



ASSAM UNIVERSITY
(A Central University)
Silchar 788011

অসম বিশ্ববিদ্যালয়
(এক কেন্দ্রীয় বিশ্ববিদ্যালয়)
সিলচর 788011

Date :- 11.09.2017

ESTABLISHMENT - II
CIRCULAR

Sub :- Forwarding of application for attending Refresher Course/Orientation Programme/Training Programme - Grant of duty leave in this connection

All the faculty members are hereby informed that for forwarding an application for Orientation Programme/Refresher Course/Equivalent Programmes (**requisite number needed for CAS promotion**) & Training Programme/Short Term Course (**in case of promotion to Stage IV i.e., Associate Professor**), the following guidelines are to be followed :-

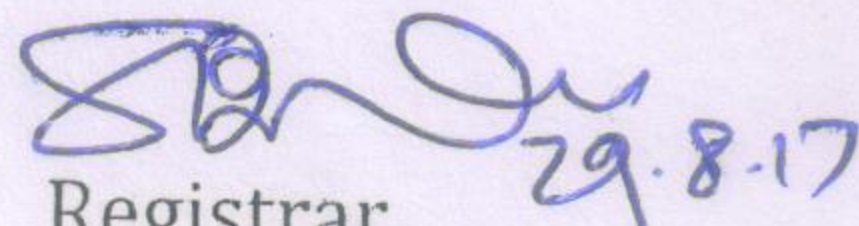
- The application must be routed through proper channel, i.e., with the recommendation of the concerned Head of the Department & Dean of the School with their seal.
- The application must be submitted to the office of the Registrar, AUS in the prescribed modified format available in the University official website with a copy of the filled in application, either in duplicate or original and **a complete copy of the tentative schedule** where the name and duration of the course (**with proper date**) and the subject matter of the course (**specifically in case of Refresher Course**) are clearly mentioned. In case of online application, a printed copy of the filled in application form must be submitted for approval of authority. This shall also apply to Summer School/Winter School which are equivalent to Orientation Programme/Refresher Course.
- The Duty Leave along with or without Station Leave Permission must also be applied in the prescribed modified format available in the website and submitted to the office of the Registrar, AUS. The Duty Leave along with Station Leave Permission (**in case the programme is organized outside the Headquarters**) required for these courses will not be deducted from the Duty Leave (**30 days in an academic year**). The Duty Leave along with Station Leave Permission will be provided in such a manner so that the applicant can reach the venue of the programme prior to one day of the schedule of the programme. However, if the applicant intend to proceed prior to the actual days of journey period to attend the programme or joins back at the headquarters after the stipulated time, he/she shall have to apply either for Earned Leave or the days of absence will be deducted from his/her block of Duty Leave.

It may further be noted that, if an employee is interested in attending other Refresher/Orientation courses even after fulfilling the requisite no. of programmes required for promotion, that Duty Leave along with or without Station Leave will be deducted from the block of Duty Leave. In case the programme is organized within the Headquarters the incumbent must apply for Duty Leave.

N.B. :- As mentioned in the modified form for Duty Leave, the mode of travel should be clearly mentioned alongwith date.

- It is mandatory to submit a copy of the participation certificate for record. Non-submission of the same shall have consequential effect in promotion under CAS.

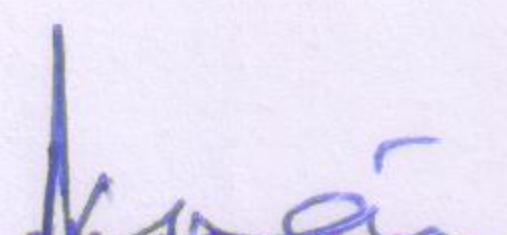
The application shall not be considered if the above relevant guidelines are not followed.


Registrar

Assam University, Silchar
Registrar
Assam University
Silchar- 788011

Copy to:

- All Deans of School for information.
- All Heads of the Departments for kind information with a request to bring the matter to the notice of all concerned.
- P.S. to VC for kind information of the Vice Chancellor.
- Director, Computer Centre for uploading in the website.


Joint Registrar
Administration
Assam University, Silchar