

**MODALITIES FOR LEAVE APPLICATION AND MAINTENANCE OF RECORDS**

- (1) For the time being leave applications shall not be submitted through UMS.
- (2) In case of Casual Leave a register will have to be maintained at the Department level in the following manner. All CL applications of teachers whose sanctioning authority is HOD will be disposed of at the level of Department. Only a consolidated report will be submitted to the Chairman, P.G. Council by 5<sup>th</sup> of every month. Please see formats (i) below and (iii) over leaf.  
  
Only physical applications of teachers senior to HOD with a despatch No. will be sent to the Diary Unit of Chairman's Office. After approval, the HOD will ensure necessary entry in the Leave Register.
- (3) Sufficient advance notice (at least three days) should be given for both CL and Leave Treated as on Duty. In case of an emergency the teachers will apply electronically to the HOD (with supporting documents if necessary) who will forward it to the Chairman, P.G. Council electronically.
- (4) For purposes of leave the e-mail ID of the Chairman, P.G. Council will be [pgco@suniv.ac.in](mailto:pgco@suniv.ac.in) The list of e-mail IDs of all Heads, P.G. Departments is attached.
- (5) In case of Leave Treated as on Duty the register will have to be maintained at the Department level. The leave register will not be sent to the P.G. Council Office. Only hardcopy of the application along with supporting documents (if necessary) should be sent in sufficiently in advance (at least three days) to the office of the Chairman, P.G. Council for sanction of leave. This may be given a Department despatch No. and handed over to Diary Unit of Chairman's Office. Please see format (ii) overleaf.
- (6) A monthly report in the format mentioned below should reach the Chairman, P.G. Council Office by 5<sup>th</sup> of every month. Please see format (iii) overleaf.

In case of an emergency for Leave Treated as on Duty the applicant can scan the supporting documents and send it before leaving the station electronically, a copy each to the HOD and Chairman, P.G. Council to their designated e-mail IDs. Prior information is mandatory in such cases.

In case the assignment is confidential the Chairman, P.G. Council may be handed over with a copy of the invitation letter personally as early as possible after filing the leave application.

**(i) Format of Casual Leave Register vide SI.No.2**

Name of the Teacher & Designation \_\_\_\_\_

Year \_\_\_\_\_ No. of CL at credit \_\_\_\_\_

Sl.No.	Purpose of leave	Period	No. of Day(s)	Balance after availing the leave	Signature of HOD
(1)	(2)	(3)	(4)	(5)	(6)

**(ii) Register of Leave Treated as on Duty (LTD) vide SI.No.5**

Name of the Teacher & Designation \_\_\_\_\_

Year \_\_\_\_\_ No. of Leave at credit \_\_\_\_\_

Sl.No.	Purpose of Leave to be treated as on duty	Period	No. of Day(s)	Balance after availing the Leave	Signature of HOD
(1)	(2)	(3)	(4)	(5)	(6)

**(iii) Format of Monthly Report on CL/Leave Treated as on Duty (LTD) vide SI.No.2 and 6**

Name of the Department \_\_\_\_\_ Month \_\_\_\_\_

Sl. No.	Name of Teacher	Casual Leave			Leave Treated as on Duty		
		Leave at Credit	No. of Days Leave Availed	Balance	Leave at Credit	No. of Days Leave Availed	Balance
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Signature of HOD**

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**(i) Format of Casual Leave Register vide SI.No.2**

Name of the Teacher & Designation \_\_\_\_\_

Year \_\_\_\_\_ No. of CL at credit \_\_\_\_\_

Sl.No.	Purpose of leave	Period	No. of Day(s)	Balance after availing the leave	Signature of HOD
(1)	(2)	(3)	(4)	(5)	(6)

**(ii) Register of Leave Treated as on Duty (LTD) vide SI.No.5**

Name of the Teacher & Designation \_\_\_\_\_

Year \_\_\_\_\_ No. of Leave at credit \_\_\_\_\_

<b>Sl.No.</b>	<b>Purpose of Leave to be treated as on duty</b>	<b>Period</b>	<b>No. of Day(s)</b>	<b>Balance after availing the Leave</b>	<b>Signature of HOD</b>
(1)	(2)	(3)	(4)	(5)	(6)

**(iii) Format of Monthly Report on CL/Leave Treated as on Duty (LTD) vide SI.No.2 and 6**

Name of the Department \_\_\_\_\_ Month \_\_\_\_\_

<b>Sl. No.</b>	<b>Name of Teacher</b>	<b>Casual Leave</b>			<b>Leave Treated as on Duty</b>		
		<b>Leave at Credit</b>	<b>No. of Days Leave Availed</b>	<b>Balance</b>	<b>Leave at Credit</b>	<b>No. of Days Leave Availed</b>	<b>Balance</b>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**Signature of HOD**