

Raksha Shakti University

Raksha Shakti University Services

(Leave) Regulations, 2012

(sub : Rule 2 (xii) of Rule 36)

RAKSHA SHAKTI UNIVERSITY**Raksha Shakti University Services (Leave) Regulations, 2012****INDEX**

Reg. No.	Subject	Pg No.
1	Casual Leave	
2	Special Casual Leave	
3	Earned leave	
	(a) Earned Leave (EL) for teachers	
	(b) Earned Leave (EL) for other staff	
4	Half-pay Leave	
5	Commuted Leave	
6	Leave Not Due	
7	Extraordinary Leave	
8	Special Disability Leave for injury intentionally inflicted	
9	Special Disability Leave for accidental injury	
10	Maternity Leave	
11	Paternity Leave	
12	Study Leave for Teachers	
13	Study Leave for administrative / non-teaching staff	
14	Maximum period of study leave	
15	Authority competent to sanction on study leave	
16	Application for study leave	
	Submission of application for study leave and grant of such leave	
17	Accounting of study leave and combination with other leave	
18	Regulations of study leave extending beyond course of study	
19	Leave salary during study leave	
20	Conditions for grant of study allowance	

Reg. No.	Subject	Pg No.
21	Rats of study allowance	
22	Procedure for payment of study allowance	
23	Admissibility of allowances in addition to study allowance	
24	Travelling allowance during study leave	
25	Cost of fees for study	
26	Resignation or Retirement after study leave	
27	Execution of Bond	
28	Commencement of course of study during other than study leave	
29	Counting of study leave for promotion, pension, seniority, leave and increments	
30	Sabbatical Leave / Academic Leave for Faculty	
31	Leave in vacation Faculty	
32	Leave to probationer	
32	Duty Leave may be granted	

RAKSHA SHAKTI UNIVERSITY**RAKSHA SHAKTI UNIVERISITY SERVICES (Leave) Regulations, 2012**

Leave The employees of University may be sanctioned leave as shown below. This will be subject to the condition that leave cannot be claimed as a matter of right and when the exigencies of the Institutes of the University so require, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority.

1. Casual Leave:

- (a) Casual leave admissible to teachers will be 8 and for other staff will be 12 days for a calendar year subject to the condition that normally not more than six days casual leave may be allowed at a time.
- (b) Casual leave cannot be combined with leave of any other description except special casual leave.
- (c) Casual leave cannot be accumulated and leave not availed of during any particular calendar year shall lapse at the end of that year.

2. Special Casual Leave:

Special casual leave, not exceeding ten 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.

Note: (i) In computing the ten days leave admissible, the days of actual journey, if any, to and fro the places where activities specified above taken place, will be excluded.

(ii) 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 six working days; and

(b) to a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.

(iii) In 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.

3. Earned leave

(a) Earned Leave (EL) for teachers:

Earned leave admissible to a teacher shall be:

- (i) 1/30th of actual service including vacation and
- (ii) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

Note: (i) For the purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

(ii) Earned leave at the credit of a teacher shall not be accumulated beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

(iii) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

(iv) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

(v) Earned leave not exceeding 300 days may be encashed at the time of retirement.

(b) Earned Leave (EL) for other staff:

(a) The other staff will be entitled for thirty days earned leave on completion of one year service. The earned leave will be credited in advance at the rate of 15 days on 1st January and 1st July every year. The employee who joins between these two periods, the calculation will be at the rate of 2½ days per month.

(b) The earned leave can be accumulated up to 300 days and can be encashed at the time of retirement or death.

(c) The employee who resigns or is terminated shall be allowed to encash earned leave up to half the balance or 150 days whichever is less.

4. Half-pay Leave:

Half pay leave admissible to an employee shall be 20 days for each completed year of service.

5. Commuted Leave:

Commutated leave, not exceeding half the amount of half pay leave due may be granted on the basis of medical certificate from a registered medical practitioner to an employee subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum period of 300 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due ; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

6. Leave Not Due:

Leave not due, at the discretion of the sanctioning authority be granted to a permanent employee for a period not exceeding 360 days during the entire period of service out of which not more than 90 days at a time and in case of medical ground 180 days at a time on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

Leave not due shall not be granted unless the sanctioning authority is satisfied that, as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.

An employee to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable

on account of reason of ill health, incapacitating the employee for further service, refund of leave salary for the period of leave still to be earned may be waived by the Board of Governors considering the merit of the case.

Provided that the Board of Governors may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

7 **Extraordinary Leave:**

A permanent employee may be granted extraordinary leave when:

- (a) No other leave is admissible; or
- (b) No other leave is admissible and the employee applies in writing for the grant of extraordinary leave.
 - (i) Extraordinary leave shall always be without pay and allowances.
 - (ii) Extraordinary leave shall not count for increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where it is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the employee has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research cum teaching post or on assignment for technical academic work of importance.
 - (iii) Extraordinary Leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical grounds. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
 - (iv) The sanctioning authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

8. Special Disability Leave for injury intentionally inflicted:

- (1) The authority competent to grant leave may grant special disability leave to a University employee (whether regular or contract) who is disabled by injury intentionally inflicted or caused in, or in consequence of, the due performance of his official duties or in consequence of his official position.
- (2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with the due promptitude in bringing it to notice:

Provided that the authority competent to grant leave may, if it is satisfied as to the cause of the disability, permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

- (3) The period of leave granted shall be such as is certified by a Medical Board and shall in no case exceed twenty four months.
- (4) Special disability leave may be combined with other leave.
- (5) Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than twenty four months of such leave shall be granted in consequence of any one disability.
- (6) Special disability leave shall not, except the leave granted under the proviso to clause (b) of sub rule (7), be debited against the leave account.
- (7) Leave salary during such leave shall-
 - (a) for the first one hundred twenty days of any period of such leave, including a period of such leave granted under sub rule (5) , be equal to leave salary while on earned leave, and
 - (b) for the remaining period of any such leave, be equal to leave salary during half pay leave :

Provided that a University employee may, at his option, be allowed leave salary as in clause (a) for a period not exceeding another one hundred twenty days, and in that event the period of such leave shall be debited to his half pay leave account.

- (8) In the case of a person to whom the Workmen's compensation At, 1923 (8 of 1923) applies, the amount of leave salary payable under this rule shall be reduced

by the amount of compensation payable under clause (d) of sub section (1) of section 4 of the said act.

9. Special Disability Leave for accidental injury:

- (1) The Provisions of rule 33.8 shall apply also to a University employee, whether permanent or temporary, who is disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties, or in consequences of his official position, or by illness incurred in the performance or any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds.
- (2) The grant of special disability leave in such case shall be subject to following conditions:-
 - (a) That the disability, if due to disease, shall be certified by a Medical Board to be directly due to the performance of the particular duty.
 - (b) That, if the University employee has contracted such disability during service otherwise than with a military force, it must be, in the opinion of the authority competent to sanction leave, exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as to the grant of this term of leave, and
 - (c) That the period of absence recommended by a Medical Board may be covered in part, by leave under this rule and partly by any other leave, and that the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed one hundred twenty days.

Note: Special disability leave shall be admissible under this rule only where illness or injury is sustained as a result of a risk which is beyond the ordinary risk attaching to the civil post which a University employee holds.

10. Maternity Leave:

- (i) Maternity leave on full pay may be granted to a woman teacher/ employee who has completed one year of service for a period not exceeding 135 days, can be availed of twice in the entire career subject to maximum limit of two children only. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to

a woman teacher/ employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate by RMP.

- (ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted, if the request is supported by a medical certificate by RMP.

11. Paternity Leave:

Paternity leave of 15 days may be granted to male employee during the confinement of their wives, subject to the limit of two children only.

12. Study Leave for Teachers:

- (i) Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports/College DPE & S after a minimum of 3 years of continuous service, to pursue a special line of study or research directly related to his/her work in the university or to make a special study of the various aspects of university organization and methods of education.
- (ii) Subject to the terms contained in this clause, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the university statutes concerned, keeping in mind the availability of vacant positions for teachers and other cadres in the university, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant discipline at the earliest rather than at a later stage of the career.
- (iii) The paid period of study leave should be limited to 3 years, but 2 years may be given in the first instance extendable by one more year, if there is adequate progress as reported by the research Guide. Care should be taken that the number of teachers given study leave, does not exceed the 10 % to 15 % of teachers in any department.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

- (a) The person is a teacher on the date of the application ;

- (b) There is no break in service ; and
- (c) The leave is requested for undertaking the Ph.D. research work.
- (iv) Study leave shall be granted by the Board of Governors on the recommendation of the Academic Council. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Board of Governors is satisfied that such extension is unavoidable on academic grounds as reported by the research guide and necessary in the interest of the university.
- (v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (vi) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (vii) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Board of Governors.
- (viii) However, on Academic grounds or report of Research Guide, in the event, the duration of study falls short of study leave sanctioned the teacher shall resume duty on the conclusion of the course study unless the previous approval of the Board of Governors to treat the period of shortfall as ordinary leave has been obtained.
- (ix) Subject to the provision of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (x) The amount of scholarship, fellowship or other financial assistance that a teacher granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/ fellowship would offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time by the Board of Governors, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (xi) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave,

extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher.

- (xii) A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (xiii) A teacher granted study leave shall on his/her return and re-joining the service may be eligible to the benefit of the annual increment(s) which he/ she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (xiv) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- (xv) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

- (xvi) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the university for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- (xvii) After the leave has been sanctioned, the teacher shall before availing himself/herself of the leave, execute a bond in favour of the university, binding himself/herself for the due fulfillment of the conditions laid down in sub clause above and give security of immovable property to the satisfaction of the Board of Governors or a specimen bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub clause (xiv) above.
- (xviii) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

Provided that the Board of Governors may, in the special circumstances of a case, on recommendation of the Academic Council may waive the above conditions.

13. Study Leave for administrative / non-teaching staff :

Conditions for grant of study leave:

- (1) Subject to the conditions specified in the rule, study leave may be granted to a University employee with due regards to the exigencies of university service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection 'With the sphere of his duty.
- (2) Study leave may also be granted –
 - (a) for a course of training or study tour in which a University employee may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to University from the point view of university interest and is related to sphere of duties of the University employee ;
 - (b) for the purpose of studies connected with the frame work or background of university administration subject to the conditions that –
 - (i) the particular study or study tour should be approved by the authority competent to grant leave,-
 - (ii) the university employee should be required to submit, on his return, a full report on the work done by him while on study leave ; and
 - (c) for the studies which may not be closely or directly connected with the work of a university employee, but which are capable of widening his knowledge in a manner likely to improve his abilities as a university employee and to equip him better to collaborate with those employed in other branches of the public service.
- (3) Study leave shall not be granted unless –

- (a) It is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of university interest;
 - (b) It is for prosecution of studies in subjects other than academic or literary subjects; and
 - (c) The Department of Economic Affairs of the Ministry of Finance, Government of India agrees to the release of foreign exchange involved in the grant of study leave, if such leave is out of India.
- (4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India or under any of the schemes administered by the Department of Economic Affairs of the Ministry of Finance or by the Ministry of Education, Government of India.
- (5) Study leave shall not ordinarily be granted to a university employee-
- (a) who has rendered less than five years' service under the university; or
 - (b) who does not hold gazetted post under the university; or
 - (c) who is due to retire, or has the option to retire, from the university service within the years of the date on which he is expected to return to duty after the expiry of the leave.

Study leave shall not be granted to a university employee with such frequency as to remove him from contact with his regular work or to cause cadre disbursed owing to his absence on leave.

14. Maximum period of study leave :

The maximum period of study leave, which may be granted to a university employee, shall be –

- (a) ordinarily twelve months at any one time which, shall not be exceeded save for exceptional reasons; and
- (b) during his entire service, twenty –four months in all (inclusive of study leave granted under any other rules)

Note: The limit of twenty four months of absence includes the period of vacation.

15. Authority competent to sanction on study leave :

Study leave shall be granted to a university employee by the Board of Governors on the recommendation of the Finance Committee.

16. Application for study leave :

1. (a) Every application for study leave shall be submitted through proper channel to the authority competent to grant leave.
(b) The course or courses of study contemplated by the university employee and any examination which he proposes to undergo shall be clearly specified in such application.
2. Where it is not possible for the university employee to give full details in his application, or if, after leaving India he is to make any change in the program which has been approved in India, he shall submit the particulars as soon as possible to the Head of the Mission or the authority competent to grant leave, as the case may be and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the authority competent to grant the study leave for the course.

Submission of application for study leave and grant of such leave :

If the course of study is out of India, the administrative department concerned shall forward to the Head of Mission, if there is a Indian Mission in that country, a copy of the approved program of study,

17. Accounting of study leave and combination with other leave :

- (1) Study leave shall not be debited against the leave account of the University employee.
- (2) Study leave may be combined with other kinds of leave, but in no case shall be granted in combination with leave, other than extraordinary leave, involving a total absence of more than twenty eight months from the regular duties of the University employee.
- (3) A University employee granted study leave in combination with any other leave may, if he so desire, commence his study before the end of other leave but the period of such leave coinciding with the course of study shall not count as study leave.

Note: The limit of twenty eight month's absence in sub-rule 2 includes the period of vacation.

18. Regulations of study leave extending beyond course of study :

When the course of study falls short study leave granted to a University employee, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the authority competent to grant leave has been obtained to treat the period of shortfall as ordinary leave.

19. Leave salary during study leave :

- (1) During study leave, a University employee shall draw leave salary equal to the amount admissible during half pay leave.
- (2) The rate of exchange prescribed by the Union Government for the conversion of leave salary (other than admissible during the first one hundred twenty days of earned leave) shall apply to the leave salary during study leave.

20. Conditions for grant of study allowance :

- (1) A study allowance shall be granted to a University employee who has been granted study leave for the period spent in prosecuting a definite course of study at a recognized institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.
- (2) Where a University employee has been permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that may be awarded to him from a University or non-University source, or any other remuneration in respect of any part-time employment,
 - (a) No study allowance shall be admissible in case the net amount of such scholarship or stipend or remuneration (arrived by deducting the cost of fees, if any, paid by the University employee, from the value of scholarship or stipend or remuneration) exceeds the amount of study allowance otherwise admissible.
 - (b) In case the net amount of scholarship or stipend or remuneration is less than the study allowance otherwise admissible, the difference between the value of the net scholarship or stipend or any other remuneration in respect of any part-time employment and the study allowance may be granted by the authority competent to grant leave.
- (3) Study allowance shall not be granted for any period which a University employee interrupts his course of study to suit his own convenience

Provided that the authority competent to grant leave or the Head of Mission may authorize the grant of study allowance for a period not exceeding fourteen days at a time during such interruption if it was due to sickness.

- (4) The period for which study allowance may be granted shall not exceed twenty four months in all.
- (5) Study allowance shall also be allowed for the entire period of vacation during the course of study subject to the conditions that-
- (a) the University employee attends during vacation ay special course of study or practical training under the direction of the University of the authority competent to grant leave, as the case may be; or
- (b) In the absence of any such direction, he produces satisfactory evidence before the Head of Mission or the authority competent to grant leave, as the case may be, that he has continued his studies during the vacation:

Provided that in respect of vacation failing at the end of the course of study it shall be allowed for a maximum period of 14 days.

Note: The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of twenty four months for which study allowance is admissible.

21. Rates of study allowance :

- (1) The rates of study allowance shall be as follows namely :-

Name of country	Study allowance per diem.
Australia	12 £(Sterling)
Continent of Europe	1£ (Sterling)
India	Half of the full daily allowance to which the University employee would have been entitled under the University Travelling Allowance Rules, if he were on tour to the place of study.
New Zeland	12 £(Sterling)
United Kingdom	16 £(Sterling)
United States of America	30 \$ (Dollar)

- (2) The rates of study allowance to be granted to a University employee who avail study leave in other countries shall be such as may specially be determined by the University in each case.
- (3) In case where a place of study and place of duty are same, the University employee shall be entitled to leave salary plus the study allowance which shall not together exceed the pay that he would have otherwise drawn had he been on duty.

22. Procedure for payment of study allowance :

- (1) In the case of Gazetted University employee, the payment of study allowance shall be subject to the furnishing of a certificate by the University employee to the effect that he is not in receipt of any scholarship or stipend or any other remuneration in respect of any part-time employment.
- (2) In the case of non-Gazetted University employee, to whom study leave has been granted in relaxation of the provision of clause (b) of sub-rule (5) of rule-33.13, such a certificate as is referred to in sub-rule (1) shall be obtained from him by the drawing officer and the same shall be enclosed along with the bill for the drawal of study allowance.
- (3) Study allowance shall be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the University employee that he would refund to the University any over payment consequent on his failure to produce the required certificate of attendance or on his failure to satisfy the authority competent to grant leave about the proper utilization of the time spent for which study allowance is claimed.
- (4) (a) In the case of a definite course of study at a recognized institution, the study allowance shall be payable by the authority competent to grant leave, if the study leave availed of is in India or in a country where is no Indian Mission in other cases, on claim submitted by proper certificate of attendance.
(b) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term if the University employee is undergoing study in an educational institution or at intervals not exceeding three months if he is undergoing study at any other institution.
- (5) (a) When the programme of study approved does not include, or does not consist entirely of such a course of study, the University employee shall submit to the authority competent to grant leave direct or through the Head of the Mission a diary showing how his time has been spent and a report inculcating fully the nature of the

methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or operations to conditions obtaining in India.

(b) The authority competent to grant leave shall decide whether the diary and report show that the time of the University employee was utilized properly and shall determine accordingly for what period study allowance may be granted.

23. Admissibility of allowances in addition to study allowance :

No allowance of any kind other than the study allowance or the travelling allowance, where specifically sanctioned under rule-33.20 shall be admissible to a University employee in respect of the period of study leave granted to him.

24. Travelling allowance during study leave :

A University employee to whom study leave has been granted shall not ordinarily be paid traveling allowance but the University may in exceptional circumstances sanction the payment of such allowance.

25. Cost of fees for study :

A University employee to whom study leave has been granted shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases, the University may sanction the payment of such fees:

Provided that in no case shall the cost of fees be paid to a University employee who is in receipt scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

26. Resignation or Retirement after study leave:

(1) If a university employee resigns or retires from service or otherwise quits service without returning to duty after completion of study leave or within a period of 3 years after such return to duty, he shall be required to refund-

(1a) the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the University, and

(1b) double the amount, if any, of the cost incurred by other agencies, such as Foreign Governments, Foundations and Trusts in connection with the course of study, together with interest here on at rates for the time being in force on University loans, from the date of demand, before his

resignation is accepted or permission to retire is granted or his quitting service otherwise: provided that nothing in this rule shall apply-

- (i) to a University employee who, after return to duty from study leave, is permitted to retire from service on medical grounds: or
 - (ii) to a University employee who after return to duty from study leave, is deputed to serve in any statutory or autonomous body or institution under the control of the University and is subsequently permitted to retire from service under the University with a view to his permanent absorption in the said statutory or autonomous body or institution in the public interest.
- (2a) The study leave availed of by such University employee shall be converted into regular leave standing at his credit on the date on which the study leave, commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, shall be treated as extraordinary leave.
- (2b) In addition to the amount to be refunded by the University employee under sub-rule (1), he shall be required to refund any, excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

27. Execution of Bond:

- (1) Every University employee in permanent employment who has been granted study leave or extension of such leave shall be required to execute a bond as given in form-6 or form-7 as the case may be, annexed, to this rules before the study leave or extension of such leave granted to him commences. If study leave or extension of such leave is granted to a University employee not in permanent employment, the bond shall be executed as given in form-8 or form-9, as the case may be, annexed to these rules.
- (2) The authority sanctioning the study leave shall send to the audit accounts officer of University a certificate to the effect that the University employee has executed the requisite bond.

28. Commencement of course of study during other than study leave:

A University employee may, subject to the approval of the proper authority being obtained as required under rule-33.13 undertake or commence a course of study during earned leave, subject to rule-33.20 draw study allowance in respect thereof.

29. Counting of study leave for promotion, pension, seniority, leave and increments:

- (1) Study leave shall count as service for the purpose of promotion, pension, seniority, leave and increments.
- (2) The period spent on study leave shall not count for earning leave other than half pay leave under these rules.

30. Sabbatical Leave / Academic Leave for Faculty:

1. Permanent, whole time teachers of the university who have completed seven years of service as Reader/Associate Professors or Professors may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the university and higher education system.
2. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
3. A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave, provided further that sabbatical leave shall not be granted until the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration of one year or more.
4. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/ her immediately prior to his/ her proceeding on sabbatical leave.
5. A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies,

provided that in such cases the Board of Governors may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

6. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.

- Note:**
- (1) The programme to be followed during sabbatical leave shall be submitted to the Board of Governors for approval along with the application for grant of leave.
 - (2) On return from leave, the teacher shall report to the Board of Governors the nature of studies, research or other work undertaken during the period of leave.

31. Leave in vacation Faculty:

- (1) All academic staff of the University other than those appointed on ad hoc and consolidated salary basis shall be treated as those enjoying vacation and as such are not entitled to any kind of earned leave in respect of duty performed in any academic year.
- (2) Such academic staff shall be entitled to maximum 45 days of vacation in an academic year during the periods so declared by the University.
- (3) On week before the closure of the Semester, the Registrar shall notify commencement and the ending of the vacation between the Semesters.
- (4) If in any academic year, an academic staff is required by a general or special order of the Director to forego such vacation or a portion of vacation in the interest of the University work, he shall be entitled to:
 - (a) an earned leave at the rate of one day for every three days of vacation foregone and such earned leave could be accumulated up to a maximum of 240 days in one's period of service in the University, or
 - (b) a compensatory leave of equal number of days foregone which shall however, be utilized within one year from the date of refusal of leave.

32. Leave to probationer:

- (1) (a) A probationer shall be entitled to leave under these regulations if he had held his post substantively otherwise than on probation.
- (b) If, for any reason, the services of a probationer are to be terminated, any leave which may be granted to him shall not exceed

- (i) beyond the date on which the probation period as already sanctioned or extended expires, or
- (ii) beyond any earlier date on which his services are terminated by orders of the authority competent to appoint him.

33. Duty Leave may be granted:

- (i) Duty leave of the maximum 30 days in an academic year may be granted for the following:
 - (a) attending conferences, congresses, symposia and seminars on behalf of the institute of the University or with the permission of the Competent Authority.
 - (b) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the University, and accepted by the University.
 - (c) working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institute of the University;
 - (d) participating in a delegation or working in a committee appointed by the Government of India, State Government, the University Grants Commission/or any other academic body, and;
 - (e) for performing any other duty of the university.
- (ii) 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; and
- (iii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

In any exceptional cases, the Board of Governors may make any relaxation in the above rules.