



ASSAM UNIVERSITY, SILCHAR
ORDER

The Executive Council in its 94th meeting held on 3rd 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 1st 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: 12th 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

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.

