

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)
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Office of the Registrar

No. JMI/R.O./L&Ord./2013

October 11, 2013

NOTIFICATION

This is to notify for information of all concerned that the Executive Council in its Meeting held on 29.08.2013 vide its Resolution No.EC-2013(VII):3.25 has approved the amendment in Para 61 of the Ordinance 6 (VI) [Administrative/General] captioned "Terms and Conditions of Service of Jamia Employees (other than Teachers, Registrar and Finance Officer)" with regard to extending provision of four days Special Casual Leave to the employees with disabilities, on the recommendation of the University's Academic Council vide its meeting held on 29.07.2013 [Resolution No.AC-2013(IV):11].

The amended Para 61 of the Ordinance 6 (VI) [Administrative/General] captioned "Terms and Conditions of Service of Jamia Employees (other than Teachers, Registrar and Finance Officer)" as approved would now be read as shown in the Annexure.

Shahid Ashraf
(Prof. Shahid Ashraf)
Registrar

Copy for information to:-

1. All Deans of Faculties/DSW/HoDs/Directors/Hony. Directors of the Centres, JMI
2. The Controller of Examinations, JMI
3. The Chairman, Standing Committee-ASO, JMI - With the request to incorporate in the appropriate place of the University's Ordinances.
4. The Hony. Advisor, FTK Centre for Information Technology, JMI - With the request to display on Jamia's Website.
5. The Additional Director, FTK Centre for Information Technology, JMI
6. The Finance Officer, JMI
7. The Dy. Registrar (HRD), JMI
8. The OSD (Establishment), JMI
9. The Development Officer, JMI
10. The Asstt. Registrar (Admn.), JMI
11. The Media Co-ordinator, JMI
12. The Hindi Officer, JMI - With the request to pursue uploading on University's website and updating the amendment in the relevant Ordinance.
13. The Secretary to the Vice-Chancellor, JMI
14. The Asstt. Registrar (Legal & Ord.), JMI
15. The Asstt. Registrar (A&C), JMI
16. The P.A. to the Pro-Vice-Chancellor, JMI
17. The Asstt. Registrar, Registrar's Secretariat, JMI
18. File /Folder

[Signature]
Assistant Registrar
(Legal & Ordinance)

ANNEXURE

Amendment in Para 61 of the Ordinance 6 (VI) [Administrative/General captioned “Terms and Conditions of Service of Jamia Employees (other than Teachers, Registrar and Finance Officer)” vide E.C. Resolution No.EC-2013 (VII):Reso-3.25 dated 29.08.2013

Ordinance 6 (VI) [Administrative/General]

Para No.	Existing	Amended
61	<p>Casual Leave:</p> <p><u>Casual leave is not earned by duty. An employee on casual leave is not treated as absent from duty Casual leave cannot be claimed as of right and its grant is always subject to the exigencies of service and subject to a maximum of 10 days in a leave year, which shall run from 1st Jan. to 31st December of every year.</u></p> <p>Provided that persons who join service in the middle of the leave year shall be eligible to proportionate casual leave.</p>	<p>Casual Leave:</p> <p><u>Casual leave (CL) is not a recognized form of leave and therefore it shall not be combined with any other kind of admissible leave. A person availing CL is considered to be on duty and his pay is not intermitted and its grant is always subject to the exigencies of service and subject to a maximum of 10 days in a calendar year, which shall run from 1st Jan. to 31st December of every year.</u></p> <p>Provided that persons who join service in the middle of the leave year shall be eligible to proportionate casual leave.</p> <p>Provided further that “Employees with Disabilities” will be entitled to additional four days of casual leave during the year and that the additional benefit of 4 days leave shall be granted in the form of Special Casual Leave.</p> <p>Provided further that the additional 4 days of Special Casual Leave may be granted for specific requirements relating to disability of the official.</p>