



**ASSAM UNIVERSITY, SILCHAR**  
**ORDER**

The Executive Council in its 94<sup>th</sup> meeting held on 3<sup>rd</sup> May 2014 vide resolution no.EC:94:05-14:41 has approved the delegation of power to sanction leave along with station leaving permission to all teaching staff of the University as follows:

<i>Sl no.</i>	<i>Kind of leave</i>	<i>Teachers applying for leave</i>		
		<i>PVCs</i>	<i>Deans</i>	<i>HODs/Professors/Associate Professors/ Assistant Professors</i>
1	CL/Special CL/Duty Leave (except for OP/RC/any short term course) along with or without station leaving permission	VC-full power	VC-full power	Dean- full power On forwarding and recommendation by the HOD.
2	Duty Leave for OP/RC/any short term course	VC-full power	VC-full power	VC-full power On forwarding and recommendation through proper channel
3	EL/HPL/CCL along with or without station leaving permission	VC-full power	VC-full power	VC-full power On forwarding and recommendation through proper channel
4	Commutated Leave	VC-full power	VC-full power	VC-full power On forwarding and recommendation through proper channel
5	EOL/Leave not due	VC-full power	VC-full power	VC-full power On forwarding and recommendation through proper channel
6	Study leave/Sabbatical leave	VC-full power	VC-full power	VC-full power On forwarding and recommendation through proper channel
7	Maternity/Paternity leave	VC-full power	VC-full power	VC-full power On forwarding and recommendation through proper channel
8	Any other kind of leave	VC-full power	VC-full power	VC-full power On forwarding and recommendation through proper channel

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The above arrangement is applicable for the faculty members of Silchar Campus and will be effective from 1<sup>st</sup> July, 2014.

Each department shall maintain Leave register for each faculty member separately in respect of CL (Casual Leave), SCL(Special Casual Leave) and Duty Leave.

For the above mentioned kind of Leave the application of leave shall be addressed to the Dean of School concerned and duly forwarded and recommended by the Head of the department concerned.

The Dean concerned shall sanction leave on verification of the leave register and on the basis of recommendation of HOD.


On sanction of leave by the Deans, the HOD concerned shall issue Office Order for leave. All documents/ applications relating to leave shall be kept in the o/o the concerned HOD.

For leave matter of HODs under the jurisdiction of concerned School, the Dean shall maintain a Leave record and issue office order accordingly.

For CL, SCL, Duty Leave for faculty members under different Centre of Studies and CIL, approval and sanction will be given by concerned Director/Chairman along with issue of Office Order as the case may be.

**Duty leave should be counted inclusive of the journey period.**

For all other kinds of leave (except CL/SCL/Duty Leave) the faculty members shall apply to the Vice Chancellor through proper channel. PVCs and Deans of Schools are to apply directly to the Vice Chancellor for all kinds of leave.

  
Registrar i/c  
Assam University

No: 113/102/2010-Estt Vol - II  
Date: 12<sup>th</sup> May, 2014

Copy to:

1. PS to Vice Chancellor for information of the Vice Chancellor.
2. Pro-Vice Chancellor (Admin).
3. Pro-Vice Chancellor (Academic).
4. All Deans of Schools for information and necessary action.
5. All HoDs, with a request to circulate among all the faculty members of the Department.
6. All Statutory Officers for information.
7. Director, Computer Centre, for uploading in the University website.
8. DR(Establishment) / SO(Establishment- II) for information and necessary action.
9. All Section Officers for information.
10. File.

  
Registrar i/c  
Assam University



**ASSAM UNIVERSITY  
SILCHAR**

**APPLICATION FORM FOR CL/SCL/Duty Leave  
with/without station leaving permission**

Name :  
Designation :  
Nature of leave :  
Begin Date :  
Leave End Date :  
Duration (days) :  
Reason :  
Station leaving permission  
required : Yes/No  
Station Leave From (Date) :  
Station Leave To (Date) :  
Station Leave From (Place) :  
Station Leave To (Place) :

Date: \_\_\_\_\_ Signature of the applicant

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Recommendation of the HOD

Date: \_\_\_\_\_ Signature of the HOD

**Sanctioned / Not Sanctioned**

Date: \_\_\_\_\_ Signature of the Dean

NOTE: Duty leave should be counted inclusive of the journey period. Relevant documents should be attached with the application.

#### 8.4.1 Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed 8 days in an academic 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.

#### 8.4.2 Special Casual Leave

- (i) Special casual leave, not exceeding 10 days in an academic 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 on each occasion;

## 8.1. 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 universities received by the university, and accepted by 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 by the sanctioning authority on each occasion.
- iv. 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.
- v. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- vi. 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.