

Leave Provisions for the Faculty

18th June 2020

Nature of leave	Existing Rules	Approval
Earned (cumulative)	Up to half of unutilised VL in a year (≤ 30 days). Accumulation up to 300 days in the entire service is permissible	DOFA
Vacation (Non-cumulative)	60 days per year to be availed during the vacation period	DOFA
Half Pay (cumulative)	20 days per year.	DOFA
Commutated (cumulative)	Up to half of half pay leave (for medical reasons).	DOFA
Leave not due	Limited to half pay leave one is likely to earn in future	Recommended by DFAC , forwarded through DOFA Approved by Director
Extraordinary	Up to 5 years without pay	Recommended by DFAC , forwarded through DOFA Approved by Director
Maternity (women)	180 days each for up to two children	Recommended by DFAC , forwarded through DOFA Approved by Director
Paternity (men)	15 days each for up to two children	DOFA
Casual (non-cumulative) - CL	08 days per year (cannot be clubbed with any other type of leave)	HoD
Special casual (non-cumulative) – SCL	15 days per year for professional services provided to other organizations	HoD/ Director
Child care (non-cumulative)	730 days in life time and 365 days in one stretch	Recommended by DFAC , forwarded through DOFA Approved by Director
Quarantine (non-cumulative)	Ordinarily 21 days	Director
Sabbatical/Special Leave	One year; thrice in a career; 3 years bond; cooling off period six years. Special leave up to a maximum of 90 days in a calendar year may be granted. Apart from sabbatical leave, no cooling off period is required	Recommended by DFAC , forwarded through DOFA Approved by Director
Leave on foreign service terms (FST)	Up to six months; cooling off period - one year; {one year bond is required} Up to two years; cooling off period - five years; {three year bond is required}	Recommended by DFAC , forwarded through DOFA Approved by Director
Saturday and Sunday	--	--
Gazetted Holidays	~ 14 +3 designated days per year	--
Restricted	02 days per year (applicable on designated days only)	HoD

REMARKS

- 1) Permission at the appropriate level is essential before going out of station, even if on a holiday or a weekend. Leave is required for LTC.
- 2) Following activities will be considered as **On Duty**
 - a) To visit conferences, workshop, symposiums either paid through Institute, department project or CPDA, Chair professor funds (fully or partially).
 - b) To attend meetings related to review of project (paid through project funds); working group meetings for review of project proposals (say DST, CSIR, etc.)
 - c) To undertake field trip or other visits related to sponsored or consultancy project or research work (paid through project or department funds).
- 3) **Special Casual Leave (SCL)**

For faculty members need to travel out of the campus for any activity related to professional service as outlined below where the visit is paid by the host organization, SCL may be granted.

 - a) The total number of Special Casual Leave in a calendar year will be restricted to 15 working days.
 - b) Approval for SCL for faculty members will be granted by the Head of the Department. For all Institute functionaries, the approval will be granted by the Director.
 - c) Approvals for travelling out of the country will be approved by the Director for all faculty members.
 - d) In all cases, where the total number of SCL exceeds 15, the travel requests will be reviewed and approval will be granted by the Director.
 - e) **SCL may be combined with EL and Vacation Leave.**
- 4) Applications for CL, SCL, vacation and EL will be filed through PINGALA. Others including short leave, FST, sabbatical, LTC and travel from CPDA will be in the form of a paper application.

Sd/-

Prepared by: Assistant Registrar, Faculty Affairs