

**GOVIND BALLABH PANT ENGINEERING COLLEGE**  
**PAURI-GARHWAL**  
**LEAVE REGULATIONS**

**1. SHORT TITLE AND COMMENCEMENT:**

- (i) These Regulations may be called the G.B. Pant Engineering College, Pauri Garhwal Leave Regulations.
- (ii) They shall come into effect from the date they are approved by the Board of Governors.

**2. APPLICABILITY:**

The provisions contained in these regulations shall apply to all employees of the College.

**3. DEFINITIONS:**

In these regulations, unless the context otherwise requires-

- 3.1 “Leave” means an authorised absence from duty.
- 3.2 “Leave-year” means the academic year of the College.
- 3.3 “Month” means a calendar-month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.
- 3.4 “Pay” means the amount drawn monthly by an College employee as:-
  - (a) the pay, other than the special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively, or in an officiating capacity or to which he is entitled by reason of his position in a cadre.
  - (b) special pay and personal pay and
  - (c) any other emoluments which may be specially classed as pay by the Board of Governors.
- 3.5 “Average pay” means the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commences and where such ten complete months have not yet elapsed since the date of joining the service, ‘average pay’ means the average monthly pay earned during the complete months immediately preceding the month in which the leave commences. But in the case of an employee who proceeds on leave before completion of one complete month of service his average pay shall be equal to his pay on the day preceding the day on which he proceeds on leave.
- 3.6 “Substantive pay” means the pay other than special pay, personal pay or emoluments classed as pay under regulation 3.4, to which an employee is entitled on account of a post to which he has been appointed substantively.
- 3.7 “Probationer” means an employee of the College employed on probation in or against a substantive vacancy in the cadre of a department.
- 3.8 “Institute” or “College” means the G.B. Pant Engineering College, Pauri (Garhwal).
- 3.9 “Board of Governors” means the Board of Governors of the G.B. Pant Engineering College, Pauri (Garhwal).
- 3.10 “Principal” means the Principal of G.B. Pant Engineering College, Pauri (Garhwal).
- 3.11 “Authorised medical attendant” means the authorised medical attendant as defined in the G.B. Pant Engineering College, Pauri (Garhwal) Medical Attendance and Treatment Regulations.

3.12 "Medical Board" means the Board that may be constituted by the College and shall consist of not more than three medical practitioners including the C.M.O. Pauri Garhwal.

**4. GENERAL:**

4.1. Leave is earned by duty only and cannot be claimed as of right. When the exigencies of College service so require, discretion to refuse or revoke leave is reserved in the authority empowered to grant it.

4.2 Government servants serving in the College on deputation shall, however, remain subject to the Government leave rules.

4.3 Recognised holidays shall be treated as duty along with such other kind of leave as has here-in-after been specifically declared as duty in the regulations pertaining thereto.

4.4 The following kinds of leave may be admissible:

- (i) Earned leave.
- (ii) Leave on medical certificate.
- (iii) Leave on private affairs.
- (iv) Extraordinary leave.
- (v) Special disability leave.
- (vi) Maternity leave.
- (vii) Study leave.
- (viii) Duty leave.
- (ix) Casual leave.

Duty leave may be granted up to the limit of 15 days in an academic year to a member of teaching staff to deliver academic lecture, to attend educational seminars on the condition that he does not get any remuneration or travelling allowance and/or daily allowance or any other financial remuneration from the body inviting him or from any other source.

4.5 Vacation may be prefixed or suffixed to leave, subject to any limit on the aggregate period of absence as may be prescribed in these regulations.

4.6 When an employee of the College who draws an allowance or is exempted from house rent, goes on leave, such privilege shall be withdrawn during period of leave and may be conferred on the person who undertakes the duties for which such privilege is granted.

4.7 No employee on leave shall be permitted to accept a salaried appointment or undertake professional work during his leave period except with the previous sanction of the Board of Governors.

4.8 All kinds of leave admissible under these regulations to an employee, lapses on his duties finally ceasing either on resignation or break in service consequent upon unauthorised absence from duty.

4.9 leave to contract officers shall be governed by the terms laid down in the respective contract. If no leave terms are mentioned in the contract, they shall be governed by these regulations.

4.10 Leave shall be always be applied for and sanctioned before it is availed of, except in cases of emergency and for satisfactory reasons.

4.11 Leave shall ordinarily begin from the date on which leave as such is actually availed of, and end on the day preceding the one on which duty is resumed.

4.12 Applications for leave shall be addressed to the Board of Governors by the Principal; and to the Principal by the other members of the staff.

4.13 Leave to the Principal may be sanctioned by the Board of Governors; and Principal, may, however, avail himself of casual leave on his own authority.

- 4.14 Leave to other employees may be sanctioned by the Principal or by a member of the staff to whom such power has been delegated.
- 4.15 A leave account shall be maintained for each employee of the College, as in the form II B in terms of Subsidiary Rule 81, Financial Handbook, Volume II, Parts II to IV.

#### **5. EARNED LEAVE:**

5.1 An employee other than vacation employee, shall earn leave in respect of the period spent on duty and the earned leave admissible to him shall be one-eleventh of the period spent on duty.

Provided that-

- (i) When the total of his earned leave amounts to two hundred forty days, he shall cease to earn such leave.
- (ii) Subject to the provisions of regulations 4.1 and 4.8, the maximum period of earned leave that may be granted to him at a time shall be one hundred and twenty days.
- 5.2(a) When an employee returns from earned leave a further spell of earned leave shall not, save in the most exceptional circumstances, be granted within three months of his return to duty if the two periods of leave on average pay which be taken at any one time exceeds the amount of earned leave admissible at a time under regulation 5.1.
- (b) If an employee whose leave is governed by these Regulations, applies for earned leave within three months of return from vacation, either taken alone or combined with earned leave, a further spell of earned leave shall not, save in most exceptional circumstances, be granted if the total combined period of earned leave applied for and the vacation and earned leave, if any, already availed of, exceeds the amount of earned leave admissible at a time under regulation 5.1.
- Note: When leave is required for obtaining higher technical qualifications it shall be deemed to be most exceptional circumstance for the purpose of reg. 5.2(b).

#### **6. LEAVE ON MEDICAL CERTIFICATE:**

6.1 An employee to whom these regulations apply, may be granted leave on medical certificate not exceeding twelve months in or during his entire service. Such leave shall be given shall be given only on production of a certificate from the authorised medical attendant, or in case the applicant happens to be outside Pauri, from a medical practitioner and for a period not exceeding that recommended by such medical authority;

Provided that the period, for which leave on medical certificate is granted, shall not exceed one month on full average pay for each year of active service.

Provided further that in case of an employee who has put in service for less than a year, medial leave may be granted for such period in proportion of thirty days as the duration of his service be to one year.

Provided further that for the sanction of medical leave or any other leave on grounds of illness exceeding one month, a second medical opinion from the C.M.O. may be required to be submitted.

- 6.2 When the maximum period of twelve months is exhausted, further leave on medical certificate not exceeding six months in all during his entire service may be granted by the Board of Governors in exceptional cases on the recommendation of a Medical Board.
- 6.3 A person who has been on medical certificate shall produce a satisfactory medical certificate of his fitness before he is allowed to resume his duties.

- 6.4 No leave may be granted under this regulation may be granted unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the employee will be fit to return to duty on the expiry of the leave applied for.

**7. LEAVE ON PRIVATE AFFAIRS:**

- 7.1 An employee to whom these regulations apply may also be granted leave on half average pay on private affairs not exceeding three hundred and sixty five days in all during his entire service. Such leave shall be earned at one-eleventh of the period spent on duty and shall be granted, on any one occasion, for not more than ninety days if spent wholly outside India. If the leave is spent partly in and partly outside India the period shall be ninety days plus such time as is actually spent outside India subject to a maximum of one hundred and eighty days;

Provided that no leave may be granted under this regulation unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry or unless it is included in leave preparatory to retirement.

- 7.2 This regulation will apply to all employees except that no leave other than extraordinary leave will be allowed under this regulation to the temporary staff of these categories during the first year of their service.

**8. EXTRA-ORDINARY LEAVE:**

- 8.1 Extra-ordinary leave without pay will be granted to an employee in special circumstances.

(i) When no other leave is admissible and

(ii) When other leave is admissible but the employee concerned applies in writing for the grant of extra-ordinary leave.

- 8.2 Extra-ordinary leave is not to be debited against the leave account.

- 8.3 The authority which has the power to sanction leave may grant extraordinary leave as in subregulation 1 above, in combination with, or in continuation of, any leave that is admissible and may commute retrospectively periods of absence without leave into extra-ordinary leave.

- 8.4 The period of extra-ordinary leave may count for earning increments in salary in the grade subject to the approval of the Govt. in individual cases.

**9. SPECIAL DISABILITY LEAVE:**

- 9.1 The Board of Governors may grant special disability leave to an employee of the College, whether permanent or temporary, who is disabled by injury accidentally incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post he holds.

- 9.2 The disability, if due to disease, must be certified by a medical board to be constituted by the College, the C.M.O. being one of its members, to be directly due to the performance of the particular duty.

- 9.3 If the employee has contracted such disability during service of the College, otherwise than with a military force, it must be, in the opinion of the Board of Governors, so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave.

- 9.4 The period of absence recommended by medical board may be covered in part by leave under this regulation and in part by other leave, provided that the amount of special disability leave granted on average pay may be less than one hundred and twenty days.

- 9.5 No leave under this regulation shall be allowed to temporary servants during the first year of their service.

- 9.6 In the case of temporary servants with more than one year of service to their credit, any disability leave sanctioned under this regulation, shall not extend beyond the date the appointment is likely to last.

#### **10. MATERNITY LEAVE:**

10.1 Maternity leave on full pay which a female employee whether permanent or temporary, may be drawing on the date of proceeding on such leave may be granted to her by the Principal or by other lower authority to whom power may be delegated in this behalf subject to the provisos mentioned at the end of this regulation for a period which may extend;

- (i) in case of confinement up to the end of three months from the date of the commencement of the leave or to the end of six weeks from the date of confinement, whichever is earlier;
- (ii) in case of miscarriage, including abortion, up to a total period of six weeks on each occasion, provided that the application for leave is supported by a certificate from the Authorised Medical Attendant;

Provided that such leave shall not be granted for more than three times during the entire service including temporary service;

Provided further that no such leave shall be admissible until a period of at least two years has elapsed from the date of expiry of the last maternity leave granted under this regulation.

Note: Leave in excess of three times or within two years of the last maternity leave already taken before the promulgation of this regulation shall be deemed to have been condoned.

10.2 Maternity leave shall not be debited against the leave account and may be combined with leave of any other kind, but any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

Note 1: Regular leave in continuation of maternity leave may also be granted in cases of illness of a newly-born baby, subject to the female employee producing a medical certificate from the Authorised Medical Attendant to the effect that the ailing baby warrants the mother's personal attention and that her presence at the baby's side.

10.3 In the case of temporary employees the leave granted under this regulation shall not extend beyond the period the appointment is likely to last.

#### **11. STUDY LEAVE:**

11.1 Study leave will be admissible only to regular teachers with a minimum continuous service of three years in the College for study and/or research leading to a post-graduate degree/Ph.D.

11.2 Study leave shall be granted for a maximum period of three years. The College may extend the period of leave, as extraordinary Leave without pay, by a period not exceeding two years, if this extension is considered necessary for the completion of the studies/research for the degree.

11.3 Annual increments in salary in the grade may be admissible during the period of Extraordinary Leave without pay, if any, sanctioned in continuation of study leave. The earning of increments shall be governed by Regulation.

11.4 Teachers who are granted Study Leave shall be required to execute a bond to serve the College after the expiry of the leave in accordance with the provisions of the relevant instructions.

11.5 Study leave shall be granted to a teacher only once during his entire service period in the College.

- 11.6 Teachers who avail study leave shall not be eligible for Extraordinary Leave without pay after the termination of the study leave during the period of the bond signed by them.
- 11.7 Study leave can be allowed only after an interval of two years continuous service after availing an earlier Extraordinary leave of more than six months duration.
- 11.8 Study leave may be availed in India or abroad.
- Note: For instructions regarding study leave see Appendix A at the end of the chapter.

## **12. CASUAL LEAVE:**

- 12.1 Casual leave is intended to meet special and emergent circumstances and since it is treated as duty it will be on full pay with admissible allowances.
- 12.2 Casual leave shall not be combined with any other kind of leave or vacation except duty leave. It may be combined with holidays including Sunday, but the total period of absence at one time shall not ordinarily exceed 10 days. Holidays falling within the period of casual leaves shall not be counted as casual leave.
- 12.3 The amount of casual leave that may be granted to an employee shall not exceed 14 days in any calendar year.
- 12.4 In cases of employees appointed for a period of less than one year, casual leave may be granted on prorata basis, i.e., one day for every 26 days of service.
- 12.5 Casual leave, like other kinds of leave, will also be sanctioned ordinarily in units of 1 day. In special circumstances, casual leave may be sanctioned for ½-day also. However, ½ day casual leave will not be admissible for those working days which are of ½ day duration.

## **APPENDIX A**

### **INSTRUCTIONS REGARDING STUDY LEAVE REGULATIONS**

1. The application for study leave shall ordinarily be submitted at least three months before a teacher intends to avail of such leave and shall specify the post-graduate course of study or research contemplated.
2. The Head of the Department shall, in accordance with approved procedure, forward the application and advise on the following points:
  - (a) Whether facilities for post-graduate studies, for which the teacher has applied is available in the College.
  - (b) Whether the studies are really worthwhile and useful in the interest of the College,
  - (c) Whether the applicant can be spared without detriment to the Department.
3. No more than 10 or 15 per cent of the sanctioned strength of a Department shall be on study leave at any given time.
4. Applications from teachers, for admission and/or scholarship for post-graduate studies, may be forwarded by the College without any commitment for grant of study leave to them.
5. (a) Study leave shall be granted for a maximum period of three years. However, in those cases when the academic requirements for the degree have been completed earlier, study leave will not continue beyond a period of three months from the date of declaration of results provided that the total period does not exceed three years.
  - (b) In cases where Extraordinary Leave without pay has been granted in continuation of Study Leave, such leave shall not be continued beyond a period of three months from the date of declaration of results provided that the total period of leave does not exceed five years.

6. (a) Teachers, who are granted study leave shall be required to execute a bond on stamp paper with two sureties, to serve the College on the expiry of the leave for a period equal to the period of Study Leave up to a maximum of three years.
  - (b) The above bond with the College shall be in addition to any other bond that the teacher may be directed by the Govt. of India to furnish for sponsoring him.
  - (c) The above bond with two sureties, complete in all respects, will have to be filled in by the teacher and submitted to the College office, through the Head of the Department concerned. Before the teacher proceeds on leave, he will also have to hand over charge, including the clearance of advances, if any against him, before proceeding on leave.
  - (d) In case of non-compliance with the terms and conditions of the bond, the teacher concerned shall have to pay to the College in cash all sums, including leave salary received by him from the College for such leave, as well as a liquidated sum of damages of Rs. 10,000 provided that, if within six months of leaving the College, the teacher informs the College that he wants to resign from the College service, he may be allowed to do so on payment to the College of leave salary plus a liquidated sum of damages equal to three months' salary.
  - (e) A teacher who applied for the extension of Study Leave or for sanction of Extraordinary Leave in continuation of Study Leave, and is not granted the leave by the College and does not rejoin on the expiry of the leave sanctioned to him, will be deemed to have failed to join the services on the expiry of his leave for the purpose of recovery of the dues under the Bond and for all other purposes.
7. A teacher who has been granted Study Leave shall keep the Head of the Department concerned informed about the progress of his work every six months. He shall not change the institution without the prior approval of the College and must obtain prior permission from the Head of the Department for change of course, if any.

#### **APPENDIX B**

#### **REGULATIONS REGARDING VACATIONS**

1. The Board of Governors shall decide as to what class of the employees of the College shall be entitled to the vacation. Employees entitled to the vacation shall be eligible for pay and allowances at full rates during the period of vacation.  
Provided that no vacation shall be admissible to a temporary employee who has been employed during the session for a period of less than eight months.
2. Vacation employee means that employee who is entitled to the Summer and Winter vacations.
3. For this purpose the College will notify the period of the Summer and Winter vacations each year. The total period of the vacation so declared shall not be less than sixty five days in any given academic year.
4. A member of teaching faculty entitled to Summer and Winter vacations shall not be allowed to proceed on vacation until he completes the examination work assigned to him.
5. The Summer and Winter vacations may be prefixed or suffixed to all kinds of leave, other than Casual Leave.
6. Earned leave will be admissible to vacation employees at the rate of 1/11th of the period spent on duty including the period of vacation reduced by:  
No. of days of vacation availed during the winter and Summer vacations x30  
Total No. of days in the Winter and Summer vacations

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