

## Leave Rules for Teachers of P.G. Departments: CL and Leave Treated as on Duty

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### I. Casual Leave

- (i) Casual leave is admissible to permanent University Teachers upto ten days in a calendar year. In special circumstances, a teacher may be granted special casual leave to the extent of five days a year in addition to the normal casual leave of ten days.

**Contractual Teachers:-** The contractual teachers engaged in regular and self-financing courses may be granted 10 days Casual leave in a calendar year.

- (ii) If a teacher entering the service in the middle part of the year, the amount of leave to be sanctioned shall be proportionate to the period of employment during the calendar year.
- (iii) Casual leave is not intended ordinarily for a rest or change but is meant to meet emergencies such as temporary indisposition, illness or death of near relatives, performance of religious rites, obtaining medical advice or assistance, meeting, escorting or seeing off of wife or children, adjustment of the urgent family or business affairs and this like.
- (iv) A teacher on casual leave is not treated as absent from duty and his pay is not intermitted.
- (v) Half-day Casual Leave - Half-day Casual Leave is admissible to a University teacher either for Forenoon or Afternoon session on the same ground as envisaged in sub rule (iii) above.

### II. The grant of casual leave including special Casual leave is subject to the following conditions;

- (i) Casual leave can not be claimed as of right. The authorities competent to sanction Casual Leave may not grant it when it is not actually necessary or when its grant would be opposed to the interests of the public interest.
- (ii) Casual Leave or Casual Leave combined with special Casual Leave shall not be allowed for more than ten days at a time. It may be combined with Sundays or other authorised holidays, provided the period of absence from duty does not exceed ten days. Sundays or other authorised holidays when so combined with Casual Leave or special Casual Leave shall not be counted for the purpose of reckoning the total amount of casual leave including special Casual Leave.
- (iii) Casual Leave shall not be granted on vague and general grounds as for "urgent affairs or for certain ceremony". The specific purpose for which leave is required must be stated definitely.
- (iv) No teacher may be allowed to proceed on casual leave at short intervals.
- (v) For grant of half-day Casual Leave the lunch-break is to be treated as the dividing line i.e., a teacher who takes half day Casual Leave for Forenoon session is required to attend the duty at 2:00 P.M.
- (vi) The privilege of taking half-day Casual Leave shall not be admissible on any day in which the office is not held for full day.

### III. All applications of Casual leave on account of anticipated causes shall under ordinary circumstances, be made at least three days prior to the date from which Casual leave is required. Absence in anticipation of sanction shall not be considered unless the necessity for the leave could not have been foreseen. In such case the nature of emergency must be stated definitely.

**IV. Sanctioning Authority**

(a) For Lecturers / Readers / Professors - HOD concerned

If the HOD happens to be junior to any Reader / Professor of his Department, the leave of such Readers / Professors shall be sanctioned by the Chairman, P.G. Council.

(b) In case of HODs - Chairman, P.G. Council

**V.** A detailed monthly report of teachers availing CL / Special CL shall be submitted to the Chairman, P.G. Council by 5<sup>th</sup> of every month.

**VI.** All rules and procedures of Odisha Leave Rules 1966 relating to CL as amended from time to time shall apply to the University teachers.

**VII. Duty:** - Duty includes,

(i) Service rendered as a probationer or apprentice, if such service is followed by confirmation or by regular appointment to University service

(ii) Joining time

(iii) Any period which the Vice-Chancellor may by order, declare that in the circumstances mentioned below or in similar circumstances, a University teacher may be treated as on duty

(a) During a course of instruction or training

(b) The period spent on conducting any exam. either in the University or outside such as the OPSC, UGC or other all India / all Odisha institutions requiring such assistance and being permitted therefore, provided that the total period absence on such exam. work and/or attending conference, seminars, symposium etc. shall not exceed 20 days in an academic year excluding holidays and 10 days in case of contractual teachers engaged in regular and self-financing courses.

(c) The period spent by the teachers selected by the UGC / Central Govt. / State Govt. for cultural and academic exchange programme and deputed abroad.

(d) The period spent by the teachers selected by the UGC under the Visiting Associate ship scheme for visiting other Universities and Institutes of advanced study and research and for attending summer institutes and orientation courses provided they are either sponsored or approved by the appropriate authorities.

**VIII.** Application for period of absence to be treated as on duty may be submitted to the HOD concerned along with a copy of assignment at least three days prior to the date of leaving the station. The authority to sanction the leave to be treated as on duty is same as in case of sanction of Casual Leave. Such application without supporting documents shall be rejected.

**IX.** A detailed monthly report of teachers whose period of absence has been treated as on duty shall be submitted to the Chairman, P.G. Council by 5<sup>th</sup> of every month.

**X.** Relevant statutes of Odisha Universities First Statutes, 1990 as amended from time to time shall apply to the University teachers.