall be granted by the Dean of the Faculty concerned /Principal of University Polytechnic. The Deans of Faculties will be granted Casual Leave by the Vice-Chancellor. Casual Leave to the Principals of the Schools of Jamia Millia Islamia will be granted by the Registrar.
- (ii) Special Casual Leave to teachers including Head of Departments of Studies may be sanctioned by the Vice Chancellor.
- (iii) The following shall be the authorities for the grant of leave other than casual or special leave:

<b>Kinds of leave</b>	<b>Authority</b>
Maternity Leave	Vice-Chancellor
Paternity Leave	Vice Chancellor
Earned Leave Half pay Leave Commuted Leave Extra-Ordinary Leave	Vice-Chancellor
Quarantine Leave Hospital Leave Detention Leave Leave Not Due	Vice-Chancellor in all cases
Study Leave and Leave for Academic Pursuits	Executive Council

**Note:** In the case of Schools maintained by the University the term 'Head of Department' will be taken to refer to the Principal of the School concerned, and in the case of Principal leave up to 60 days also will require the sanction of the Vice-Chancellor.

**4. Casual Leave:**

- (i) Total casual leave granted to a teacher shall not exceed 8 days in a calendar year.
- (ii) 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. Holidays or Sundays falling within the period of Casual leave shall not be counted as Casual Leave.

**5. Special Casual Leave:**

- (i) Special Casual Leave, not exceeding 10 days in a calendar year, may be granted to a teacher:
  - a. To conduct examination of a University / Public Service Commission / board of examination or other similar bodies / Institutions; and
  - b. To inspect academic institutions attached to a statutory board, etc.
- (ii) 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.
- (iii) In addition, special casual leave to the extent mentioned below, may also be granted;
  - (a) To undergo sterilization operation (vasectomy or salpingectomy)

under family welfare programme. Leave in this case will be restricted to 6 working days; and

- (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- (iv) 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 oneach occasion.

#### **5-A Duty Leave:**

- (i) Duty Leave of the maximum of 30 days in an academic year may be granted for the following:-
  - (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 university received by the university, and acceptedby 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 bythe 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.

#### **6. Earned Leave**

- (i) Earned leave admissible to a teacher shall be:
  - (a)  $1/30^{\text{th}}$  of actual service including vacation; plus
  - (b)  $1/3^{\text{rd}}$  of the period, if any, during which he/she is required to perform duty during vacation.

For purposes of computation of period of actual service, all periods

of leave except casual, special casual and duty leave shall be excluded.

- (ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For avoidance of doubt, it may be noted:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

## **7. Half Pay Leave:**

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.

### **Explanation:**

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.

## **8. 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 to a permanent teacher 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; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. *Provided* that no commuted leave shall be granted under these rules unless the

authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

**9. 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.
- (ii) 'Leave not due' shall not be granted, unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned.

In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.

Provided that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

**10. Maternity Leave**

- (i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

**10-A Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall be granted only up to two children.

## 11. Quarantine Leave

S. No	Situation	Treatment of period of absence
1.	When the Government servant himself is COVID Positive and is in Home isolation/quarantine	<ul style="list-style-type: none"> <li>i. Shall be granted Commuted Leave up to 20 days, if due and admissible, without Medical Certificate, on mere production of his/her COVID positive report.</li> <li>ii. If Commuted Leave is not available, he/she shall be granted Special Casual leave (SCL) for 15 days, followed by Earned Leave (EL) or Half Pay Leave (HPL) of 5 days and, in case of EL/HPL is also not available, he/she shall be given Extra Ordinary Leave (EOL) without insisting on production of Medical Certificate, and the period shall also be counted for qualifying service.</li> </ul>
2.	When the Government servant himself is COVID Positive, and is in home isolation and has also been hospitalized.	<ul style="list-style-type: none"> <li>(i) Shall be granted Commuted Leave/SCL/EL for a period up to 20 days starting from the time having tested COVID positive, if the period of home quarantine/discharge from hospital falls with 20 days, as per S. No.1 above.</li> <li>(ii) In case of hospitalization beyond 20<sup>th</sup> day from his/her testing COVID positive, he/she shall be granted Commuted Leave, on production of documentary proof of hospitalization.</li> <li>(iii) If, however, after discharge from the hospital, the Government servant is required to remain at home for post-COVID recovery, he/she may be granted leave of any kind due and admissible to him, with the approval of the concerned Competent Authority, as per the CCS (Leave) Rules, 1972. It is only when the Commuted Leave is not available to the credit of the Government servant that SCL of 15 days or EL or EOL shall be considered.</li> </ul>
3.	When a dependent family member of Government servant is COVID – positive or parents, whether dependent or	<ul style="list-style-type: none"> <li>(i) Shall be granted SCL of 15 days on production of COVID – positive report of dependent family member/parents.</li> </ul>

	not, living with him are COVID positive.	(ii) In case of active hospitalization of any of the family member/parents even after 15 days of the expiry of SCL, the Government servant may be granted leave of any kind due and admissible beyond 15 days of SCL till their discharge from hospital. After discharge from the hospital of dependent family member/parents, if the Government servant wishes to avail further leave, he/she shall be considered for the leave due and admissible as per the CCS (Leave) rules, 1972, subject to functional requirements and sanction of leave by the Competent Authority. The Competent Authority is advised to take a liberal view in such cases and its decision in the matter shall be final.
4.	When the Government Servant comes into direct contact with a COVID – positive person and remains in Home Quarantine.	He shall be treated as on duty/Work from Home for a period of Seven days. For any period beyond that, his/her attendance shall be regulated as per the instructions given by the Ministry/Department/Office concerned, where he/she is working.
5.	The period of Quarantine spent by Government servant, as a precautionary measure, residing in the Containment Zone.	He shall be treated as on duty/Work from Home till the Containment Zone is de-notified.

## 12. Hospital Leave:

- (1) Hospital leave may be granted to employees whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs etc. or the performance of hazardous tasks, while under medical treatment for illness or injury if such illness or injury is directly due to risks incurred in the course of their Official duties. Hospital leave should be granted on production of a medical certificate from the Authorised Medical Officer to the effect that the illness or injury was directly due to risks incurred in the course of official duties and also that the leave recommended is necessary to effect a cure.
- (2) The amount of Hospital leave is limited to 3 months in any period of 3 years.
- (3) Hospital leave may be combined with any other leave subject to the limit of total period of 180 days. Hospital leave will not be debited to the



leave account of the employee concerned.

### 13. Detention Leave

- (i) In case any member of the teaching staff is required to remain on duty during the whole or any part of the vacation he/she shall be entitled to detention leave equal to one third of the period of such work provided that a teacher detained for invigilation shall be entitled to leave for an equal number of actual days of invigilation, provided he/she is not paid any remuneration for invigilation work.

**Note:** Fraction of more than half will count as one day otherwise it will be ignored.

- (ii) If a teacher is required to work during the summer vacation by the Head of the Department the prior sanction in writing of the Vice-Chancellor or the Pro-Vice Chancellor should be obtained for such extra work.
- (iii) A member of the vacation or semi-vacation staff shall who claims detention leave shall forward a certificate after the close of the vacation stating that he/she was on duty from..... to.....of the.....under orders of.....No.....dated..... Such certificate shall specify the nature of work and shall be signed by the employee and countersigned by the Head of the Department concerned /Principal, University Polytechnic.
- (iv) The maximum detention leave that may be accumulated is 120 days but not more than 90 days detention leave may be granted at a time.
- (v) Teachers in all the Faculties compulsorily detained during vacations for duty be given detention leave on day to day basis.

### 14. 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/her credit;
  - (c) Leave taking 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, shall be for five years at a stretch for those who have 5 years service to their credit and 3 years for those who have completed 3 years of service. The teacher having more than five years service may also avail extraordinary leave in two spells, however, after completion of first spell the employee concerned has to serve for at least one year as cooling period.
- (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). The total period of absence from duty shall in no case exceed five years in the full working life of the individual including where leave is taken on medical ground.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

#### 15. **Study Leave:**

- (i) Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of university organization and methods of education.
- (ii) In respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two years after the probation period.
- (iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. The number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department i.e. not more than 20% of the sanctioned strength of the Department/Centre of studies. *Provided* that the Executive Council may, in the special circumstances of a case, waive off the condition of two years' service being continuous.

**Explanation:** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) the person is a teacher on the date of the application;
- (b) there is no break in service; and
- (c) the leave is requested for undertaking the Ph.D. research work.
- (iv) Study leave shall be granted by the Executive Council on the recommendation of the concerned Head of the Department. The leave shall not be granted for not more than three years in one spell, save in

very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.

- (v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (vi) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
- (vii) No teacher who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Executive Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Executive Council/Syndicate to treat the period of shortfall as ordinary leave has been obtained.
- (viii) Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (ix) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (xi) A teacher granted study leave shall on his/her return and re-joining the service of the university may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (xii) Study leave shall count as service for pension/contributory provident fund/GPF, provided the teacher joins the university on the expiry of his/her study leave.

- (xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xiv) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- (xv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xiv) above and give security of immovable property to the satisfaction of the Registrar or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.
- (xvi) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

**16. A University employee:-**

- (a) who is unable to complete his/her research or training with the period of study leave granted to him; or
- (b) who fails to rejoin the service of the University on the expiry of his/her study leave, or
- (c) who rejoins the service of the University on completion of his/her research or training but leaves such service within three years or joining the service or is, within the said period dismissed or removed from service in accordance with the provision of the Executive Ordinances and Regulations shall be liable to refund to the University all sums that may have been paid to him as salary and allowances during the period of study leave with interest at the rate of 6% per annum to be charged from the date of such payment. He shall in a case falling under (ii) above also forfeit the University contribution to the Provident Fund for the period of study leave with interest which may have accrued on such contribution. Provided that if an employee has served for a period of not less than 18 months but less than 3 years on return from study leave he/she shall refund to the University half the amount of the salary and allowances received by him during the period of study leave with interest thereon at the rate of 6%. Provided further that the Executive Council may for sufficient reasons, to be recorded, either reduce or remit the interest to be recorded, either reduce or remit the interest on the principal amount which become payable by an employee under the

above Clause.

**Explanation:**

An employee who asks for extension of study leave and is not granted the extension by the University and does not rejoin on the expiry of the leave sanctioned will be deemed to have failed to join the service on the expiration of his/her leave for the purpose of recovery of the dues under this Clause (16). After the leave has been sanctioned the applicant shall before availing himself of the leave, execute an agreement binding himself for the due fulfillment of the conditions laid down in Clause 14 and 15 above and give security of immovable property to the satisfaction of the Registrar or a Fidelity Bond of an Insurance Co., or a Guarantee by a Schedule Bank or furnish security of two employee of the University for the amount which may become refundable to the University in accordance with Clause (15) above, which would be relevant to the amount at credit in the P.F. of the surety concerned.

Sureties as contemplated in this clause must be permanent employees of the University and have at least three years of service to put in before their normal age of superannuation and after the projected date of return from leave of the employee granted study leave.

**17. Leave for Academic Pursuits**

- (i) Leave for Academic Pursuits may be granted by the Executive Council to permanent whole-time members of the teaching staff of the University who have completed at least five years of continuous service to enable them to engage themselves in academic pursuits.

Provided that this leave shall not be granted to such employees who have less than three years to serve the University.

- (ii) An application for grant of leave for academic pursuits shall be submitted to the Vice-Chancellor through the Head of the Department and the Dean of the faculty concern at least three months before the date on which the applicant intends to avail himself of such leave.
- (iii) The application shall specify the exact nature of the academic pursuit in which the applicant proposes to engage himself during the leave.
- (iv) A person to whom leave for academic pursuits have been granted shall engage himself during the leave mainly in the academic pursuit for which it has been granted and shall not engage himself in not-academic pursuits to the detriment of original purpose for which the leave was granted.
- (v) The duration of leave for academic pursuits shall not exceed twelve months leave on full pay at one time and shall not be granted again before the expiry of five calendar years from the date the applicant returned to duty on the expiry of such leave last granted. The total period of such leave granted to a teacher shall not exceed two years during the entire period of his/her service in the University.

- (vi) Leave for academic pursuits may be combined with any other leave which an employee may have earned and with the vacations of the University but not with study leave in any form.
- (vii) Leave for Academic pursuits shall count as active service for increments/fixation of pay, (the effect of such increments/fixation of pay shall be effective from due date and for the benefit of the provident fund). Leave for Academic pursuits will also count as service for pension provided the teacher concerned rejoins the University service on the expiry of leave for Academic Pursuits.

#### **18. Leave on Compassionate Grounds**

The permanent employees of the University who are suffering from diseases, such as cancer, T.B., Leprosy etc. may be granted by the Executive Council leave on full pay for a period not exceeding nine months on the production of a medical certificate either from the Chief Medical Officer of the University or from a Medical Officer not below the rank of a Civil Surgeon or equivalent position.

#### **19. Sabbatical Leave:**

- (i) Permanent, whole time teachers of the university who have completed seven years of service as Professor/Associate Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
- (ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an Institution of advanced studies, provided that in such cases the Executive Council/Syndicate may, if it so desires, sanction

sabbatical leave on reduced pay and allowances.

- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

## **20. Child Care Leave**

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University may appoint a part time/Guest substitute teacher with intimation to the UGC.

- (i) CCL may not be granted in more than 3 spells in a calendar year.
- (ii) CCL may not be granted for less than 15 days.
- (iii) CCL should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.

The leave is to be treated like Earned Leave and sanctioned as such.

## **21. Vacation**

- (i) Vacation may be taken in combination with or in continuation of any kind of leave except casual and special casual leave under these rules provided that the duration of vacation and other leave taken in conjunction shall not exceed 240 days.
- (ii) A vacation or semi-vacation Officer who is appointed as a temporary measure shall be entitled to pay for the following summer vacation only if he/she joined duty within 2 months of the beginning of the academic year and has worked continuously and satisfactorily from the date of joining up to the last working day of the session. If a temporary appointment continues for a part of whole of the next term and the teacher joins on the opening date and has also served on the last served on the last working date before the vacation in any one academic session, the vacation salary may be paid to him.

## 22. Leave salary

A teacher shall be entitled to leave salary during different kinds of leave as under:-

### Half Pay Leave and Leave Not Due

- (i) Leave salary equal to half of the pay drawn during the preceding month in which the leave commences or half of the substantive pay to which he/she is entitled immediately before the commencement of the leave, whichever is greater provided that the leave salary of a teacher who is in permanent service and who has been continuously officiating in another post for more than three years at the time he/she proceeds on leave shall be calculated as if he/she was the substantive holder of the post in which he/she was so officiating or in which he/she would have so officiating but for his/her officiating appointment in an equivalent or still higher post.

**Note:-** The three year's limit shall include:-

- (a) All periods of leave during which a teacher would have officiated in the post but for proceeding on such leave.

&

- (b) All periods of officiating service rendered in an equivalent or still higher post but for appointment to which he/she would have officiated in that post.

- (ii) (a) Earned Leave  
(b) Commuted Leave  
(c) Maternity Leave  
(d) Hospital Leave  
(e) Detention Leave
- } Twice of what is admissible under (i) above
- (iii) Study Leave - As admissible under Rules 15.
- (iv) Leave for Academic Pursuits - As admissible under Rules 16(v).
- (v) Vacation - Same pay as when on duty. A teacher will, however, be entitled to half of such pay if he/she has given notice of resignation and the period of such notice expires during the long vacation or within one month from the last day thereof.



**Note:**

- (1) A teacher who proceeds on Earned Leave, shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
  - (2) In all cases where a teacher has drawn pay, dearness pay, dearness allowance and interim relief on the pre-revised scales of pay during a part of the period of ten months and the revised pay, the revised rates of dearness allowances as admissible from time to time, with reference to revised rates of pay for the remaining period of ten months, the leave salary shall be average of pay, plus dearness pay, dearness allowance as admissible on that pay and pay drawn at revised scales during the ten months preceding the leave. The amount of dearness of pay shall then be calculated at the revised rates on the leave salary so arrived at.
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## PART 'C'

### LEAVE RULES APPLICABLE TO NON-TEACHING STAFF, SEMI-VACATION AND NON-VACATION OFFICERS

**1. Applicability of Rules in Part 'A'**

The Rules in Part 'A' of these Regulations apply to the Non- teaching staff also unless they are repugnant to the text of the followingrules.

**2. Kind of Leave admissible**

The following Kinds of leave are admissible:-

- (a) Casual Leave
- (b) Special Casual Leave
- (c) Earned Leave
- (d) Half Pay Leave
- (e) Commuted Leave
- (f) Leave Not Due
- (g) Maternity Leave/Paternity Leave
- (h) Quarantine Leave
- (i) Hospital Leave
- (j) Extra-Ordinary Leave
- (k) Compensatory Leave
- (l) Study Leave
- (m) Leave on Compassionate Grounds
- (n) Child Care Leave

**3. (i) Casual Leave or Special Casual Leave to administrative, Ministerial, Technical or Vocational Staff will be granted by the Dean/Principal/Head of Department/Office/School or Provost, Proctor or Member-in-charges concerned.**

(ii) The following shall be the authorities for the grant of leave other than casual or special casual leave. The title to leave will, in all cases, be verified from the Central Accounts Office.

<b>Kind of Leave</b>	<b>Authority</b>
(a) Maternity Leave (b) Earned Leave (c) Half Pay Leave (d) Commuted Leave	Registrar
(e) Extra-Ordinary Leave for accepting employment elsewhere	Vice-Chancellor
(e) Extra-Ordinary Leave for purposes other than that mentioned at (e) above.	Vice-Chancellor
(g) Quarantine Leave	Registrar in all

<b>Kind of Leave</b>	<b>Authority</b>
(h) Hospital Leave	cases
(i) Leave Not Due	

**Note:** In the case of Heads of Departments leave even up to 60 days will require the sanction of the Vice-Chancellor.

#### **4. Casual Leave**

Same as in Rule 4 in Part 'B' of these Regulations except that the amount of casual Leave admissible will be 10 days and the leave admissible to temporary employees who join service during the course of the year may be proportionately reduced at the discretion of the competent authority.

#### **5. Special Casual Leave**

- (i) Special Casual Leave not exceeding six working days may be granted to such employees who undergo sterilization operation (Vasectomy or Salpingectomy) under Family Planning Programme.
- (ii) Special Casual Leave not exceeding 06 days may be granted to female employee who undergoes non-puerperal sterilization.
- (iii) Special Casual Leave up to six days may be granted to serve as Juror or Assessor or to give evidence before a Court law as a witness in a Civil or Criminal case in which his/her private interests are not at issue.

#### **6. Earned Leave**

- (i) Earned Leave admissible to a permanent non-vacation Officer (including class IV) is one-eleventh of the period spent of duty provided that he/she will cease to earn such leave when the earned leave due accumulates to 300 days.
- (ii) Semi-vacation Officers are entitled to earned leave at half the rate prescribed in rule (i) above. In case such an Officer is detained for University work during entire or part of vacation admissible to him, he/she shall also be entitled to detention leave equal to one-third of the period for which so detained, the grant of such leave being subject to the same condition as laid down in Clauses (ii), (iii) and (iv) of rule 13 in part 'B' of these Regulations.
- (iii) The maximum earned leave that may be granted at a time shall be 120 days.

Provided that the earned leave beyond 120 days may be granted at a time, if due up to the limit of 240 days for study purposes and also in cases where the Vice-Chancellor is satisfied that there are compelling reasons which warrant sanction of earned leave beyond 120 days at a time.

- (iv) Earned Leave for a period not exceeding 150 days may be granted if

the entire leave so granted or a portion thereof is spent outside India provided the period of such leave spent in India shall not in the aggregate exceed 120 days.

- (v) Sweepers and Class IV employees of Hostels and hospitals shall be eligible ordinarily to get earned leave during the winter and summer vacations. Employees in the Agriculture/Horticulture field shall be eligible to get such leave outside the sowing and harvesting time.
- (vi) Grant of earned leave beyond of retirement Clause (9) Rule 5 in Part 'A' of these regulations is equally applicable to non-teaching staff except that even in the circumstances referred to in the proviso to sub-clause (i) ibid non-teaching staff will be eligible for only Earned Leave and no other kind of leave.

- 7. Half Pay Leave- as in rule 7, Part B of these Regulations
- 8. Commuted Leave – As in Rule 8, Part B of these Regulations
- 9. Leave not Due – As in Rule 9, Part B of these Regulations
- 10. Maternity Leave/Paternity Leave – As in Rule 10,10A Part B of these Regulations
- 11. Quarantine Leave – As in Rule 11, Part B of these Regulations
- 12. Hospital Leave – As in Rule 12, Part B of these Regulations
- 13. Extra Ordinary Leave – As in Rule 14 in Part B of these Regulations

14. **Compensatory Leave**

- (i) Compensatory attendance on Saturdays/Sundays or other public holidays justified the grant of compensatory leave for the number of days an employee is directed to attend the Office, unless it is imposed on him as a penalty or it is required to clear arrears for which he/she is personally responsible. The attendance in such cases should be under the previous orders of the Officer-in-Charge.
- (ii) No compensatory leave under (i) above will be admissible to an employee who is paid overtime allowance or T.A./D.A. for the day of compulsory attendance on Saturdays/Sundays and other holidays.
- (iii) The number of days of compensatory leave earned will be noted in the Casual Leave register and the grant of leave also noted therein. Compensatory Leave to the extent actually earned may be allowed under the same conditions as prescribed for grant of Casual leave, same in the case of kitchen Staff (Cooks & Helpers) in whose case compensatory leave may be allowed to be accumulated and availed up to 45 days in a calendar year. It shall be granted latest by the next summer vacation in such a manner that the work of Hostels particularly of the dining halls does not suffer. No substitute will be provided in such cases.

**Note:** Compensatory leave under this rule is not admissible to holders of supervisory posts like Assistant Finance Officer, Estate Officer, Account Officer, Administrative Assistant, Assistant Registrar, Deputy Registrar

and any other Non Academic Officer of equivalent grade.

**15 (A) Study Leave for Non-teaching Academic or Technical Staff**

Subject to the conditions hereinafter specified, study leave with pay may be granted to a member of the non-teaching academic or technical staff of JMI for research or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his/her study.

- (1) Study Leave shall not be granted unless
  - (i) It is certified by the Head of the Department that the proposed research or training shall be of definite advantage from the point of view of University interest;
  - (ii) It is closely related to the sphere of duties of the University employee.
- (2) Study leave shall not ordinarily be granted to a University employee.
  - (i) Who has rendered less than three years' service under the University; or
  - (ii) Who does not hold a permanent post under the University or
  - (iii) Who is due to retire from the University service within three years of the date on which he/she is expected to return to duty after the expiry of the leave.
- (3) Study Leave out of India shall not be granted for research or training insubjects for which adequate facilities exist in India.
- (4) Study leave shall not be granted to a university employee with such frequency as to remove him from contact with his/her regular work or to cause cadre difficulties owing to his/her absence on leave.
- (5) The maximum amount of study leave, which may be granted to a University employee shall be:
  - (i) Ordinarily twelve months at any one time, extendable upto 24 months for exceptional reasons;
  - (ii) Not more than twenty four months in all during the entire service.
- (6) Study leave may be combined with other kinds of leave, but in no case shall, the grant of this leave in combination with leave other than extraordinary leave involve total absence of more than twenty eight months from the regular duties of the University employees.
- (7) When the course of study falls short of study leave sanctioned, the University employee shall resume duty on the course of study unless the previous assent of the authority competent to sanction leave to treat the period of short fall as ordinary leave has been obtained.

- (8) Study leave may on the recommendation of the Head of the Department concerned be granted to a University employee by the Vice- Chancellor.
- (9) Where a University employee borne permanently on the cadre of one Department or institution is serving temporarily in another Department or institution, the grant of study leave to him shall be subject to the condition that:-
- (i) The Head of the Department shall not appoint a substitute to carry on his/her work in his/her absence;
  - (ii) The concurrence of the department or the institution to which he/she is permanently attached is obtained before leave is granted.
- (10) The University employee should be required to submit to the Head of his/her department every month a full report on the work done by him while on study leave and the latter will send to the Registrar by 15<sup>th</sup> of each month a certificate to the effect that the prescribed report up to the preceding month has been received and the progress of the employee concerned is considered satisfactory.
- (11) Study leave shall count as service for increment (the effect of such increment being admissible from the date the employee resumes duty on expiry of leave) and for the benefit of the provident fund but not for any other kind of leave. Study leave with pay will also count as service for pension provided the employee concerned re-joins the University service on the expiry of his/her study leave.

Any extra-qualification acquired during study leave will not confer any right on employee to claim increment of salary or promotion.

- (12) An employee availing himself of the privilege of study leave shall undertake:-
- (i) That he/she will complete his/her research or training within the period of study leave granted to him;
  - (ii) That he/she will report himself for duty immediately on expiry of the study leave.
  - (iii) That he/she shall serve the University for a continuous period of at least three years to be calculated from the day following the day of the expiry of the study leave.
- (13) A University employee:-
- (i) who is unable to complete his/her research or training within the period of study leave granted to him; or
  - (ii) who fails to rejoin the service of the University on the expiry of his/her study leave, or
  - (iii) who rejoins the service of the University on completion of his/her

research or training but leaves such service within three years or joining the service or is, within the said period dismissed or removed from service in accordance with the provision of the Executive Ordinances and Regulations shall be liable to refund to the University all sums that may have been paid to him as salary and allowances during the period of study leave with interest at the rate of 6% per annum to be charged from the date of such payment. He shall in a case falling under (ii) above also forfeit the University contribution to the Provident Fund for the period of study leave with interest which may have accrued on such contribution. Provided that if an employee has served for a period of not less than 18 months but less than 3 years on return from study leave he/she shall refund to the University half the amount of the salary and allowances received by him during the period of study leave with interest thereon at the rate of 6%. Provided further that the Executive Council may for sufficient reasons, to be recorded, either reduce or remit the interest to be recorded, either reduce or remit the interest on the principal amount which become payable by an employee under the above Clause.

**Explanation:**

An employee who asks for extension of study leave and is not granted the extension by the University and does not rejoin on the expiry of the leave sanctioned will be deemed to have failed to join the service on the expiration of his/her leave for the purpose of recovery of the dues under this Clause (13). After the leave has been sanctioned the applicant shall before availing himself of the leave, execute an agreement binding himself for the due fulfillment of the conditions laid down in Clause (12) and (13) above and give security of immovable property to the satisfaction of the Finance Officer or a Fidelity Bond of an Insurance Co., or a Guarantee by a Schedule Bank or furnish security of two employees of the University for the amount which may become refundable to the University in accordance with Clause (13) above, which would be relevant to the amount at credit in the P.F. of the surety concerned.

Sureties as contemplated in this clause must be permanent employees of the University and have at least three years of service to put in before their normal age of superannuation and after the projected date of return from leave of the employee granted study leave.

**15 (B) Study leave for Administrative & Ministerial staff**

- (1) Subject to the conditions hereinafter specified, study leave may be granted to a member of the non-teaching staff (Administrative & Ministerial Staff) of the University for joining post-graduate classes, research or specialized training in a professional or technical subject or for practical experience or study tour in other institution in India or abroad.

## **ELIGIBILITY**

- (2) Study leave may be granted to a University employee by the Vice-Chancellor on the recommendations of a Committee constituted for the purpose, provided that the applicant:
  - (i) has rendered not less than three years continuous service in the University;
  - (ii) holds a permanent post;
  - (iii) is not due for retirement from the service of the University within three years from the date on which he/she is expected to return to duty after the expiry of the leave; and
  - (iv) fulfills the minimum qualifications for the course in which the employee concerned wishes to pursue the higher studies.
- (3) Study leave shall not be granted unless the University is satisfied that the proposed course, research or training shall be of definite advantage from the point of view of the University interest in the following manner:-
  - (a) The proposed course of training or research or practical experience is directly related to the sphere of his/her duties.
  - (b)
    - (i) The studies which may be closely or directly connected with the work of University employee.
    - (ii) The study leave may be granted even for courses not related to their duties for improving their abilities as a University employee.

Provided that such an applicant has obtained not less than 55% marks in aggregate at the qualifying examination.

- (4) Study leave may be granted only once.

## **DURATION OF STUDY LEAVE**

- (5) Ordinarily the total period of study leave which may be granted to an individual shall not exceed two years. It may, however, be extended up to 3 years in very exceptional circumstances in which the Vice-Chancellor is satisfied that such extension is unavoidable on academic ground and necessary in the interest of the University.
- (6) Study leave may be combined with any other kind of leave which the applicant may have earned but the total period of absence from duty will not exceed in any case three years.

## **MODE OF SELECTION**

- (7)
  - (a) Application for study leave in the prescribed form (Appendix-II) shall be submitted through proper channel to the Study Leave Committee consisting of the following, at least two months before the date on which



the applicant intends to avail himself of such leave:-

- (1) Vice Chancellor or Vice Chancellor's Nominee
  - (2) Pro-Vice-Chancellor
  - (3) Dean of the Faculty concerned
  - (4) Registrar (Convener)
  - (5) Finance Officer
  - (6) One member of the Non-teaching staff nominated by the Vice-Chancellor for two years
  - (7) One senior teacher nominated by the Vice-Chancellor for two years.
- (b) The Study Leave Committee shall, after scrutinizing the applications, forward them to the Vice-Chancellor along with its recommendations or with such other remarks as it deems proper.
- (c) Subject to the limit to be determined by the Committees as mentioned in Rule 7(a) Study Leave may be granted after taking into account the member of employees in an Office and the financial position. This number, may, however, be enhanced for the employees working in large establishments like the Registrar's Office or Finance Accounts Office.

#### **STUDY LEAVE SALARY**

- (8) Full pay shall be paid during Study Leave.

An employee shall not ordinarily be entitled to House Rent Allowance or City Compensatory Allowance during the period of Study Leave, provided that the Vice Chancellor may, in view of the special circumstances of a case, sanction the payment of such allowance in part or in full. The amount of scholarship, fellowship or any other financial assistance that an employee, on Study Leave may be awarded will not preclude his/her being granted Study leave with pay and allowances but the scholarship etc., so awarded shall be taken into account in determining the pay and allowances to be paid during the Study Leave. If an employee on Study Leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of Study Leave, he/she shall ordinarily not be granted any Study Leave salary but in cases where the amount of remuneration received in respect of part-time employment is not considered adequate, the Executive Council may determine the Study Leave salary payable in each case.

**Note:** It shall be the duty of the employee who has been granted Study Leave, to communicate immediately to the University the financial assistance in any form received by him during the course of Study Leave from any person or Institution whatsoever.

Provided that if a person receives scholarship / stipend / studentship

etc., from the institution where he/she is pursuing course of study or undergoing a training or from any other agency in India or abroad, shall be entitled to receive such scholarship/stipend/studentship etc., during the period of study leave in addition to the study leave salary.

Payment of leave salary will, however, be subject to the following conditions:-

- (1) After the leave has been sanctioned the applicant shall before availing of the leave execute the agreement (Appendix-II) binding him/herself of the conditions laid down in this behalf and give security of the immovable property to the satisfaction of the Registrar or Fidelity Bond of an Insurance Co., or a guarantee by a Scheduled Bank or furnish security of two permanent employees of the University for the amount which may become refundable to the University in accordance with Rules 12(iii) of these rules.

Sureties as contemplated in this Clause must be permanent employees of the University and have at least three years of service to put in before their normal age of superannuation and after the projected date of return from leave of the employee granted study leave.

- (2) The applicant shall submit a six monthly progress report on the work done through the Head of the Department/Institution or Supervisor under whom the study is being carried out.

### **INCREMENTS**

- (9) Study leave shall count as active service for increment (the effect of such increment being admissible from the date of the employee resumes duty on expiry of leave with retrospective effect) and for benefit of the Provident Fund but not for any kind of leave. Study leave with pay (whether full or half) will count as service for pension provided the employee concerned rejoins the University on the expiry of his/her study leave.
- (10) Any extra qualifications acquired during the study leave will not confer any right to claim increment of salary in advance or promotion etc.

### **CONDITIONS FOR THE GRANT OF STUDY LEAVE**

- (11) An employee availing himself of the privilege of study leave shall undertake:-
  - (a) that he/she will complete his/her course post-graduate study, research or training within the period of study leave granted to him and that he/she shall not alter substantially the course or programme of research for which leave had been granted to him without the prior permission of the Vice-Chancellor;
  - (b) that he/she will report himself for duty immediately on expiry of the

study leave;

- (c) that he/she shall serve the University for a continuous period of at least three years to be calculated from the day following the day of the expiry of the study leave.

(12) A University employee who avails himself of the study leave but who:-

- (i) is unable to complete his/her course/research or training within the period of study leave granted to him or
- (ii) fails to rejoin the service of the University on expiry of his/her study leave or
- (iii) rejoins the University service on completion of his/her studies but leaves such service within three years of joining the service or is within the said period dismissed or removed from the service in accordance with the provision of the Regulations shall be liable to refund to the University all sums that may have been paid to him/her as salary and allowances during the period of study leave with interest at the rate of 6% per annum to be charged from the date of such payment.

He/she shall in a case falling under (ii) above shall also forfeit the University contribution to the provident fund for the period of study leave with interest which may have accrued on such contribution provided that if an employee has served for a period of not less than 18 months but less than three years on return from study leave he/she shall refund to the University half the amount of the salary and allowance received at the rate of 6%. Provided further that the Vice-Chancellor may for sufficient reasons, to be recorded, either reduce or remit the interest on the principal amount which becomes payable by an employee under above Clause.

**EXPLANATION:**

An employee who asked for extension of study leave and its not granted the extension by the University and does not rejoin the service on the expiry of the leave sanctioned will be deemed to have failed to join the service on the expiration of the leave for the purpose of recovery of the dues under this Clause and shall be deemed to have vacated his/her post.

- (13) Study leave granted to a person shall be deemed to have been cancelled if it is not availed to within 12 months of its sanction provided that where study leave granted has been so cancelled the person concerned may apply again for such leave.

**15(C) Study Leave Rules for Class IV (Group-D) staff**

1. Subject to the condition hereinafter specified study leave may be granted to a member of the non-teaching staff class IV (Group-D) staff of the University for joining High School, Higher secondary, B.A./M.A. or equivalent or specialized training in a professional or technical course of study.

**Eligibility:**

2. Study leave may be granted to a University employee by the Vice-Chancellor on the recommendations of a Committee constituted for the purpose, provided that the applicant:-
  - i) has rendered not less than three years continuous service in the University.
  - ii) holds a permanent post; and
  - iii) is not due for retirement from the service of the University within three years from the date on which he/she is expected to return to duty after the expiry of the leave.
  - iv) fulfills the minimum qualifications for the course in which the employee concerned wishes to pursue studies.
3. Study leave shall not be granted unless the University is satisfied that the proposed course of training shall be of definite advantage from the point of view of the University interest in the following manner:-
  - (a) the proposed course of training or search or practice experience is directly related to the sphere of his/her duties;

Or

  - (b) the studies which may not be closely or directly connected with the work of the University employee but which are capable of widening his/her mind in a manner likely to improve his/her ability as a University employee and to equip him better to serve the University.

**Duration of Study Leave**

4. Ordinarily the total period of study leave which may be granted to an individual shall not exceed two years. It may, however, be extended up to 3 years by the Vice-Chancellor for sufficient cause.
5. Study leave may be combined with any other kind of leave which the applicant may have earned but the total period of absent from duty will not exceed in any case of three years.

**Mode of Selection:**

6. (a) Application for study leave in the prescribed form (Appendix-II) shall be submitted through proper channel to the Study Leave Committee consisting of the following, at least two months before the date on which the applicant intends to avail him of such leave:-
- (1) Vice-Chancellor or Vice Chancellor's Nominee
  - (2) Pro-Vice-Chancellor;
  - (3) Deans of the Faculty concerned;
  - (4) Registrar (Convener);
  - (5) Finance Officer;
  - (6) One member of the Class (Group-D) nominated by the Vice-Chancellor for two years.
  - (7) One senior teacher nominated by the Vice-Chancellor for two years.
- (b) The Study Leave Committee shall, after scrutinizing the applications, forward them to the Vice-Chancellor along with its recommendations or with such other remarks as it deems proper.
- (c) Subject to the limit to be determined by the Committee as mentioned in Rules 6(a) after taking into account the number of employees in an Office and the financial position.

### **Study Leave Salary**

- (14) Full pay shall be paid during Study Leave.

An employee shall not ordinarily be entitled to House Rent Allowance or City Compensatory Allowance during the period of Study Leave, provided that the Vice Chancellor may, in view of the special circumstances of a case, sanction the payment of such allowance in part or in full. The amount of scholarship, fellowship or any other financial assistance that an employee, on Study Leave may be awarded will not preclude his/her being granted Study leave with pay and allowances but the scholarship etc., so awarded shall be taken into account in determining the pay and allowances to be paid during the Study Leave. If an employee on Study Leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of Study Leave, he/she shall ordinarily not be granted any Study Leave salary but in cases where the amount of remuneration received in respect of part-time employment is not considered adequate, the Executive Council may determine the Study Leave salary payable in each case.

**Note:** It shall be the duty of the employee who has been granted Study Leave, to communicate immediately to the University the financial assistance in any form received by him during the course of Study Leave from any person or Institution whatsoever.

Provided that if a person receives scholarship / stipend / studentship etc. from the institution where he/she is pursuing a course of study or undergoing

a training or from any other agency in India or abroad, shall be entitled to receive such scholarship / stipend / studentship etc. during the period of study leave in addition to the study leave salary.

7. Payment of Leave salary will, however, be subjected to the following conditions:-
  1. After the leave has been sanctioned, the applicant shall before availing of the leave execute the agreement (Appendix-III) binding him/herself of the conditions laid down in this behalf and given security of the immovable property to the satisfaction of the Finance Officer or Registrar or Fidelity Bond of an Insurance Company or a guarantee by a Schedule Bank or furnish security of his/her own or of two permanent employees of the University for the amount which may become refundable to the University in case of breach of contract which would be relevant to the amount at the credit of the Provident Fund of the surety concerned.
  2. The applicant shall submit a three monthly attendance report through the concerned Principal/Dean/Head of the Department/Institution.

**Increments:**

8. Study leave shall count as active service for increment (the effect of such increment being admissible from the date the employee resumes duty on expiry of leave with retrospective effect) and for benefit of the Provident Fund but not for any kind of leave. Study leave will count as service for pension provided the employee concerned rejoins the University on the expiry of his/her study leave.
9. Any extra qualifications acquired during the study leave will not confer any right to claim increment of salary in advance or promotion etc.

**Conditions for the grant of Study Leave**

10. An employee availing himself of the privilege of study leave shall undertake:-
  - (a) that he/she will complete his/her course of study, or training within the period of study leave granted to him and that he/she shall not alter substantially the course for which leave had been granted to him without the prior permission of the Vice-Chancellor;
  - (b) that he/she will report himself for duty immediately on expiry of the study leave;
  - (c) that he/she shall serve the University for a continuous period of at least three years to be calculated from the day following the day of the expiry of the study leave.
  
11. A university employee who avails himself of the study leave but who:-

- (i) is unable to complete his/her course or training within the period of study leave granted to him or
- (ii) fails to rejoin the service of the University on expiry of his/her study leave, or
- (iii) rejoins the University service on completion of his/her studies but leave such service within three years of joining the service or is within the said period dismissed or removed from the service in accordance with the provision of the Regulations shall be liable to refund to the University all sums that may have been paid to him/her as salary and allowance during the period of study leave with interest at the rate of 6% per annum to be charged from the date of such payment.

He/she shall in a case falling under (ii) above shall also forfeit the University contribution to the provident fund for the period of study leave with interest which may have accrued on such contribution provided that if an employee has served for a period of not less than 18 months but less than three years on return from study leave he/she shall refund to the University half the amount of the salary and allowance received by him during the period of Study Leave with interest thereon at the rate of 6%. Provided further that the Vice-Chancellor may for sufficient reasons, to be recorded, either reduce or remit the interest on the principal amount which may be payable by an employee under above clause.

**Explanation:**

An employee who asks for extension of study leave and is not granted the extension by the University and does not rejoin the service on the expiry of the leave sanctioned will be deemed to have failed to join the service on the expiration of the leave for the purpose of recovery of the dues under this clause and shall be deemed to have vacated his/her post.

- 12. Study leave granted to a person shall be deemed to have been cancelled if it is not availed of within 6 months of its sanction provided that where study leave granted has been so cancelled the person concerned may apply again for such leave.

**(16) LEAVE ON COMPASSIONATE GROUNDS**

As in Rule 18 in Part-B of these Regulations.

**(17) LEAVE SALARY**

As in Rule 22 in Part-B of these Regulations.

**(18) CHILD CARE LEAVE**

As in Rule 20 in Part B of these Regulations.

**APPLICATION FORM**

(All the items must be filled in by the applicant)

1. Name of the Applicant (in full with capital letters): .....
2. Designation: ..... 3. Nature of Appointment: .....
4. Employee ID: ..... 5. Service Book No.: .....
6. Faculty/Department/Centre/Office: .....
7. Nature and period of Leave applied for: .....  
and date from which required: ..... To: .....
8. Saturdays/Sundays & Holidays if any, proposed to be prefixed/suffixed:  
Prefix: ..... Suffix:.....
9. Reason/Purpose for leave: .....
10. Permission for station leave required (Yes/No): .....
11. Contact address and telephone number during leave:  
(i) Postal address: .....  
.....  
(ii) E-Mail Id: .....  
(iii) Telephone/Mobile: .....
12. Total No. of days already availed (in case of C.L./Special C.L./Duty Leave): .....
13. Name of the senior most available faculty member, who will officiate during your absence (in case of Deans/Heads/Directors):.....

Date:.....

.....  
**(Signature of Employee)**

- 
- (1) ..... days Casual Leave / Special Casual Leave / Duty Leave are due upto.....
  - (2) Remarks / Recommendations: .....  
.....

.....  
**(Dean)**

.....  
**(HoD/Director)**

.....  
**(Section Officer)**

OFFICE USE

..... days Earned Leave / Commuted Leave are due upto: .....

.....  
**Dealing Assistant**  
(SB & L Section)

.....  
**Section Officer**  
(SB & L Section)

**Note:** 1. Application form only for Casual / Special Casual / Duty / Earned / Compensatory / Half Pay / Commuted / Maternity / Paternity Leave.  
2. Supporting documents wherever necessary must be attached.



**FORM OF APPLICATION FOR STUDY LEAVE  
(To be submitted to the Registrar)**

1. Name of the Department/Office.....

2. Name of the Applicant.....3. Age.....

4. Academic record:

Examination	Board/University	Year	Division
High School			
Pre-University / Intermediate			
B.A./B.Sc./B.Com.			
M.A./M.Sc./M.Com			

.....  
.....

**Particulars of Research experience, if any**

.....  
.....

**Any other qualifications**

5. Permanent post and rate from which held.....

6. Present post and date from which held.....

7. Period of continuous service.....

8. Particular of course proposed to be perusal.....

(a) Name of University or Institution where applicant wishes to study.....

(b) Details of course with proof that applicant has been admitted by the University or Institution concerned for attending course

.....

(c) Certificate from University or Institution concerned indicating minimum period required to complete the course and obtain degree diploma etc. on completion of course

.....

9. Period for which and date from which Leave is required .....

.....

10. Particulars of Scholarship, stipend, Salary offered, if any

.....

11. Any other relevant information or paper which the applicant may like to submit.....

.....

I have carefully studied the rules relating to the grant of Study Leave and hereby undertake to abide by them.

(Signature of applicant)

**(TO BE FILLED IN BY THE DEPARTMENT/OFFICE)**

- (a) Number of non-teaching staff in the Department / Office.....
- (b) Number of staff who have already Specialized in the subject concerned.....
- (c) Number of staff who will be on leave on the date applicant proposes to proceed on leave.....

**Remarks of the Head of Department/Office**

.....

.....

.....

.....

Date:

Signature of Head of Deptt./Office

**Recommendation of the Registrar**

.....

.....

.....

.....

Date:

Signature of Registrar

**Recommendation of the Committee**

.....

.....

.....

.....

**FORM OF BOND FOR STUDY LEAVE**

Form of bond to be executed by the employees of the Jamia Millia Islamia, New Delhi, on a Non-judicial stamp paper of the value of Rs.10/- (According to the Stamp Act, if the value of Bond is Rs.1000/- then the stamp would be Rs.10/- only but if it exceeds, than a stamp of Rs.5/- per Rs.500/- in excess of Rs.1000/-

The Bond executed by .....  
(hereinafter called the employee and .....  
.....  
.....

(hereinafter called the sureties) in favour of Jamia Millia Islamia (hereinafter called the University ) witnesses as follows:

WHEREAS the above bounden employee is employed as ..... and the University at the request of the above bounden employee has sanctioned him/her study leave with effect from.....to.....or such other period of leave extended from time to time to the employee without further reference to sureties in continuation of the earlier leave for higher studies i.e.....  
.....  
.....

AND WHEREAS the University has further agreed to pay to the above bounden Principal a sum of Rs. .... (Rupees.....) as study leave salary or such other amounts paid to the Principal by the University on account of extension in study leave, revision of pay scales, allowances etc.

AND WHEREAS in consideration of the University having agreed to sanction the said study leave and to pay study leave salary as aforesaid the above bounden Principal has agreed with the University as follows:-

- (a) That the above bounden employee shall diligently prosecute his/her studies at.....  
.....and shall obtain during the period of study leave as aforesaid or, if the same is extended during such extended period higher academic qualifications.
- (b) That immediately after the expiry of the said study leave or if the same is extended by the University after the expiry of such extended period, the above bounden employee shall report himself/herself for duty to the Vice-Chancellor of the University and shall thereafter serve the University for a continuous period of three years.
- (c) That the above bounden employee shall abide by the study leave rules framed by the Executive Council of the University and this study leave shall always be subject to the said rules.

AND WHEREAS the above bounden employee and sureties have agreed indemnify the University against any breach of the above agreement and the University has sanctioned the study leave on such assurance.

NOW THIS deed witnesses as follows:-

In case the above bounden employee fails to utilize the study leave for the purpose for which it has been granted to him/her and fails to prosecute his/her studies at.....and does not obtain any high academic qualifications i.e. .... or having obtained such qualifications fails to join the duty in the University on the expiry of the study leave or having joined duty, leaves the service of the University within the period of the three years or is dismissed or removed from the service of the University in accordance with the Statutes and Ordinances of the University within the period of three years then the employee and the sureties shall forthwith pay to the University on demand or, as may be advised by the Finance Officer of the University, to recover from the employee or the sureties, the said sum of Rs. .... (Rupees .....) or such other amount that may be paid to the Principal by the University on account of extension in study leave or revision of scale of pay etc. together with interest thereon at the rate prescribed in the Leave Rules as may be applicable to the employee from the date of payment of the study leave salary and allowance.

Provided always that the liability of the sureties hereunder shall not be impaired or discharged by reason to time being granted or by any forbearance act of or omission of the University with or without the consent or knowledge of the sureties nor shall it be necessary for the University to sue the employee before suing the sureties.....  
.....  
.....  
.....

or any of them for the amount due hereunder.

**Note:** Sureties as contemplated above must be permanent employees of the University and have at least three years of service to put in before their normal age of superannuation and after the projected date of return from leave of the employee granted study leave.

Date \_\_\_\_\_  
\_\_\_\_\_ (EMPLOYEE)

Name: \_\_\_\_\_

Surety No. 1 \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_

R/o \_\_\_\_\_

Surety No. 2 \_\_\_\_\_

\_\_\_\_\_  
In the presence of the Officer of the Jamia

In the presence of:

\_\_\_\_\_  
(Musajjil (Registrar), Jamia Millia Islamia  
Jamia Nagar, New Delhi  
(Stamp)

Witnesses:

1. Name: \_\_\_\_\_  
S/o, D/o, W/o \_\_\_\_\_  
R/o \_\_\_\_\_

2. Name: \_\_\_\_\_  
S/o, D/o, W/o \_\_\_\_\_  
R/o \_\_\_\_\_

**CENTRAL UNIVERSITIES SIMPLIFICATION OF RULES/PROCEDURE OF LEAVE IN RESPECT OF EMPLOYEES OF NON-VACATION DEPARTMENT**

In order to simplify and rationalize the rules and procedure relating to leave for University employees, the following modifications be made w.e.f. the date of enforcement of these revised Leave Rules.

**1. EARNED LEAVE ENTITLEMENT:**

- (i) The credit to be afforded to the leave account of each University employee in respect of earned leave at the commencement of each calendar half year shall be at a uniform rate of 15 days i.e. it shall be 15 days for the second calendar half year of even year also instead of 16 days as at present.
- (ii) The credit afforded under Clause (i) above, shall be reduced by 1/10<sup>th</sup> of the period of extra-ordinary leave only availed of during the pervious half year, subject to a maximum of 15 days.

**2. PREFIXING/SUFFIXING OF HOLIDAYS TO LEAVE**

Prefixing and suffixing holidays to leave, other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave is specifically withheld. In the case of leave on medical certificate, if the day on which an employee is certified medically fit for rejoining duty happens to be a holiday, he/she shall be automatically allowed to suffix such holidays(s) to his/her medical leave and such day(s) shall not be counted as leave.

**3. ADVANCE OF LEAVE SALARY**

The advance in lieu of leave salary admissible to a University employee proceeding on leave of not less than 30 days shall include allowances as well, subject to deduction on account of income, Provident Fund, House Rent, Recovery of Advances etc.

**4. LEAVE SALARY FOR TERMINAL REFUSED LEAVE, L.P.R. AND REDUCTION ON ACCOUNT OF EMPLOYMENT DURING LEAVE**

- (i) A University employee who is granted terminal/refused leave shall be paid in lump sum the amount equivalent to leave salary and allowances, if any, admissible during such leave, for the entire period of such leave, as one time settlement instead of monthly payments as at present.
- (ii) If a University employee while on terminal/refused leave is permitted to take up employment, the leave salary for the leave shall not longer be restricted to that admissible during half pay leave as at present. However, the leave salary shall continue to be subject to reduction on account of pension/pension equivalent of other retirement benefits.

- (iii) No permission for private employment during leave preparatory to retirement shall be granted hereafter. If, however, a University employee on leave preparatory to retirement is permitted to take up employment with public sector undertakings, the leave salary shall no longer be restricted to that admissible during half pay leave as at present.

**5. LEAVE ON MEDICAL CERTIFICATE PRODUCTION OF MEDICAL CERTIFICATE BY UNIVERSITY EMPLOYEES**

- (i) A University employee can be granted leave on Medical certificate for period exceeding two months on the basis of a certificate from an authorized Medical attendant. In other words, the existing procedure of setting up a Medical Board and appearance of the University employee before such Board for the purpose of grant of leave on medical certificate exceeding two months shall be dispensed with. Where, however, the authority competent to grant leave is not satisfied about the genuineness of a particular case, it shall be open to such authority to secure a second medical opinion by requesting a government medical officer not below the rank of Civil Surgeon or Staff Surgeon to have the applicant medically examined on the earliest possible date.
- (ii) The authority competent to grant leave pay, in its discretion, waive the production of a medical certificate in case of an application for leave from a University employee also, for a period not exceeding 3 days at a time. Such leave shall not however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.

**6. LIMITATION ON AVAILING OF A COMMUTED LEAVE**

The existing limit of 240 days at a time on availing of commuted leave in conjunction with earned leave shall be removed.

**7. LEAVE NOT DUE TO TEMPORARY UNIVERSITY EMPLOYEE SUFFERING FROM T.B./LEPROSY/CANCER/MENTAL ILLNESS.**

At present, temporary University employees are not entitled to any 'leave not due'. In order to mitigate the hardship of the temporary University employees who are suffering from T.B. Leprosy, cancer or Mental illness, 'Leave Not Due' may be granted to such university employee, for a period not exceeding 360 days during entire service subject to the fulfillment of the following conditions:-

- (i) That University employee has put in a minimum of one year's service.
- (ii) That the post from which the University employee proceeds on leave is likely to last till his/her return to duty, and
- (iii) That the request for grant of such leave is supported by a medical certificate.



## **8. EXTRA-ORDINARY LEAVE TO TEMPORARY UNIVERSITY EMPLOYEES**

The existing limits at a time on availing of extra-ordinary leave shall be revised as under:-

- (a) upto 3 months without medical certificate;
- (b) upto 3 months with medical certificate for common ailments; &
- (c) Upto 18 months on medical certificate for Cancer, mental illness, pulmonary tuberculosis or pleurisy of Tubercular origin, Tuberculosis of any part of the body and Leprosy.

Provided that for grant of extra-ordinary leave as at (b) or (c) above, the University employee should have put in a minimum of one year's continuous service and for grant of leave under (c) above, the University employee should produce a medical certificate.

## **9. MATERNITY LEAVE**

The maternity leave granted to a female University employee shall be for a period of 135 days from the date of its commencement in all cases i.e. it shall not be restricted to six weeks from the date of confinement as at present.

## **10. CASH EQUIVALENT OF LEAVE SALARY IN CASE OF DEATH IN SERVICE**

In case of death in service of a University employee, the cash equivalent of leave salary in respect of earned leave at credit to be paid to his/her family shall be subject to a maximum of 180 days instead of 120 days as at present. Further, such cash equivalent shall no longer be subject to reduction on account of pension equivalent of death cum-retirement gratuity.

## **11. LIMIT ON LEAVE PREPARATORY TO RETIREMENT/REFUSED LEAVE**

Earned Leave taken as leave preparatory to retirement can be availed of subject to a maximum of 180 days instead of 120 days as at present.

## **12. RECALL FROM LEAVE**

In case a University employee is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory in all cases.

## **13. INTIMATION OF LEAVE AT CREDIT**

The order sanctioning earned leave half pay leave to a University employee shall hereafter indicate the balance of such leave at his/her credit.

14. **UNDERTAKING WHILE PROCEEDING ON COMMUTED LEAVE/LEAVE NOT DUE**

The practice of obtaining an undertaking for refund of over-payment of leave salary from the university employees applying for grant of commuted leave, leave not due will continue. The grant of such leave is already subject to the refund of excess leave salary.

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**SIMPLIFICATION IN THE RATE OF CALCULATING ENTITLEMENT TO EARNED LEAVE IN RESPECT OF EMPLOYEES OF NON-VACATION DEPARTMENTS**

In order to simplify the procedure for calculating entitlement to Earned Leave for employees of non-vacation departments who are entitled to earned leave at the rate of 1/11<sup>th</sup> of the period spent on duty, the following procedure may be adopted in calculating the entitlement to earned Leave of University employees:

1. Each employee's account of leave should be credited with 30 days and 31 days earned leave in alternate calendar years. This should be done in two installments, 15 days on the first of January and July every year except that on the first of July of an even year (ending with 2, 4, 6, 8, or 10) the credit shall be 16 days thus the credit on 1<sup>st</sup> January 2020 will be 15 days and on 1<sup>st</sup> July, 2020, 16 days while both on 1<sup>st</sup> January and 1<sup>st</sup> July, 2021 it will be 15 days and so on;
2. When a University employee is appointed on or after 1.7.2021 earned leave should be credit to this leave account at the rate of 2½ days for each completed month of service which he/she is likely to render in the calendar half-year in which he/she is appointed, e.g. if he/she is appointed on 31<sup>st</sup> March, the number of complete months of his/her service in that half-year will be 3 and the credit will be  $3 \times 5/2 = 7\frac{1}{2}$  days rounded to 8 days. If he/she is appointed on 20<sup>th</sup> April, the number of complete months will be only 2 and the credit will be  $2 \times 5/2 = 5$  days.
3. The credit for the half year in which the University employee is due to retire or resigns from the service shall be afforded only at the rate of 2 ½ days per completed month in that half year upto the date of retirement /resignation. If in the case of a University employee who resigns from the service, the leave already availed of more than the credit so due to him, necessary adjustment should be made in respect of leave salary overdrawn, if any.
4. If a University employee has taken any leave other than earned leave in a half year, the credit to be afforded to his/her leave account at commencement of the next half year shall be reduced by 1/11<sup>th</sup> of such leave, e.g. if a University employee has taken 11 days leave or 11 days commuted leave or 11 days extra ordinary leave, the credit to his/her leave account will be reduced by 1 day, i.e 1/11 of the 11 days half-pay leave or commuted leave or extra-ordinary leave.
5. When affording credit under the above method, fractions of a day will be rounded off to the nearest day.
6. From 1.7.2021, the leave account shall be maintained in the enclosed form. While the earned leave shall be credited in advance in the manner stated above, there will be no change in respect of the kinds of leave. The entries in respect of such leave shall be made as an occasion for doing so arises. In

the case of existing University employees the old leave account has to be closed and the credit of leave as on 30.6.2021 will have to be carried forward to the new leave account. While doing so fractions of a day will be rounded off to the nearest day.

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**FORM – 2**

**FORM OF LEAVE ACCOUNT**

Name of University employee ..... Date of birth .....

Date of commencement of continuous service .....

Date of quasi permanent/permanent/ employment ..... Date of retirement/resignation .....

<b>EARNED LEAVE</b>										
Particulars of services in the Calendar half year		Completed months of service in the calendar half year	E.L. credited at the beginning of half year	No. of days of other kind of leave (H.P.L.) commuted Leave not due & EOL (Col. 19-22+22C+30+33) availed of during the previous calendar half-year	E.L. to be Deducted (1/11 <sup>th</sup> of the period in Col. 5)	Total E.L. at credit in days (Col. 1+11-6)	Leave taken From To		No. of days	Balance on return leave (Col. 7)
From	To									
1	2	3	4	5	6	7	8	9	10	11

**HALF PAY LEAVE (ON PRIVATE AND ON MEDICAL CERTIFICATE)**

Length of service		Credit of leave			Leave taken								
From	To	No. of Completed years	Leave at earned (in days)	Leave at credit (Col. 15+32)	Against the earning on half pay	No. of days	Commutated leave on Medical certificates on full pay	No. of days	Commutated leave without Medical certificate for studies certified to be in public interest (limited to 180 days half pay leave converted into 90 days commuted leave in entire services)				
					From	To		From	To				
12	13	14	15	16	17	18	19	20	21	22	22 A	22 B	22 C

..... including commuted leave and leave not due .....

Commutated leave converted into half pay leave twice of Col. 22 & 22 C	Leave not due limited to 360 days in entire service on Medical Certificate		No. of days	Otherwise than on Medical certificate limited to 180 days		No. of days	Total of leave not due (Col. 26+29)	Total half pay leave taken (Col. 19+23+30)	Balance of half pay leave on return from leave (Col. 16-31)	Other kinds of leave taken
	From	To		From	To					
23	24	25	26	27	28	29	30	31	32	33

- NOTE 1:** The Earned Leave due should be expressed in days.
- NOTE 2:** When a University employee is appointed during the course of a particular calendar half-year Earned Leave should be credited @ 2½ days for each completed year and the fraction of a day will be rounded to the nearest day.
- NOTE 3:** The old leave account in respect of existing University employee has to be closed and the balance as on 31.12.2020 will have to be carried forward to the new account in Col. 11. While doing so the balance at credit on 31.12.2020 may be rounded off to the nearest day.
- NOTE 4:** The entry in Col.6 should be in complete days. Fraction of a day will be rounded the nearest day.
- NOTE 5:** Period of extra-ordinary leave should be noted in **red ink**.
- NOTE 6:** The entries in Col.12 & 13 should indicate only the beginning and end of complete years of service at the time the half pay leave commences. Where a University employee completes another year of service while on half pay leave, the extra credit should be shown in Col.12 to 16 by making suitable additional entries and this should be taken into account while completing Col.32.