

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

*Estd. Under Punjab Technical University Act, 1996
(Punjab Act No. 1 of 1997)*

Ref. No. : IKGPTU/Reg/N/01

Dated : 01.01.2018

NOTIFICATION

Sub: **Policy regarding Leave rules for faculty of IKGPTU.**

As approved by Vice-Chancellor on 29.12.2017, following leave rules for faculty and other academic staff members of I.K. Gujral Punjab Technical University are hereby notified.

Leave in the case of University Teachers and other academic staff members:

1. In these Rules:

- (a) Leave includes "Casual Leaves", "Special Casual Leave", "Duty Leave", "Earned Leave", "Half Pay Leave", "Commutated Leave", "Extra-Ordinary Leave", "Leave not due", "Maternity Leave", "Child care Leave", "Paternity Leave", "Study Leave" "Sabbatical Leave".
- (b) "Earned Leave" means leave earned on the basis of actual service rendered including the vacations.
- (c) "Half Pay Leave" means earned in respect of completed years of service calculated accordingly to the rules hereinafter contained.
- (d) "Commutated Leave" means leave as provided hereinafter.
- (e) "Completed years of service" means continuous service of the specified duration under the University and includes periods spent on duty as well as on deputation with Government and leave including Extra-Ordinary Leave, unless otherwise provided.

Note: Notwithstanding anything contained in these rules, medical leave in respect of teachers in the service of the University on the date immediately preceding that on which these revised rules come into force, will be accounted for separately and granted according to the rules, which were immediately previously in force.

Right of Leave

Leave cannot be claimed as matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority. In case a teacher is recalled to duty before the expiry of his/her leave, such recall to duty shall be treated as compulsory in all cases.

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2. Earning of Leave

Except as otherwise provided in these rules, leave shall be earned by period spent on duty only.

3. Commencement and Termination of Leave

- (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- (b) Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave, except in case where for administrative reason, permission for suffixing, prefixing holidays to leave is specifically withheld.

Note: Teachers are normally expected to be present on the last day of the term and on the opening day of the term after a vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave.

4. Return to Duty on Expiry of Leave

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

5. Combination of Leave

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

6. Grant of Leave Beyond the Date of Retirement and on Resignation

No leave shall be granted beyond the date on which a teacher must retire, provided that a teacher may be paid equivalent of leave salary in respect of the period of earned leave at his credit at the time of retirement on superannuation subject to the following conditions:-

- (a) The payment of cash equivalent of leave salary for earned leave shall be limited to maximum of 300 days.
- (b) In respect of a teacher who retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall suo-moto issue an order granting cash equivalent of leave salary for earned leave, if any at the credit of the teacher on the date of his retirement subject to maximum number of 300 days. The cash payment for unutilized earned leave shall include pay and allowances.

Provided further that a teacher who is retired by the University by giving him pay and allowances in lieu of notice, cash equivalent of leave salary shall be allowed only for the period of leave excluding that period for which any allowances in lieu of notice have been allowed:



- i. Where the services of a teacher are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted suo-motto by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date on which he ceases to be in service subject to a maximum number of 300 days.
- ii. If a teacher resigns or quits service, he may be granted suo-motto, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service to the extent of half of such leave at his credit, subject to a maximum of 90 days.
- iii. If the teacher remains absent without leave or overstays his/her leave, he/she shall forfeit his/her entire salary for the period of absence; and if he/she remains absent without leave or overstays his/her leave for more than one week in India or for four weeks abroad, his/her office shall be liable to be declared vacant after following due procedure and giving adequate opportunity to him/her to explain his/her position and he/she shall be liable to pay an amount equivalent to his/her salary in lieu of notice for the prescribed period. However, the competent authority may grant exemption from such recovery on the merit of the case.

7. Conversion of One Kind of Leave into another Kind.

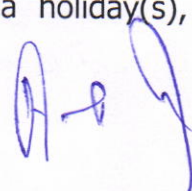
- (a) At the request of teacher, the sanctioning authority may convert any kind of leave retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the teacher cannot claim such conversion as a matter of right.
- (b) The conversion of one kind of leave into another, shall be subject to adjustment of leave salary on the basis of leave finally granted to the teacher, that is to say any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

Note: Extraordinary Leave granted on medical certificate or otherwise may be converted retrospectively into leave not due subject to the provisions of Rules 14(h) (Leave not due).

8. Re-joining of Duty on Return from Leave on Medical Grounds.

A teacher who has been granted leave on medical grounds will be required to produce a medical certificate of fitness before resuming duties in such manner and from such persons as may be prescribed.

In case of leave on medical certificate, if the day on which employee is certified medically fit for re-joining duty happens to be a holiday(s), he/she shall be



automatically allowed suffix such holidays' to his medical leave & such day(s) shall not be counted as leave.

Prefixing and suffixing holidays to leave other than leave on medical grounds shall be allowed automatically except in case where for administrative reason, permission for suffixing/ prefixing holidays to leave is specifically withheld.

9. Sanction of Leave.

Leave should always be applied for and sanctioned before it is taken except in case of emergency and for satisfactory reasons.

10. Leave Account:

The leave account should be maintained for each teacher in the Department/Faculty concerned.

11. Balance of Leave:

The order sanctioning earned leave/half pay leave to a teacher shall thereafter indicate the balance of such leave at his credit.

12. Leave year:

The leave year means a calendar year i.e. January to December.

13. Counting of leave of temporary service:

Continuous temporary service followed by permanent service without any break shall be included in permanent service for the purpose of computation of leave.

14. Kinds of Leave admissible to Permanent Teachers:-

Permanent teacher is a faculty member who has been confirmed by the University after successful completion of his/her probation period.

The following kinds of leave would be admissible to permanent teachers:

- (i) **Leave treated as duty:** Casual Leave, Special Casual Leave and Duty Leave.
- (ii) **Leave earned by Duty:** Earned Leave, Half Pay Leave and Commuted Leave.
- (iii) **Leave not earned by Duty:** Extra Ordinary Leave and Leave not due.
- (iv) **Leave on ground of Health:** Maternity leave and Paternity leave.
- (v) **Sabbatical leave, Study leave and Child care leave.**

The Board of Governors may in exceptional cases grant, for the reason to be recorded, any other kind of leave subject to such terms and conditions as it may deem fit to impose.

(a) Casual Leave

- I. A whole-time permanent teacher of the University shall be eligible for casual leave as approved by University inline with UGC norms i.e. 08 casual leaves per leave year (January-December).



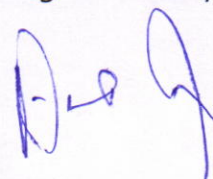
- II. Casual Leave cannot be carried over to the next leave year.
- III. Casual leave cannot be combined with any other kind of leave except when leave is granted on account of sickness supported by medical certificate.
- IV. A teacher on casual leave cannot be treated as absent from duty and his pay shall not be intermitted.
- V. Public Holidays and Sundays falling in between the Casual Leave shall not be counted as part of Casual Leave.
- VI. Half day casual leave can be granted.
- VII. Casual leave not exceeding five days can be availed at a time.

Note: During the year of joining a teacher shall be entitled for Casual Leaves in proportion to his/her month of joining during a calendar year.

(b) Special Casual Leave

- I. Special Casual leave, not exceeding 10 days in a leave year, may be granted to a teacher for following:
 - i. To conduct examination of a University/ Public Service Commission/Board of examination or other similar bodies/institutions; and
 - ii. To inspect academic institutions attached to a statutory board, etc.
 - iii. To participate in literary, scientific, educational, symposia, cultural, athletic activities.
- 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:
 - i. To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
 - ii. 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;

Note: Special casual leave shall be applied by applicant following the same process as that of Casual Leave alongwith a copy of invitation for service to be rendered or event to be attended. It shall be mandatory for a teacher after availing the special casual leave to submit a proof of attending the event/activity for which the leave was applied.



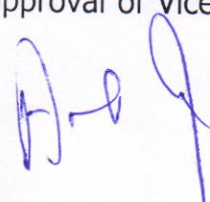
(c) **Duty Leave**

- I. Duty leave maximum 30 days in a leave year may be granted for the following:
 - i. Attending conferences, congress, symposia/refresher courses/GoC etc and seminars on behalf of the University and/or with the permission of the University.
 - ii. Delivering lectures in institutions and Universities at the invitation of such institutions or Universities received by the University and accepted by the Vice-Chancellor.
 - iii. Working in another Indian or Foreign University, any other agency, institution or organization when so deputed by the University
 - iv. 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 for performing any other duty assigned by University.
- II. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- III. 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.
- IV. Duty Leave may be combined with earned leave, half-pay leave or extraordinary leave.
- V. 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.

Note:

- 1) In consideration of the interest of students during ongoing semester only 10% of total faculty strength of a department shall be recommended by concerned HoD, for attending Refresher course/GoC/Short Term Program/FDP etc. In such cases the concerned teacher shall give an undertaking that he/she shall complete the course by conducting extra classes within the semester only.
- 2) During vacations the faculty on vacation shall be allowed to attend Refresher course/GoC/Short Term Program/FDP etc. Detained faculty during vacations shall not be permitted to participate in such programmes.
- 3) No permission shall be granted to attend Refresher course/GoC/Short Term Program/FDP etc during probation period.
- 4) Duty leave shall not be availed without the prior approval of Vice-Chancellor or the competent authority.



(d) **Earned Leave**

Earned Leave admissible to a teacher shall be:

- I. $1/30^{\text{th}}$ of actual service including vacation; plus
- II. $1/3^{\text{rd}}$ of the period, if any, during which he/she is required to perform duty during vacation.

Note:

- 1) For purpose of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- 2) Earned Leave at the credit of a teacher shall not accumulate 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 case of higher study, or training, or leave with medical certificate or when the entire leave, or portion thereof, is spent outside India.
- 3) 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.
- 4) In case where only a portion of leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of leave spent in India shall not, in the aggregate exceed 120 days.
- 5) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of the State Government.

Provided earned leave taken as leave preparatory to retirement can be availed upto maximum number of days as decided by the University from time to time. However, no leave for private employment except with Public Sector Undertaking of Government of India/Punjab shall be granted.

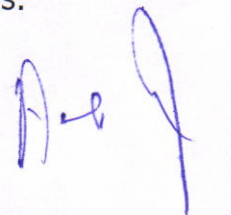
(e) **Half-pay Leave**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

Note: A completed year of service means continuous service of specified duration under the University and includes periods spent on duty as well as leave including extraordinary leave.

(f) **Commutated leave**

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



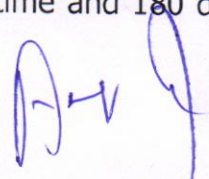
- I. Commuted leave during the entire service shall be limited to a maximum of 240 days;
- II. The total duration of earned leave & commuted leave taken in conjunction shall not exceed 240 days at a time.
- III. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- IV. No commuted leave may be granted under the provision unless the authority competent to sanction leave has reasons to believe that the teacher will return to duty on its expiry.

(g) Extra-Ordinary Leave

- I. A permanent teacher may be granted extra-ordinary leave:
 - i. When no other leave is admissible, or
 - ii. When other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- II. Extra-ordinary leave shall always be without pay and allowances. Extra-ordinary-Leave shall not count for increment except in the following cases:
 - i. Leave taken on medical certificate.
 - ii. Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided that the teacher has no other kind of leave to his credit.
 - iii. Leave taken for pursuing higher studies and
 - iv. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or an assignment for technical or academic work of importance.
- III. Extra-ordinary 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 period 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 certificate. The total period of leave from duty shall in no case exceed five years in all during the entire period of service.
- IV. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

(h) Leave Not Due

- I. Leave not due may, at the discretion of the Vice-Chancellor be granted to a permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may



be otherwise than on medical certificate. Such leave shall be debited against the half pay-leave earned by him/her subsequently.

- II. 'Leave not due' shall not be granted unless the Vice-Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- III. A teacher to whom 'Leave not due' is granted shall not be permitted to tender his 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 illness incapacitating that teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Board of Governors.

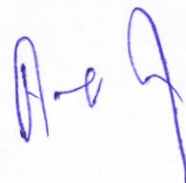
Provided further that the Board of Governors may, in any other exceptional cases waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

(i) **Maternity Leave**

- I. Maternity leave on full pay may be granted to a permanent woman teacher on full pay for a period not exceeding 180 days.
Provided that no leave under this Rule shall be granted to a woman teacher who has two or more living children.
- II. Maternity leave under this Rule may also be granted in cases of miscarriage including abortion, subject to the condition that the total period of maternity leave on account of miscarriage/abortion should be restricted to 45 days in the entire career of a female employee & application is supported by a medical certificate from such persons as may be prescribed by University.
- III. Maternity Leave may be combined with leave of any other kind, except casual leave, but the leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
- IV. Leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to production of medical certificate to the effect that the condition of the ailing baby warrants mother's personal attention and that her presence by the baby's side is absolutely necessary.

(j) **Child Care Leave**

Women teacher having minor children may be granted leave upto two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period. In the cases, where the child care leave is granted more than 45 days, the



University may appoint a part time/Guest substitute teacher with intimation to the UGC.

(k) **Paternity Leave**

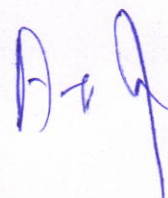
Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall be granted only upto two children.

(l) **Study Leave**

- I. Study leave may be granted for the entry level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sports after a minimum of three 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 giving full plan of work.
- II. Subject to the terms contained in Clause of Study Leave, 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 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 disciplines at the earliest rather than at a later stage of the career.
- III. The paid period of study leave should be for three years, but two 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 stipulated percentage of teachers in any department. Provided that the BoG may, in the special circumstances of a case, waive the condition of two years service being continuous.

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:

- 1) the person is a teacher on the date of the application;
 - 2) there is no break in service; and
 - 3) the leave is requested for undertaking the Ph.D. research work.
- IV. Study leave shall be granted by the BoG on the recommendation of the Vice-Chancellor.
 - 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. Provided that, under no circumstances, 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 prior permission of the BoG. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the BoG to treat the period of shortfall as ordinary leave has been obtained.
- VIII. Subject to the provisions 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.
- IX. 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 be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, 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.
- X. 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. 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.
- XI. A teacher granted study leave shall on his/her return and re-joining the service of the university 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.
- XII. 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.
- XIII. 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.
- XIV. A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University continuously double the period of study leave subject to maximum three years to be calculated from the date of his/her resuming duty after the expiry of the study leave.
- XV. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favor 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 Finance Officer or a fidelity 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.

- XVI. 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.

Note:

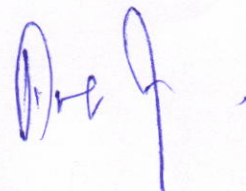
A teacher:

- 1) who fails to rejoin the service of the University on the expiry of his Study Leave, or
- 2) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
- 3) who within the said period is dismissed or removed from the service by the University, shall be liable to refund to the University, the amount of leave salary and allowances and other expenses incurred on the teacher or paid to him or on his behalf in connection with the course of study.

Provided that if a teacher had served in the University for a period of not less than half the period of service under the Bond on return from Study Leave, he shall refund to the University half of the amount calculated as above. In case the teacher has been granted Study Leave without pay and allowances, he shall be liable to pay the University an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the University in connection with the course of study.

Explanation:

- 1) If a teacher asks for extension of Study Leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules.
- 2) Notwithstanding the above, the Board of Governors may order that nothing in these rules shall apply to a teacher who within three years of return to duty from Study Leave is permitted to retire from service on medical grounds.



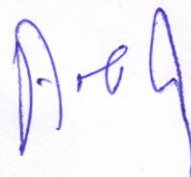
Provided further that the Board of Governors may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these rules.

(m) **Sabbatical Leave**

- I. Permanent, whole-time teachers of the university who have completed seven years of service as Associate Professor or Professor 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.
An Associate Professor/ Professor shall be eligible for grant of a sabbatical leave for a period of one year at the end of every six years of service as an Associate Professor or Professor in the University or for a period of six months at the end of every three years of service as an Associate Professor or Professor in the University for purpose of study, research within the country or abroad.
- II. The duration of Sabbatical Leave shall not exceed one year at a time & two year in the entire career of a teacher.
- III. A teacher who has availed himself / herself of a study leave would not be entitled to the sabbatical leave.
Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of teacher's return from previous study leave or any other kind of training programme of one year or more.
- IV. 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.
- V. A teacher on Sabbatical Leave shall not take up during the period of that leave, any regular appointment in another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship, or an adhoc teaching or 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.
- VI. During the period of Sabbatical leave, teacher shall be allowed to draw normal increments on due dates and the period of leave shall also count as regular service for the purpose of pension/contributory provident fund, provided that the teacher rejoins the University on the expiry of his/her leave.

Note:

- 1) Sabbatical Leave may not be granted to a teacher if the period between his return from the proposed leave and his attaining the age of superannuation, is less than double the period of Sabbatical Leave asked for by him.



- 2) A teacher who is on Sabbatical Leave could not take classes. However, if the Professor on Sabbatical Leave so desired he could guide research students and carry on research work himself during the period of Sabbatical Leave.
- 3) A teacher who is on Sabbatical leave should not attend the staff meeting, as well as other meetings of the Departmental Committees including the Departmental Selection Committees etc.

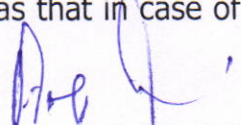
15. Leave Performa(s):

The following leave performas are included as **Annexure-I:**

- I. Leave performas for casual leave/special casual leave/restricted/compensatory/Station Leave/Duty leave/Earned Leave
- II. Medical
- III. Paternity Leave/Maternity Leave
- IV. Request for attending National/International Conference/Workshop/Short Term Course/Seminar
- V. Joining report in case of earned leave/Half Pay Leave/Extra Ordinary Leave/Commutated Leave/Medical Leave

16. Leave in case of faculty & other academic staff appointed on Adhoc/Contract/Temporary /Part-time basis.

Faculty & other academic staff appointed on Adhoc/Contract/Temporary/Part-time basis shall be allowed for Casual Leave only on the same pattern as that in case of permanent teachers.

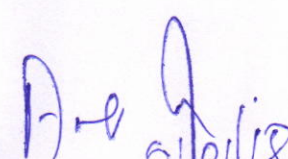

(Dr. Amanpreet Singh)
Registrar

Endst. No. : IKGPTU/Reg/N/02-05

Dated: 01.01.2018

A Copy is forwarded to the following:

1. OSD to Vice Chancellor: For information of Vice Chancellor
2. All HODs (Teaching & Non-Teaching)
3. DR(ITS): For upload on website
4. DR (HRD): For information


(Dr. Amanpreet Singh)
Registrar

IKG PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Application for Casual Leave/ Special Casual Leave/ Restricted/ Compensatory/ Station Leave/ Earned Leave

1. Applicant Name (Employee Code) :
2. Designation :
3. Department :
4. Leave applied for : Days.....Dated:-From.....to
5. Purpose :
6. Station Leave (if required) : Yes / No
7. Address during leave :
- :

(Signature of applicant)

Adjustment

Date	Time duration and Period No. (eg.,10am-12/2,3)	Room No.	Assigned to	Signature

Details regarding CL (8)/ SPL (10) (Tick One)

Availed:-

Balance:-

Entered in leave register at Pg. No..... Sr. No.

H.O.D

(Name :.....)

(Name & Signature of Dealing Hand)

Dean (P&EP)

DR (HRD)

IKG PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Application for Duty Leave/On Duty Leave

1. Applicant Name (Employee Code) :
2. Designation :
3. Department :
4. Leave applied for : Days.....Dated:-From.....to
5. Purpose :
6. Deputed by :
(Attach duty orders issued by University)
7. Address during leave :
:

(Signature of applicant)

Adjustment

Date	Time duration and Period No. (eg.,10am-12/2,3)	Room No.	Assigned to	Signature

Details regarding Duty Leave (30)

Availed:-

Balance:-

Entered in leave register at Pg. No..... Sr. No.

H.O.D

(Name :.....)

(Name & Signature of Dealing Hand)

Dean (P&EP)

DR (HRD)

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Ref no. IKGPTU/.....

Dated.....

APPLICATION FOR MEDICAL LEAVE

Name of the Applicant : _____
Father's Name/ Husband's Name : _____
Designation : _____
Employee Code : _____
Department/ Section/ Office : _____
Nature and Period of Leave : _____

From _____ To _____ Days _____

Prefix & Suffix, if any : _____
Ground on which leave is applied : _____
Address during leave : _____

Signature of Application

Dated: _____

Due _____ days

Granted for _____ days

Entered at page no. of service book _____

Recommended/ Not Recommended

Sanctioned/ Non Sanctioned

Signature of the Recommending Authority

Signature of the Sanctioning Authority

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Ref no. IKGPTU/.....

Dated.....

APPLICATION FOR PATERNITY/ MATERNITY LEAVE

Name of the Applicant : _____
Father's Name/ Husband's Name : _____
Designation : _____
Employee Code : _____
Department/ Section : _____
Expected Date of Delivery : _____
Number of Surviving Children : _____
Period of Leave : _____
Address during leave : _____
Tel./ Mobile No. _____

Signature of Application

Dated: _____

Recommended By

As per rules Paternity/ Maternity Leave for _____ due to Sh. _____ and be granted from _____ to _____.

Clerk

Senior Assistant

Superintendent (HRD)

Sanctioned

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Request for attending National/ International Conference/ Workshop/ Short Term Course/ Seminar

1.	Name of the Applicant	:	<hr/>
2.	Designation	:	<hr/>
3.	Employee Code	:	<hr/>
4.	Department/ Section	:	<hr/>
5.	Details:		
	a) Nature of the event	:	National/ International Conference/ Workshop/ Short Term Symposium (Attach brochure)
	b) Name of the event	:	<hr/>
	c) Dates and Duration of event	:	From <hr/> No. of Days <hr/>
	d) Place	:	<hr/>
	e) Amount of registration fee	:	<hr/>
	mode of payment & to whom payable	:	<hr/>
	f) Dates & period of leave	:	<hr/>
6.	The title of paper to be presented (Attach the acceptance letter)	:	<hr/>
7.	Financial liability of the University on account of TA/DA, Registration fee and others, if any	:	TA/DA Rs. <hr/> Registration Fee Rs. <hr/> Others Rs. <hr/>
8.	Arrangements of University academic/ other assignments during the period of absence (Attach details)	:	<hr/> <hr/>
9.	Details of events already attended during the current financial year.		
	Name	Dates	Registration fee claimed from University
i.	<hr/>	<hr/>	Yes/No
ii.	<hr/>	<hr/>	Yes/No
iii.	<hr/>	<hr/>	Yes/No
iv.	<hr/>	<hr/>	Yes/No

Signature
Date:

10. Recommended as per University norms/ Not recommended

Head of Department

For Office Use

Number of events attended in India during the current Financial year	Without financial assistance _____
	With financial assistance _____
Number of events attended abroad during the current Financial year	Without financial assistance _____
	With financial assistance _____

Contd...2..

Recommendation of the Head of Department

1. Total no. of faculty in the Department (Including those on leave) : _____
2. Number of faculty on leave : _____
3. Will the departmental programme suffer? Give reasons : _____

4. Is any alternate arrangements envisaged? : _____

I recommend the leave for a period of _____ as the guidelines for short/long leave are fulfilled.

I do not recommend the leave due to following reasons:

I recommend the leave for the period of _____ even though the Guidelines for short/long leave are not fulfilled due to following reasons:

Signature

Date:

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

Ref no. IKGPTU/.....

Dated.....

Performa for Joining Report

(In case of Earned leave/Half Pay leave/Extra Ordinary leave/Commuted leave/Medical leave)

Name of the Applicant	:	_____
Father's Name/ Husband's Name	:	_____
Designation	:	_____
Employee Code	:	_____
Department/ Section/	:	_____
Type of Leave	:	_____
Period	:	_____
Purpose	:	_____
Prefix/ Suffix, if any	:	_____
Date of Joining	:	_____

Signature of Application

Dated: _____

Specific recommendations of Head of Department/Section Head

Signature of Head of Department/ Section Head