



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University, Katra
Sub Post Office-182320, J&K

No. SMVDU/Adm/Estt./20/009

Dated: 26th June 2020

CIRCULAR

Sub: Leaves for Faculty Members at SMVDU

As approved by the Competent Authority, and in view of the Covid-19 Pandemic, it is enjoined for the information of all Faculty Members concerned that while availing different types of leaves like Vacation / Casual / Special Casual Leave / Duty / Earned / Maternity / Paternity / CCL Leave, as an interim arrangement all leave applications shall henceforth be forwarded by email in the prescribed format [copy enclosed].

1. All Faculty Members desirous of availing leave of any kind shall send an email in the prescribed format [copy enclosed] to their HoDs. The email must clearly specify the type and days of leave applied for in the subject line of the email.
2. The applicability and procedure for applying for various types of Leaves, and details regarding their approving and forwarding authority is tabulated below;

S.N O	Type of Leave	Total Credite d	Reason for availing	Period of consideration	Forwarding / Approving Authority
1	Casual Leave	8	General Purpose. Not more than 4 CL's can be availed at a time in single slot [Monday to Friday, excluding Saturday, Sunday, Holiday].	Academic Year w.e.f 1 st July to 30 th June, and are not carried forward.	*All FMs: to be approved by HoD *For HoD: to be approved by Dean *For Professors & Deans: to be approved by HVC through Registrar
2	Special Casual Leave	10	(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. It is mandatory to send joining report upon rejoining duties after availing Spl.CL, via email to AR[E] at the following email id; ar.establishment@smvdu.ac.in	Same as above	*All FMs except Professors: a. upto 3 days to be approved by DR through HoD. b. between 4 to 7 days approved by Registrar, through HoD and DR. c. more than 7 approved by HVC, through Registrar, DR and HoD. *For Professors other than HoD & Dean: a. upto 3 days to be recommended by HoD and approved by Dean, copy sent to DR. b. more than 3 days approved by HVC, through Registrar, DR and HoD. *For HoDs & Deans: a. upto 5 days to be approved by

S.N O	Type of Leave	Total Credite d	Reason for availing	Period of consideration	Forwarding Approving Authority /
					Registrar, through Dean and DR. b. more than 5 approved by HVC, through Registrar, DR and Dean.
3	Duty Leave	30	a) Attending Conferences b) Attending Workshops / Congress / Seminar c) Attending FDP /STC d) Refresher Course e) Orientation Course f) Symposia g) Invited Lectures h) 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, (i) Working in another Indian or foreign university, any other agency, institution or an organization, when so deputed by the university and (j) For performing any other duty for the university. It is mandatory to send joining report with participation certificate [if available] upon rejoining duties after availing DL, via email to AR[E] at the following email id; ar.establishment@smvdu.ac.in	Same as above	*All FMs: a. upto 3 days to be approved by DR through HoD. b. between 4 to 7 days approved by Registrar, through HoD and DR. c. more than 7 approved by HVC, through Registrar, DR and HoD. *For Professors other than HoD & Dean: a. upto 3 days to be recommended by HoD and approved by Dean, copy sent to DR. b. more than 3 days approved by HVC, through Registrar, DR and HoD. *For HoDs & Deans: a. upto 5 days to be approved by Registrar, through Dean and DR. b. more than 5 approved by HVC, through Registrar, DR and Dean.
4	Earned Leave	12 in a year+5+ 1/3 rd of working days during vacation	06 days EL credited on 1st July every year and 06 days EL credited on 1st Jan every year. 05 ELs are credited at the end of the Calendar Year [Jan-Dec] for curtailment in Vacation by two weeks. Also EL equal to 1/3rd of the period, if any, during which faculty is required to perform duty during vacation is credited provided a formal order to this effect is issued [assigning official duty]. It is mandatory to send the joining report upon rejoining duties after availing EL, via email to AR[E] at the following email id; ar.establishment@smvdu.ac.in.	Calendar Year w.e.f 1 st January to 31 st December. [to be applied at least 07 days in advance]	*All FMs: a. upto 5 approved by DR through HoD. b. between 6-10 to be approved by the Registrar, through Dr and HoD. c. more than 10 approved by HVC, through Registrar, DR and HoD. *All Professors, HoDs & Deans: a. upto 10 to be approved by the Registrar through DR. b. more than 10 to be approved by the

S.N O	Type of Leave	Total Credited	Reason for availing	Period of consideration	Forwarding / Approving Authority
					HVC through Registrar & DR.
5	Vacation leave	42 [30 summer + 12 winter]	To be availed during summer/winter break after seeking prior approval of the Competent Authority.	Calendar Year w.e.f 1 st January to 31 st December.	*All FMs: a. upto 5 approved by DR through HoD. b. between 6-10 to be approved by the Registrar, through Dr and HoD. c. more than 10 approved by HVC, through Registrar, DR and HoD. *All Professors HoDs & Deans: a. upto 10 to be approved by the Registrar through DR. b. more than 10 to be approved by the HVC through Registrar & DR.
6	Maternity	180	Available to a Female Faculty Member for first two children only. Faculty member must upload essentiality/discharge certificate clearly mentioning the date of delivery. It is mandatory to send the joining report upon rejoining duties after availing Mat. Leave, via email to AR[E] at the following email id; ar.establishment@smvdu.ac.in	NA	*All FMs: approved by HVC, through Registrar, DR and HoD.
7	Paternity	15	Available to a Male Faculty Member for 15 days during the confinement of their wives, for first two children only. Faculty Member must upload essentiality/discharge certificate of his spouse clearly mentioning the date of delivery. It is mandatory to send the joining report upon rejoining duties after availing Pat. Leave, via email to AR[E] at the following email id; ar.establishment@smvdu.ac.in	NA	*All FMs: approved by HVC, through Registrar, DR and HoD.
8	Child Care Leave	Max: 2 yrs in the lifetime of a female faculty member	Available to a female faculty member for first two children only, below the age of 18 years. Leave application must be accompanied with birth certificate of the child for whose care leave is taken. It is mandatory to send the joining report upon rejoining duties after availing Child Care Leave, via email to AR[E] at the following email id; ar.establishment@smvdu.ac.in	[to be applied at least 15 days in advance]	*All FMs: approved by HVC, through Registrar, DR and HoD.

S.N O	Type of Leave	Total Credite d	Reason for availing	Period of consideration	Forwarding Approving Authority /
9	Half Pay Leave	20 HPL after comple ted year of service, commut ed to 10 days of commut ed Leave / Leave on full pay	For Medical Reasons. For ≤ 3 commuted Leaves, no Medical certificate is required. <i>On the basis of medical certificate from a registered medical practitioner and submission of a fitness certificate also from the same medical practitioner at the time of joining, in case HPL applied for is > 3. In case $HPL \geq 3$ commuted leaves [i.e. 6 HPL] it is mandatory to send the joining report along with fitness certificate from a registered medical practitioner upon rejoining duties after availing HPL, via email to AR[E] at the following email id; ar.establishment@smvdu.ac.in</i>	Calendar Year w.e.f 1 st January to 31 st December.	*All FMs: a. upto 3 commuted days to be approved by DR through HoD. b. between 4 to 7 commuted days approved by Registrar, through HoD and DR. c. more than 7 commuted approved by HVC, through Registrar, DR and HoD. *For Professors other than HoD & Dean: a. upto 3 commuted days to be recommended by HoD and approved by Dean, copy sent to DR. b. more than 3 commuted days approved by HVC, through Registrar, DR and HoD. *For HoDs & Deans: a. upto 7 commuted days to be approved by Registrar, through Dean and DR. b. more than 7 commuted approved by HVC, through Registrar, DR and Dean.

3. It may be noted that EL must be applied at least 07 days in advance. However, in case of medical emergency, death in the family, a Faculty Member may be allowed to apply for EL after ticking the relevant box in the Email Format and giving justification for the same. If all casual leaves have been exhausted, then in case of personal emergency [to be defined in the space provided], a Faculty Member may be allowed to apply for EL after ticking the relevant box in the Email format and giving justification for the same.

4. For Contractual Faculty Members, 01 Leave is credited after 11 days of working, subject to a maximum of 30 in year. Such faculty members, are exempted from the condition of applying for such Leave, 07 days in advance. The treatment of approval for such leave shall be similar as that of a Casual leave of a Regular Faculty Member, without the capping of applying for a maximum of 4 leaves at a time. They shall, however, submit a joining report after their resuming duties via email to their HoD for forwarding the same to AR[E] at the following email id: ar.establishment@smvdu.ac.in

5. The HoDs shall recommend & forward emails for all types of leaves except Casual Leaves to the Deputy Registrar at the following email id: dy.registrarsmvdu@smvdu.ac.in for further processing as per details enumerated above. No leave without HoD's recommendations shall be entertained.
6. The Deputy Registrar shall forward the email to AR[E] for verification of admissibility and leave balance of the concerned Faculty Member.
7. All HoDs shall, while forwarding the leave application/email of faculty members for Spl.CL, DL, EL, etc., give a certificate to the effect that alternate teaching arrangements have been made to ensure that the regular teaching of the students does not suffer due to the above leave.
8. All HoDs must submit the leave record of all Faculty and Staff to AR[E] on monthly basis in the format given below so as to reach the establishment wing by 7th of every month;

For Faculty

Month of

Sr. No.	Name & designation	CL		DL		Spl. CL		EL		HPL	
		Due	Availed	Due	Availed	Due	Availed	Due	Availed	Due	Availed

For Staff

Month of

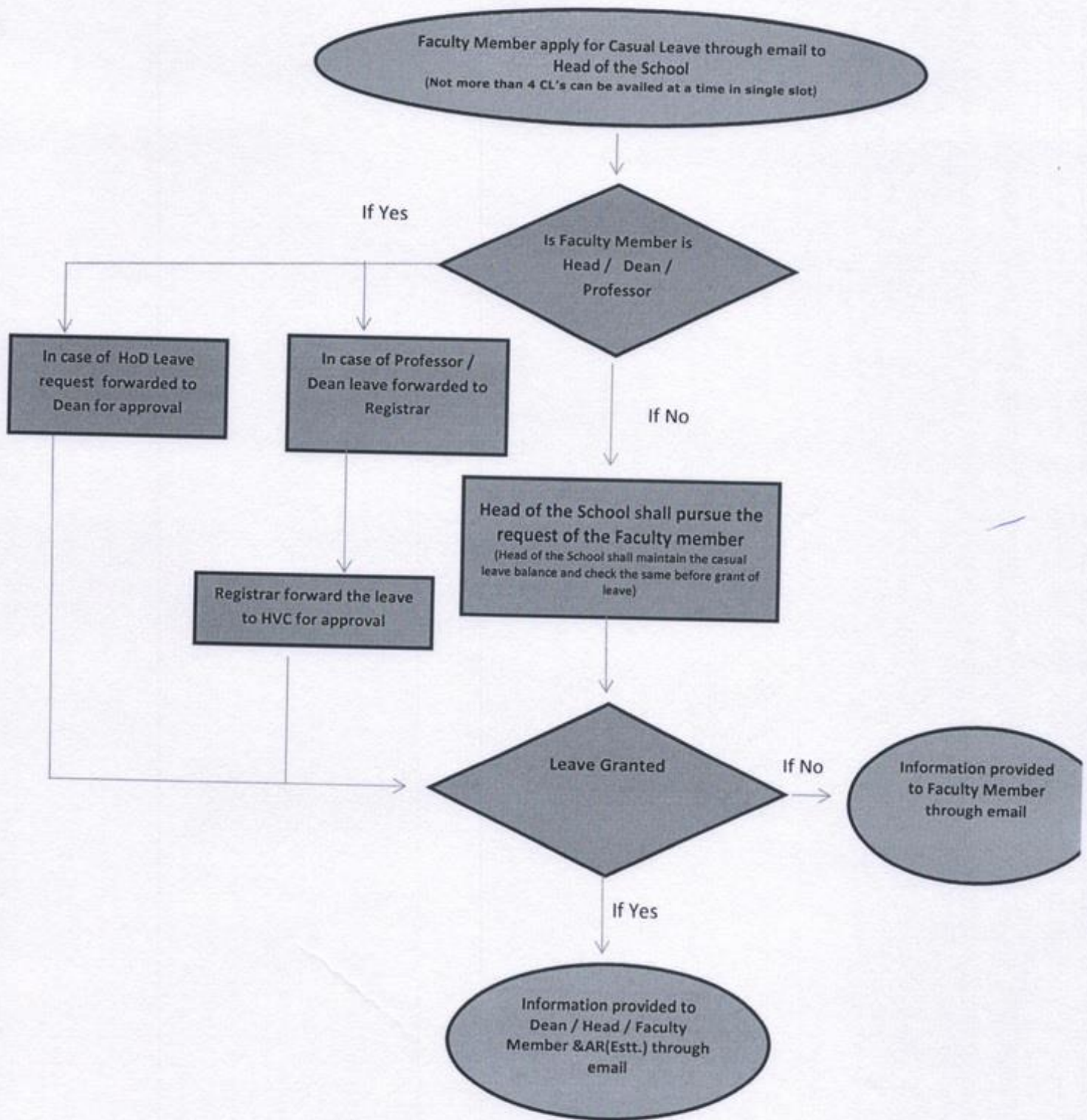
Sr. No.	Name & designation	CL		EL		HPL	
		Due	Availed	Due	Availed	Due	Availed


Registrar

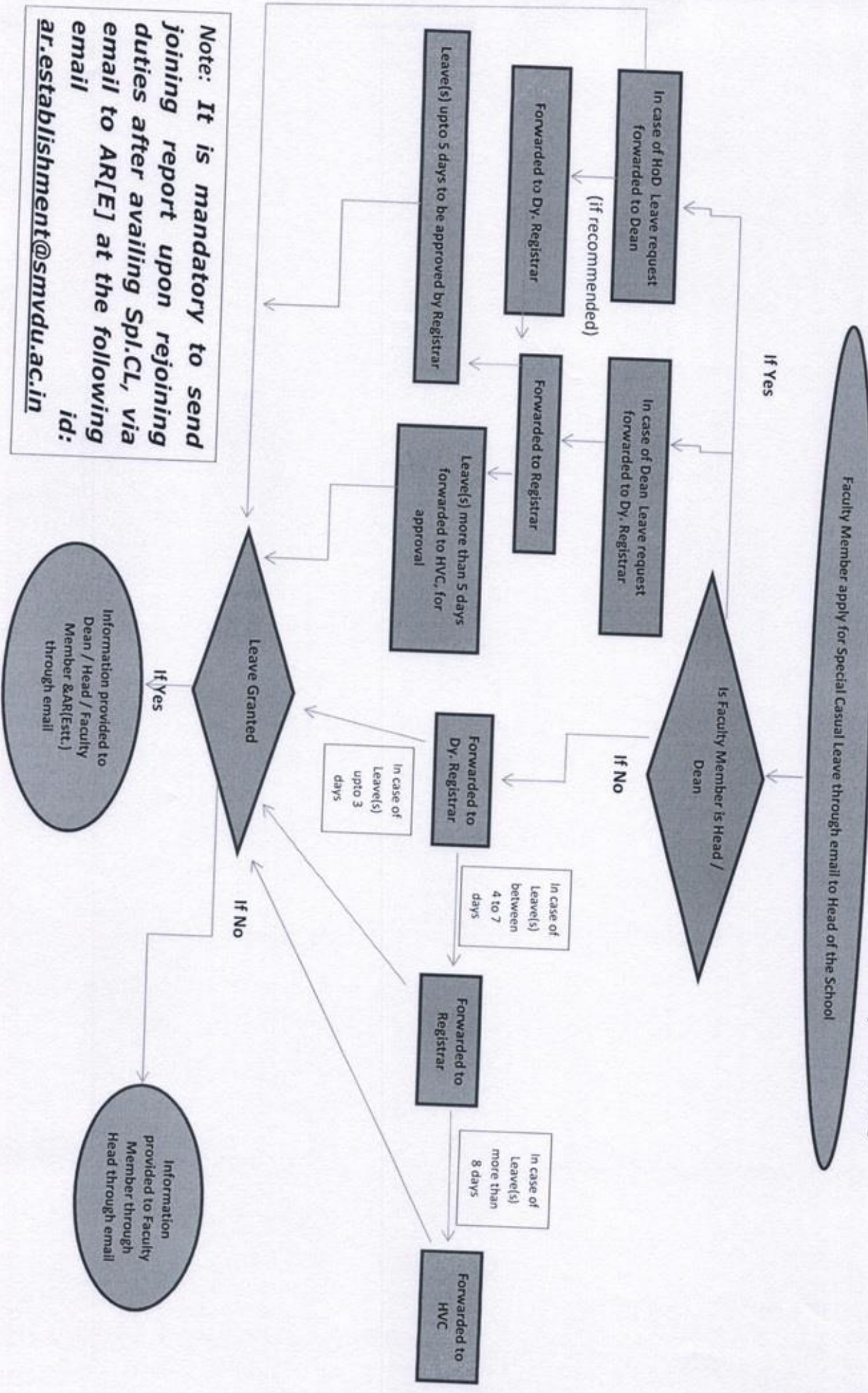

Copy to:

1. All Deans/Heads/I/c. Heads, for information and for circulation among all faculty members.
2. All Faculty Members, for kind information and compliance.
3. I/c. Website for uploading on the University Website.
4. PS to VC, for the information of Hon'ble Vice-Chancellor.
5. Deputy Registrar / AR[E], for information and compliance.
6. Office Order/ Circular file.

Flow Chart for grant of Casual Leave in favour of Faculty Members

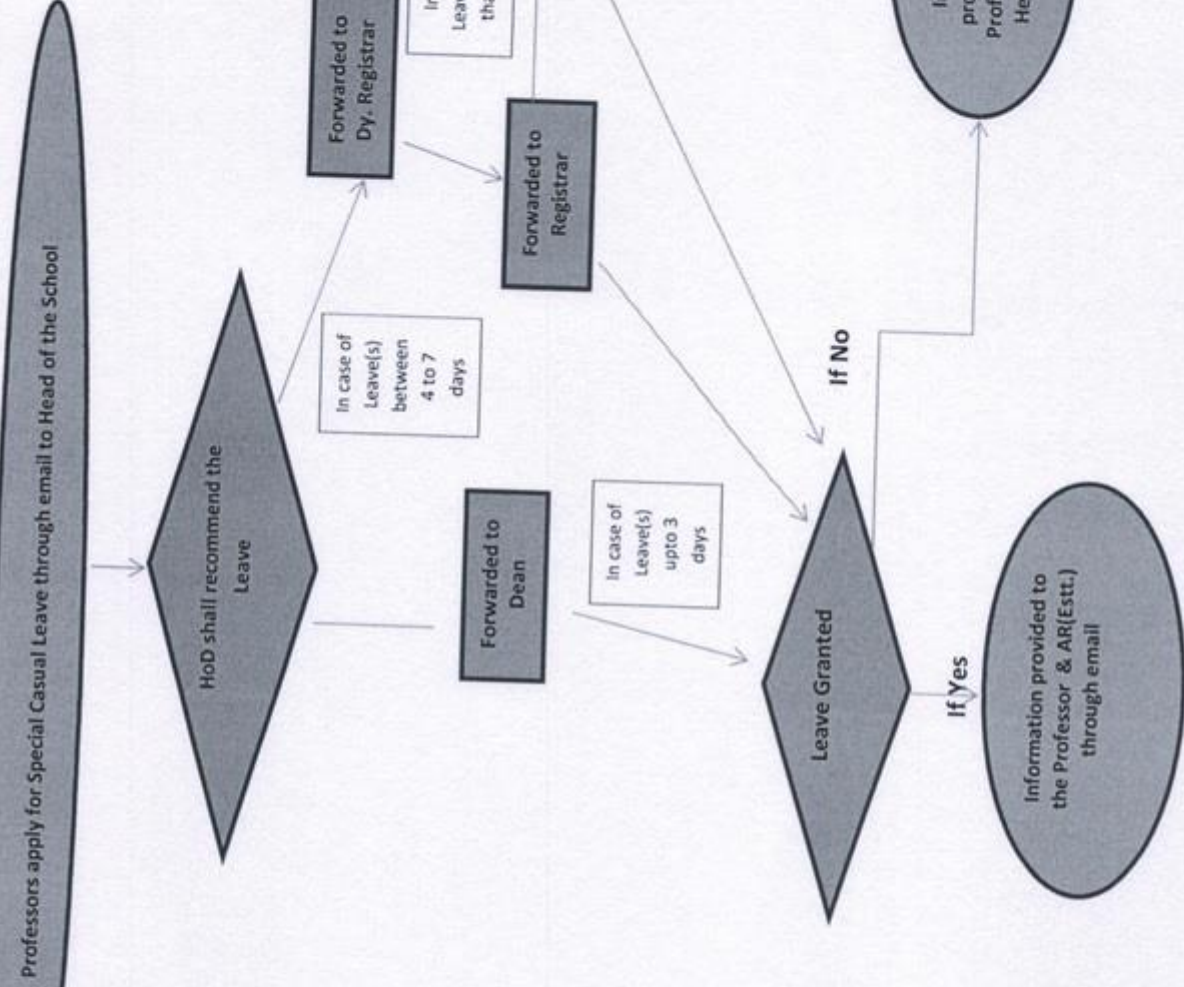


Flow Chart for grant of Special Casual Leave in favour of Faculty Members



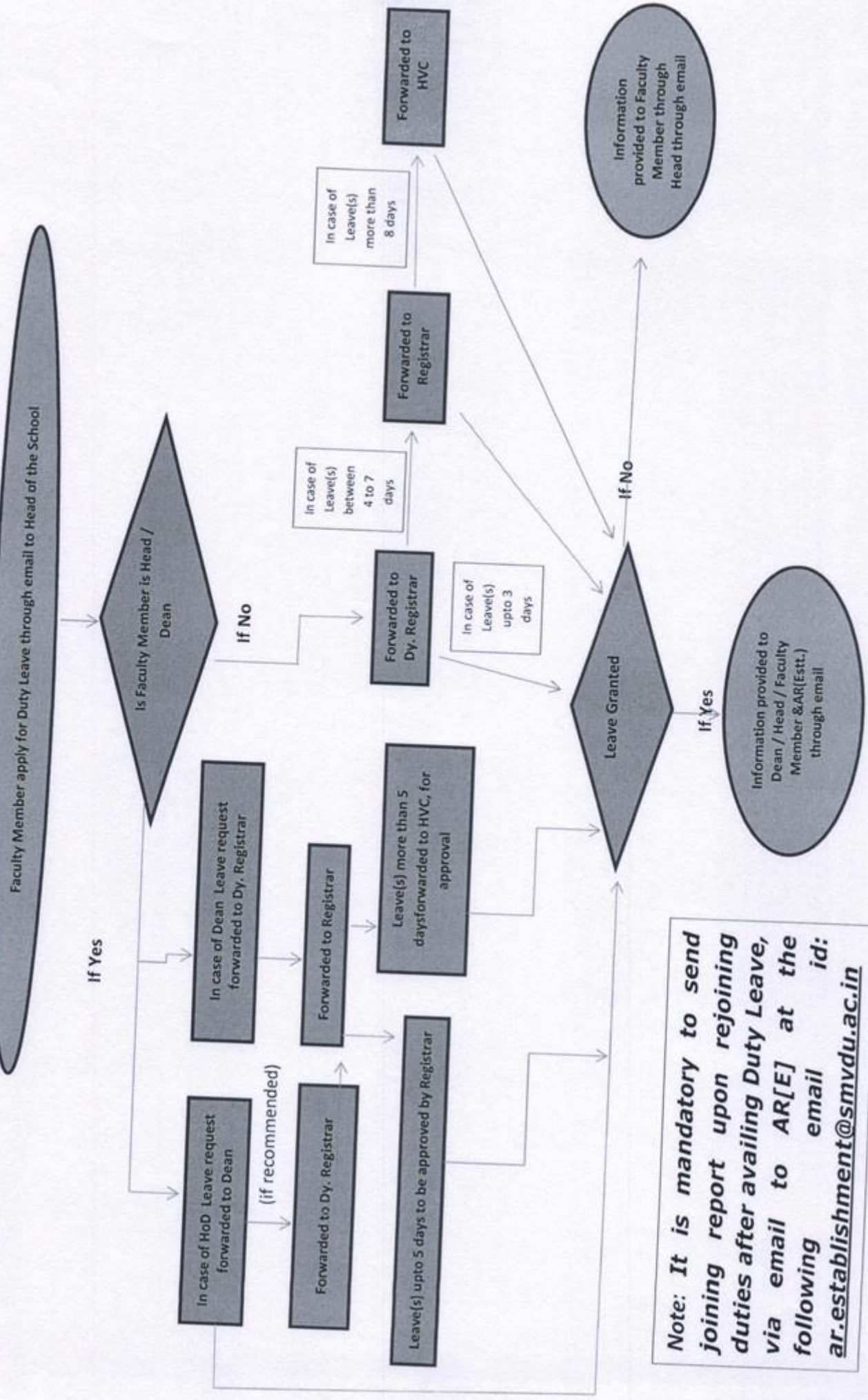
Note: It is mandatory to send joining report upon rejoining duties after availing Spl.CL, via email to AR[E] at the following email
id: ar_establishment@smvdu.ac.in

Flow Chart for grant of Special Casual Leave in favour of Professors other than HoDs & Deans



Note: It is mandatory to send joining report upon rejoining duties after availing Spl.CL, via email to AR[E] at the following email id: ar.establishment@smvdu.ac.in

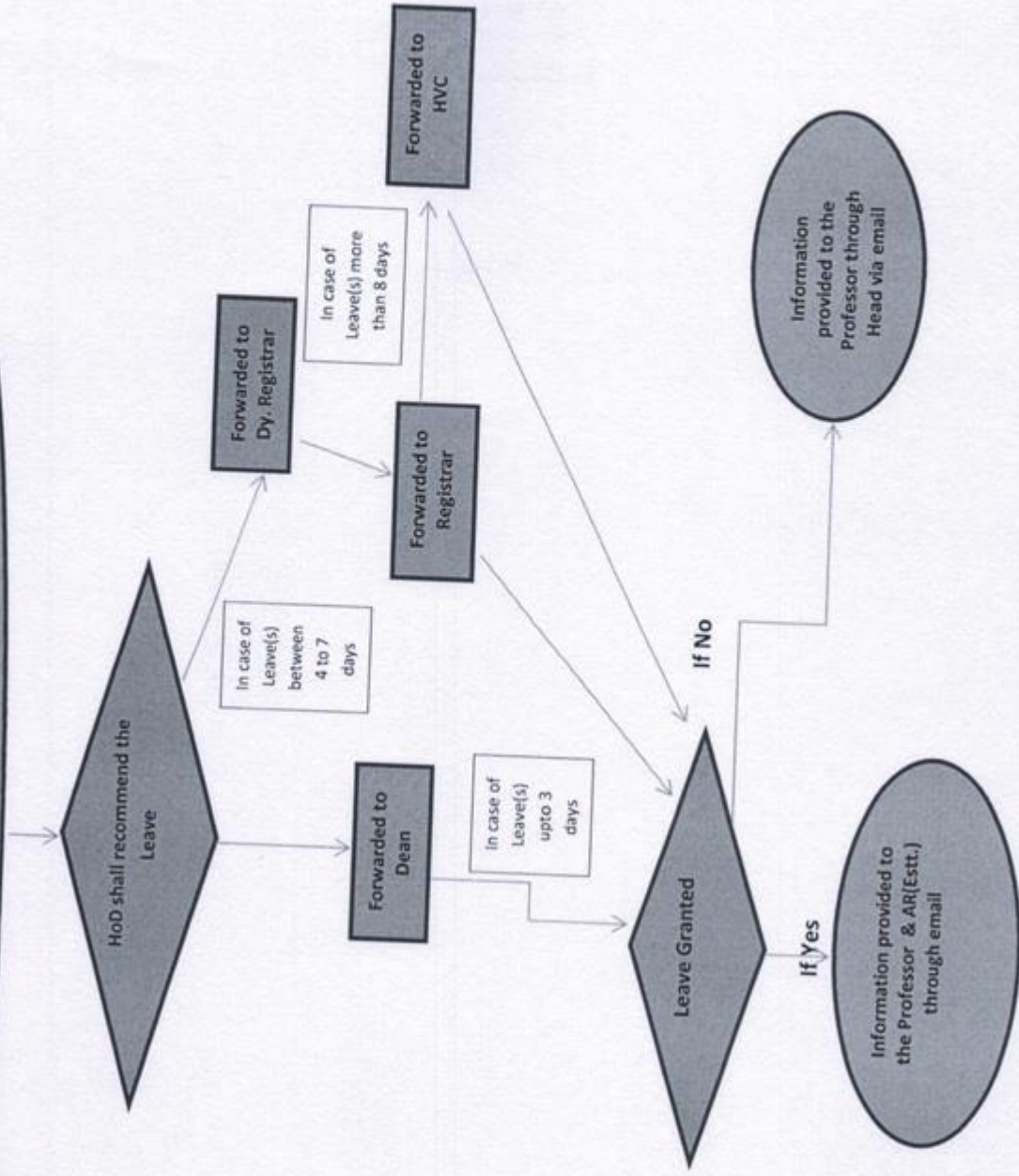
Flow Chart for grant of Duty Leave in favour of Faculty Members



Note: It is mandatory to send joining report upon rejoining duties after availing Duty Leave, via email to AR[E] at the following email id: ar.establishment@smvdu.ac.in

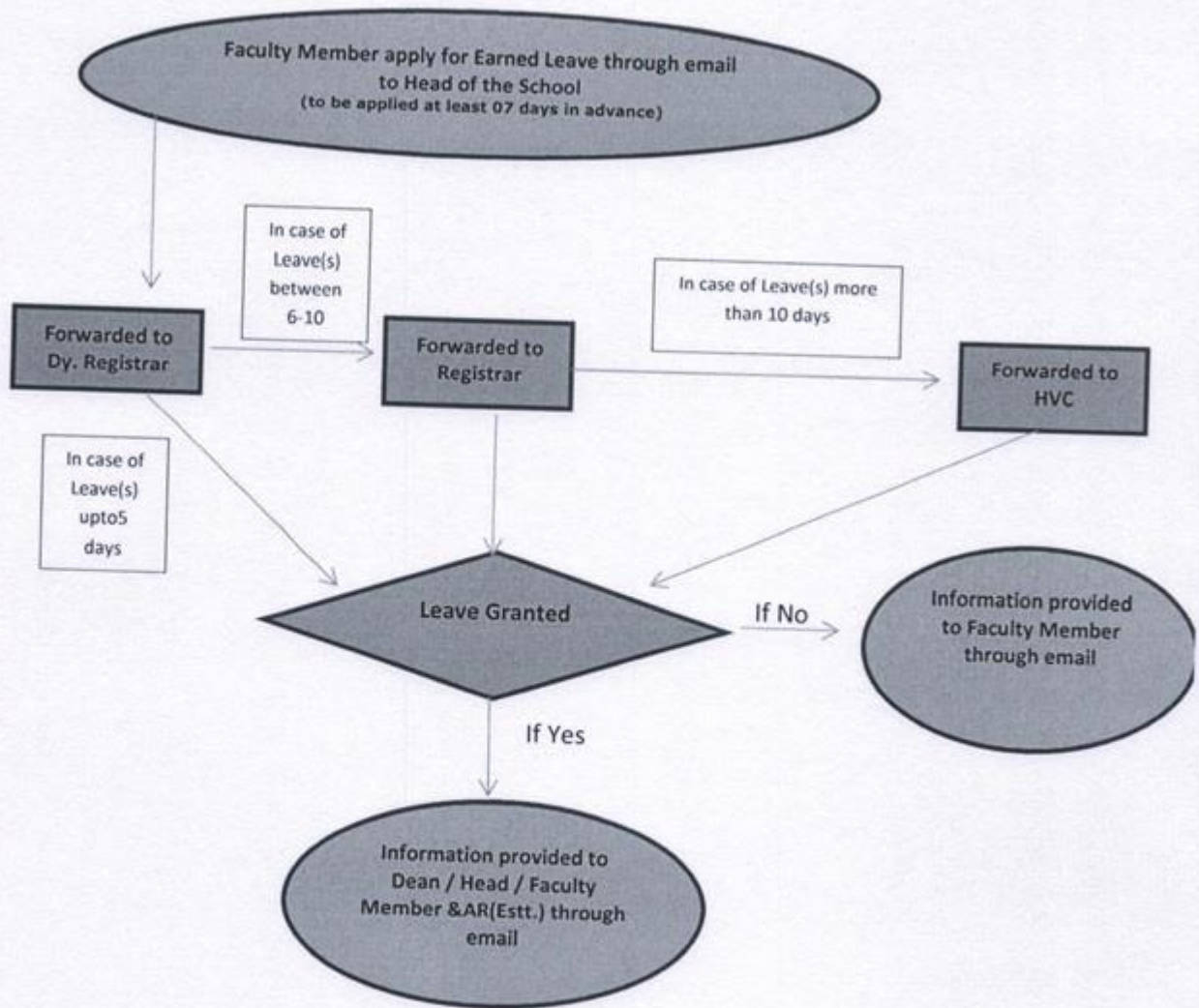
Flow Chart for grant of Duty Leave in favour of Professors other than HoDs & Deans

Professors apply for Duty Leave through email to Head of the School



Note: It is mandatory to send joining report upon rejoining duties after availing Duty Leave, via email to AR[E] at the following email id: ar.establishment@smyvdu.ac.in

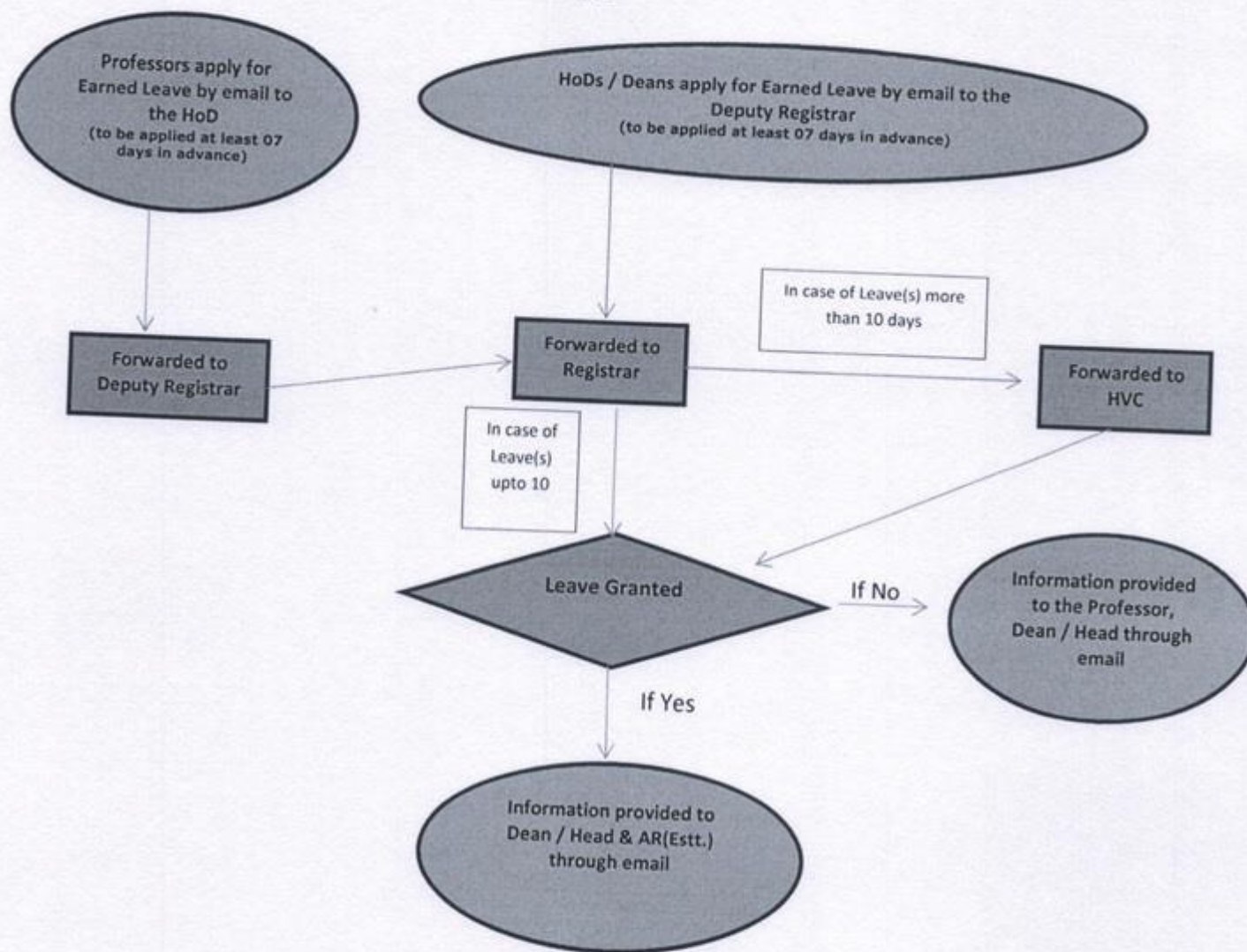
Flow Chart for grant of Earned Leave in favour of Faculty Members except Professors, HoDs & Deans



Note:

1. It is mandatory to send joining report upon rejoining duties after availing Earned Leave, via email to AR[E] at the following email id: ar.establishment@smvdu.ac.in.
2. In case of medical emergency, death in the family, a Faculty Member may be allowed to apply for EL after ticking the relevant box in the Email Format and giving justification for the same. If all casual leaves have been exhausted, then in case of personal emergency [to be defined in the space provided], a Faculty Member may be allowed to apply for EL after ticking the relevant box in the Email format and giving justification for the same.

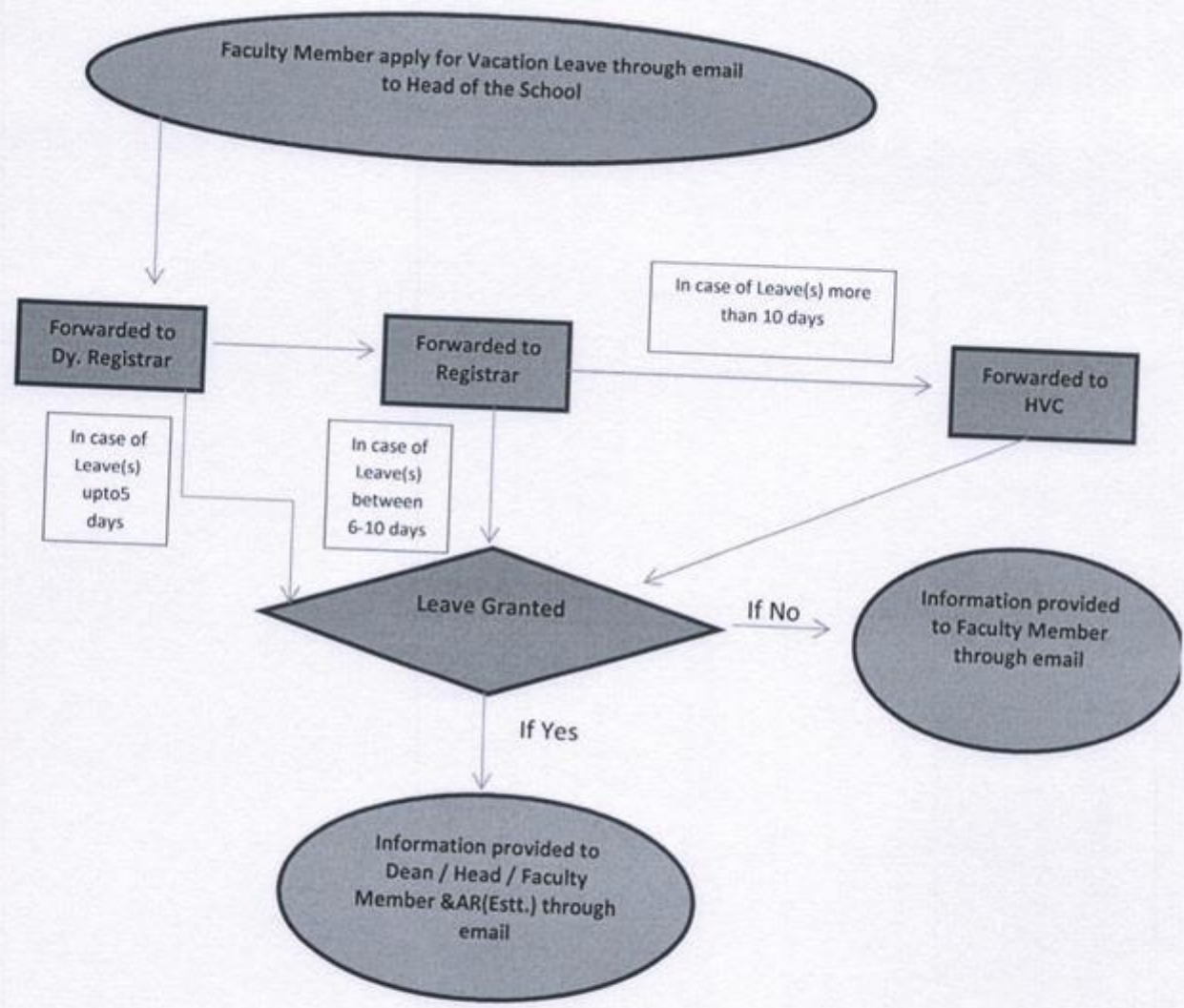
Flow Chart for grant of Earned Leave in favour of Professors, HoDs & Deans



Note:

1. It is mandatory to send joining report upon rejoining duties after availing Earned Leave, via email to AR[E] at the following email id: ar.establishment@smvdu.ac.in.
2. in case of medical emergency, death in the family, a Faculty Member may be allowed to apply for EL after ticking the relevant box in the Email Format and giving justification for the same. If all casual leaves have been exhausted, then in case of personal emergency [to be defined in the space provided], a Faculty Member may be allowed to apply for EL after ticking the relevant box in the Email format and giving justification for the same.

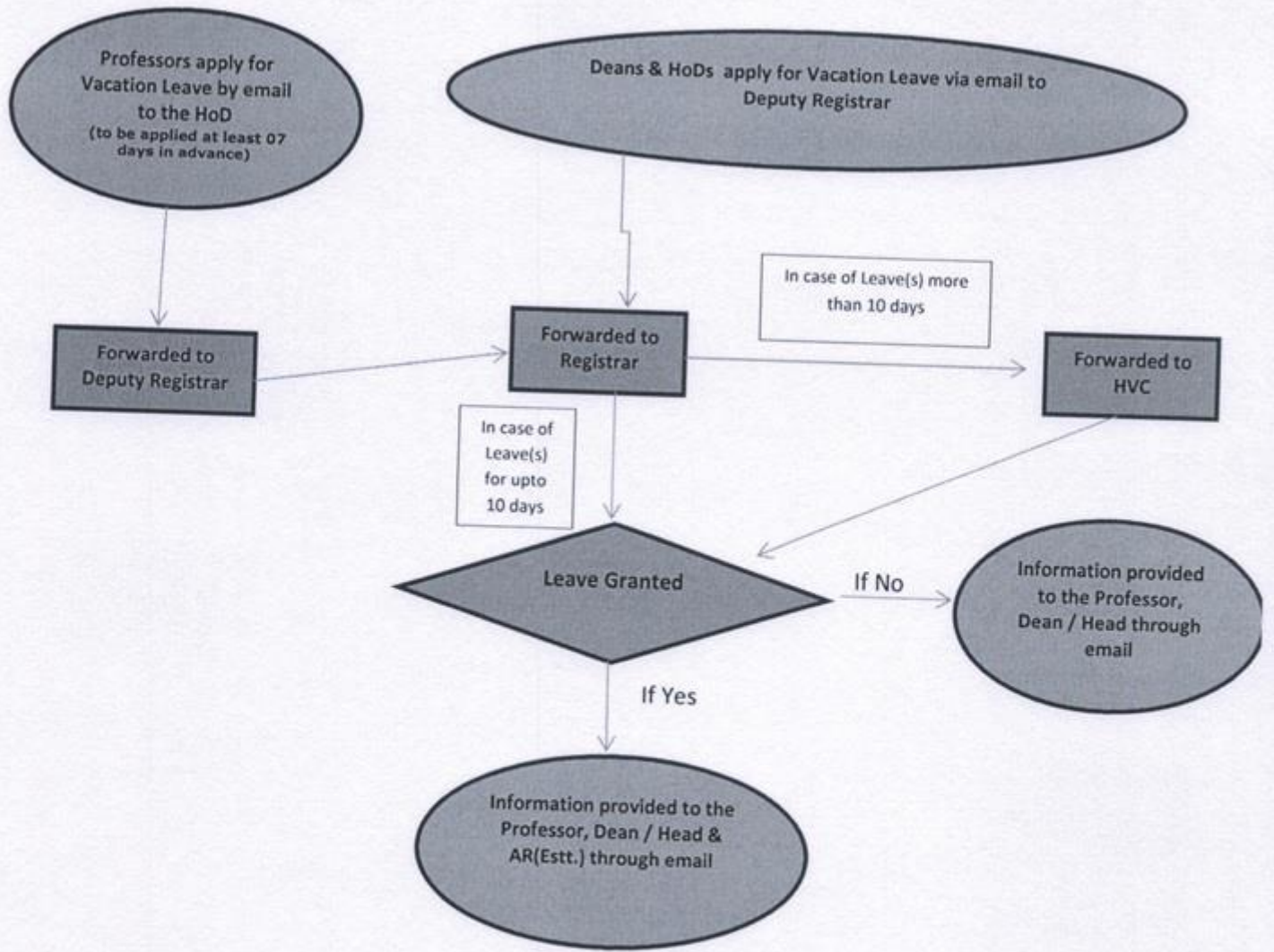
Flow Chart for grant of Vacation Leave in favour of Faculty Members except HoDs and Deans



Note:

1. It is mandatory to send joining report upon rejoining duties after availing Vacation Leave, via email to AR[E] at the following email id: ar.establishment@smvdu.ac.in.

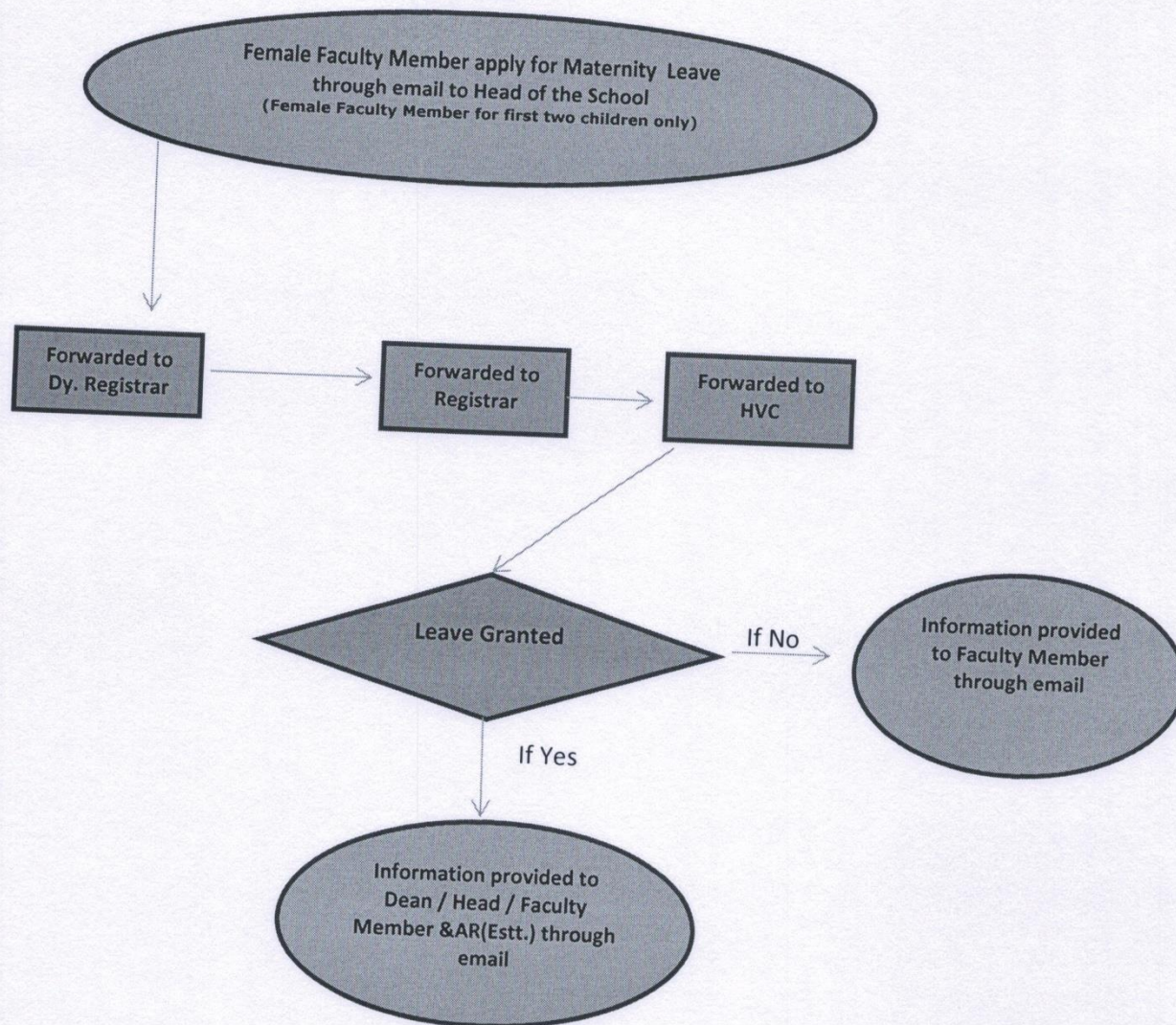
Flow Chart for grant of Vacation Leave in favour of Professors, HoDs and Deans



Note:

1. It is mandatory to send joining report upon rejoining duties after availing Vacation Leave, via email to AR[E] at the following email id: ar.establishment@smvdu.ac.in.

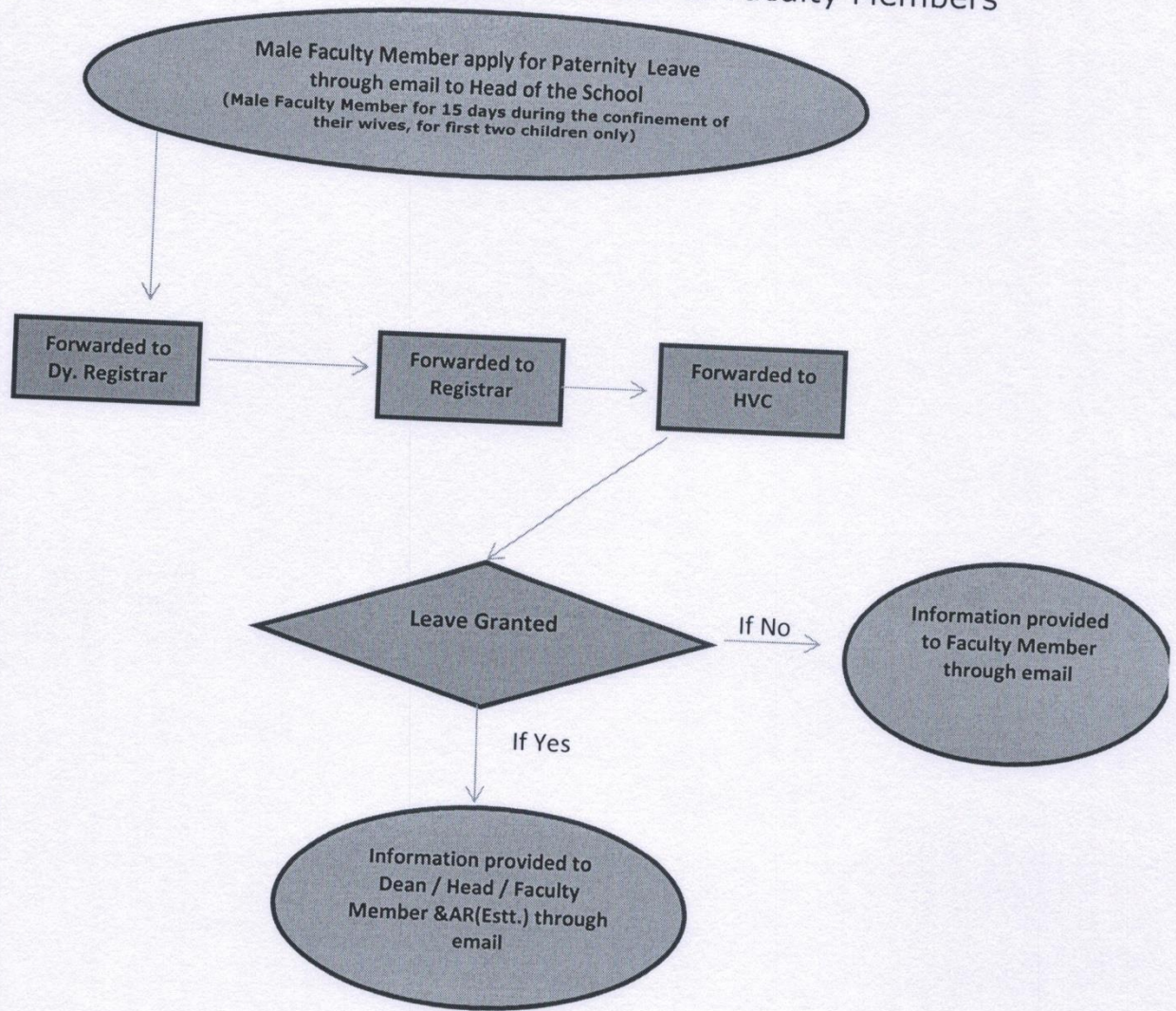
Flow Chart for grant of Maternity Leave in favour of Female Faculty Members



Note:

1. It is mandatory to send joining report upon rejoining duties after availing Maternity Leave, via email to AR[E] at the following email id: ar.establishment@smvdu.ac.in.

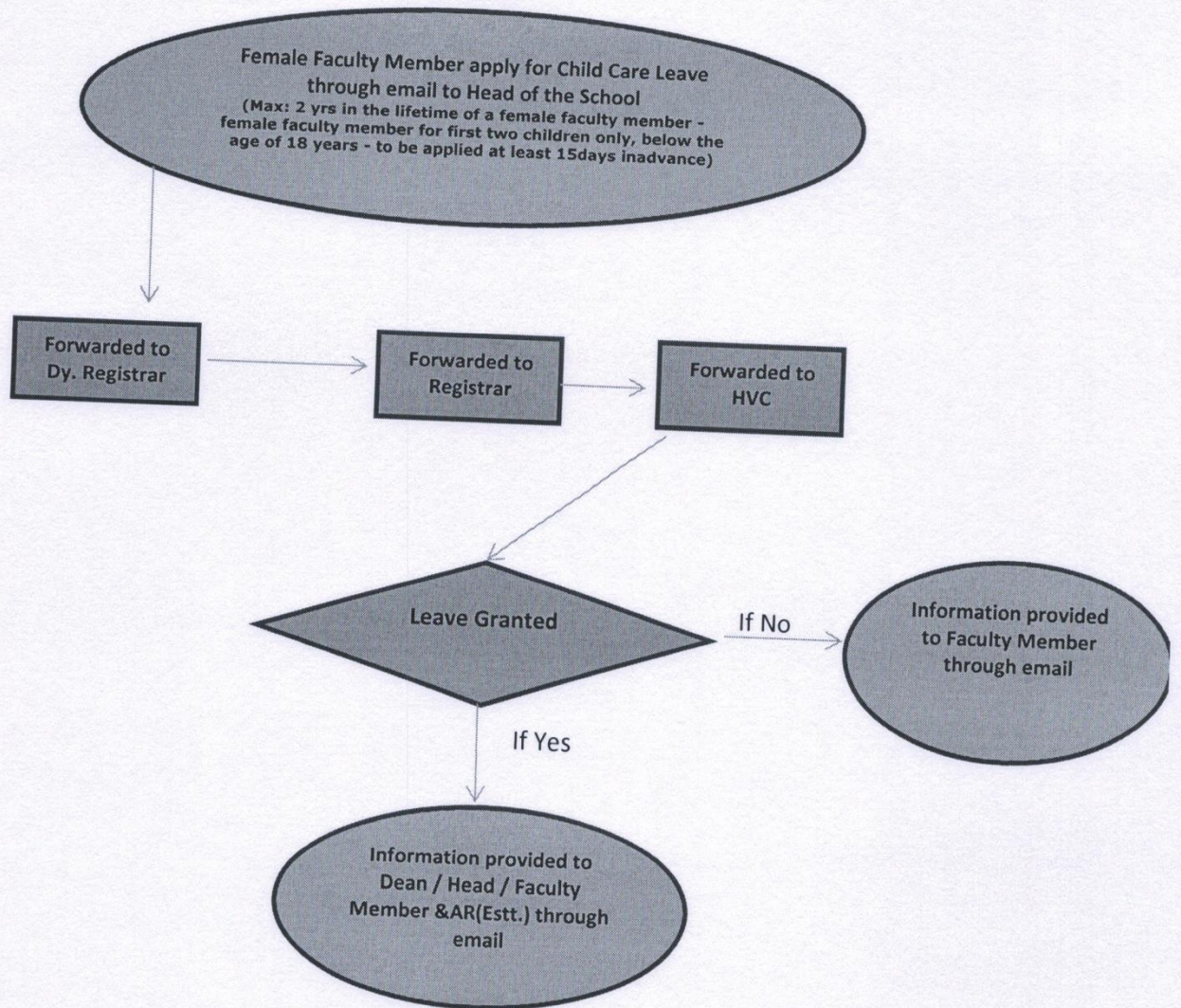
Flow Chart for grant of Paternity Leave in favour of Faculty Members



Note:

1. It is mandatory to send joining report upon rejoining duties after availing Paternity Leave, via email to AR[E] at the following email id: ar.establishment@smvdu.ac.in.

Flow Chart for grant of Child Care Leave in favour of Female Faculty Members

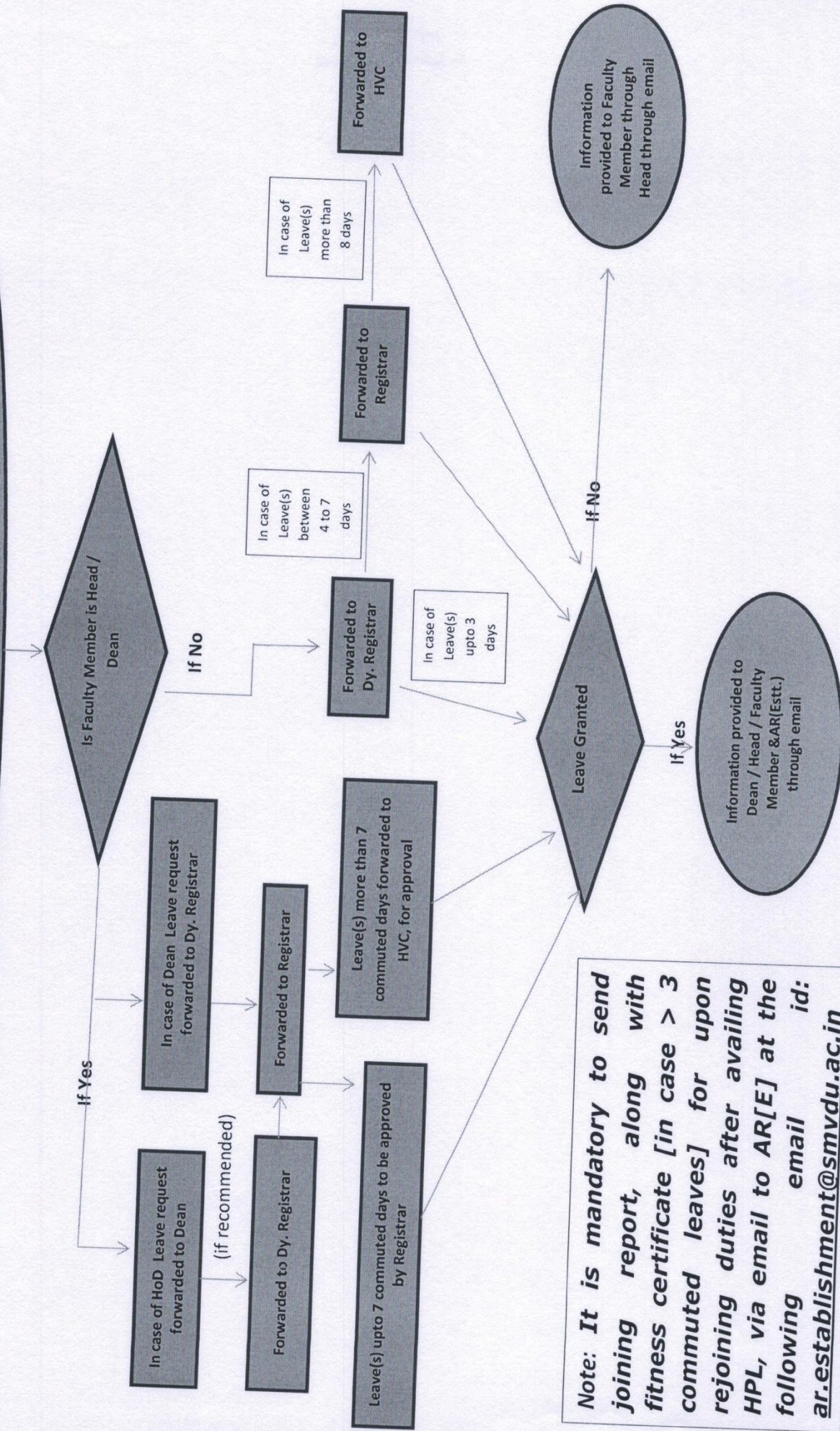


Note:

1. It is mandatory to send joining report upon rejoining duties after availing Child Care Leave, via email to AR[E] at the following email id: ar.establishment@smvdu.ac.in.

Flow Chart for grant of Half Pay Leave in favour of Faculty Members

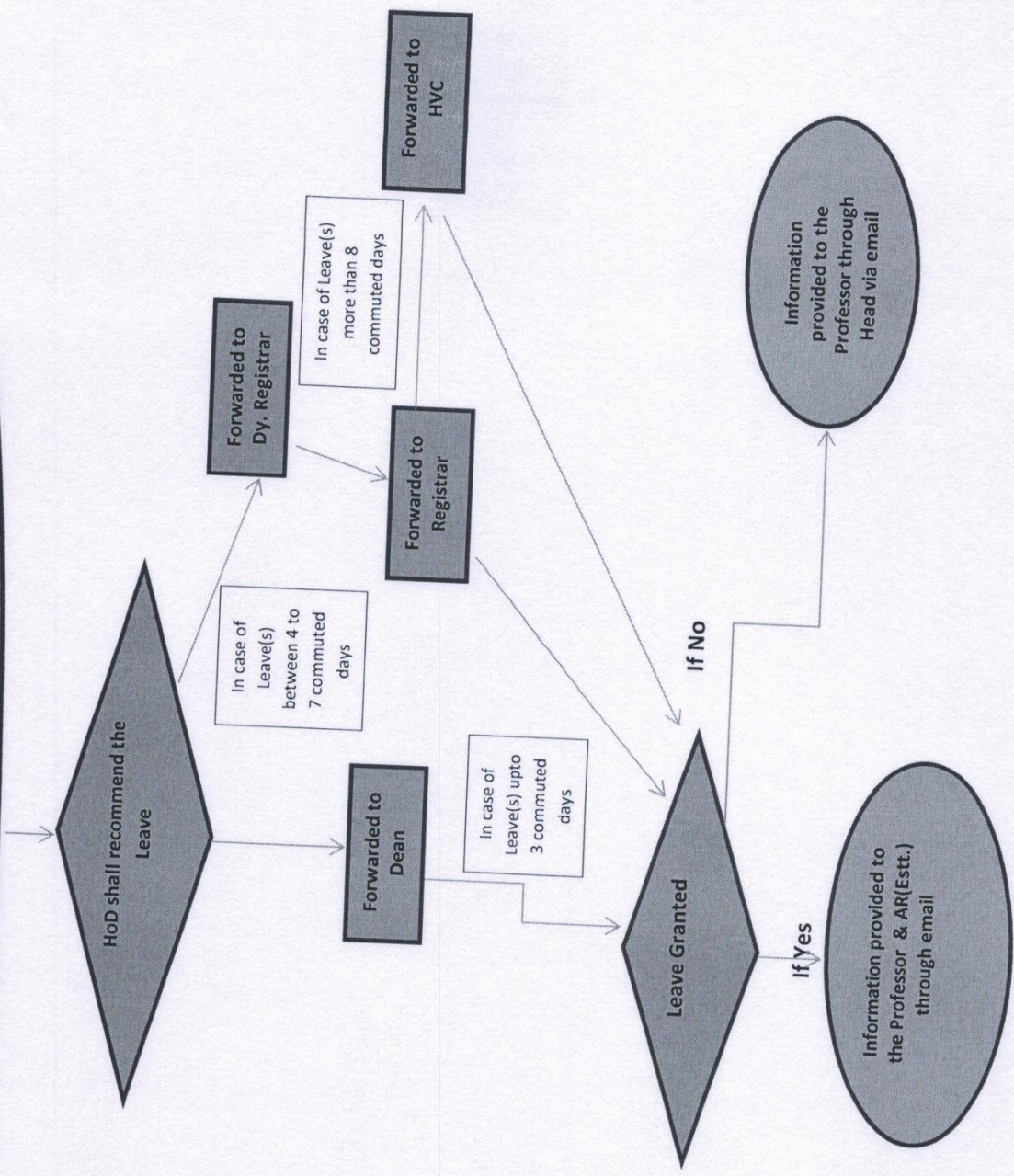
Faculty Member apply for Half Pay Leave through email to Head of the School
(For Medical Reasons)



Note: It is mandatory to send joining report, along with fitness certificate [in case > 3 commuted leaves] for upon rejoining duties after availing HPL, via email to AR[E] at the following email id: ar.establishment@smvdu.ac.in

Flow Chart for grant of Half Pay Leave in favour of Professors other than HoDs & Deans

Professors apply for Half Pay Leave through email to Head of the School
(For Medical Reasons)



Note: It is mandatory to send joining report, along with fitness certificate [in case > 3 commuted leaves] for upon rejoining duties after availing HPL, via email to AR[E] at the following email id: ar.establishment@smyvdu.ac.in

Draft email for availing leave

Sub:- Application for [Type of Leave] Leave w.e.f to

Sir / Madam,

It is requested that [Number] day(s) of [Type] Leave may kindly be sanctioned in my favour w.e.f till

Reason for availing leave:

.....

I have [number] days of [Type] Leave to my credit.

Address during Leave:

Mobile Number:

I have made alternate teaching arrangement so that the students do not suffer during my absence from duty, as per details given below;

Name of the course	Course code	Semester	Programme	Date	Time Slot	Name & designation of alternate Faculty

During my absence Dr./Mr./Ms..... [name of the faculty member along with his/her designation] shall hold the charge of [name of the administrative charge held/post occupied].

With regards,

Name:

Designation:

School/Section/Office:

PS: Important text to be added with certain leaves:

1. I am attaching the invitation letter and conference/seminar/congress/workshop brochure with my request. [to be enclosed in case of DL/Spl. CL only]
2. I am attaching my medical certificate and confinement certificate. [to be enclosed in case of Maternity Leave only]
3. I am attaching my wife's confinement certificate. to be enclosed in case of Paternity Leave only]
4. I am attaching the medical certificate from a registered medical practitioner. [to be enclosed in case of HPL \geq 3 commuted leaves]