



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

No. SMVDU/Adm/Estt./20/908

Dated: 26th of June 2020

CIRCULAR

Sub: Leaves for Staff Members at SMVDU

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

1. All Staff Members [SM] desirous of availing leave of any kind shall send an email in the prescribed format [copy enclosed] to their HoDs/Section Heads. 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.No	Type of Leave	Total Credited	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].	Calendar Year w.e.f 1 st January to 31 st December.	*All SMs: to be approved by HoD/Section Head *For Section Heads: to be approved by HVC through Registrar
2	Earned Leave	30	15 days EL credited on 1st Jan every year and 15 days EL credited on 1st July every year. 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 Staff: a. upto 5 approved by DR through HoD/Section Head. b. between 6-10 to be approved by the Registrar, through DR and HoD/Section Head. c. more than 10 approved by HVC, through Registrar, DR and HoD/ Section Head. *All Section Heads: a. upto 10 to be approved by the Registrar through DR. b. more than 10 to be approved by the HVC through Registrar & DR.

S.No	Type of Leave	Total Credited	Reason for availing	Period of consideration	Forwarding / Approving Authority
3	Maternity	135	Available to a Female Staff Member for first two children only. Staff 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 SMs approved by HVC, through Registrar, DF and HoD/SH.
4	Paternity	15	Available to a Male Staff Member for 15 days during the confinement of their wives, for first two children only. Staff 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 SMs approved by HVC, through Registrar, DF and HoD/SH.
5	Half Pay Leave	20 HPL after completed year of service, commuted to 10 days of commuted 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 commuted Leaves. In case HPL ≥ 3 commuted leaves 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 SMs: a. upto 3 commuted leaves to be approved by DF through HoD/SH b. between 4 to 7 commuted leaves approved by Registrar through HoD/SH and DR. c. if ≥ 8 commuted leaves approved by HVC, through Registrar, DF and HoD/SH. *For Section Heads: a. upto 3 commuted leaves to be approved by Registrar, through DR. b. more than 3 commuted leaves approved by HVC, through Registrar and DR.

- 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 Staff 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 Staff Member may be allowed to apply for EL after ticking the relevant box in the Email format and giving justification for the same.
- For Contractual Staff Members, appointed on consolidated/adhoc/temporary basis, 01 Leave is credited after 11 days of working, subject to a maximum of 30 in year. Such staff 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 Staff 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/Section Head for forwarding the same to AR[E] at the following email id: ar.establishment@smvdu.ac.in

5. The HoDs/Section Heads shall recommend & forward emails for all types of leaves except Casual Leave 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 / Section Heads'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 Staff Member.
7. All HoDs/Section Heads shall, while forwarding the leave application/email of staff members for EL, HPL[more than 3] give a certificate to the effect that alternate arrangements have been made to ensure that the regular work of the office/laboratory does not suffer due to the above leave.
8. All HoDs / Section Heads must submit the leave record of all 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 Staff

Month of

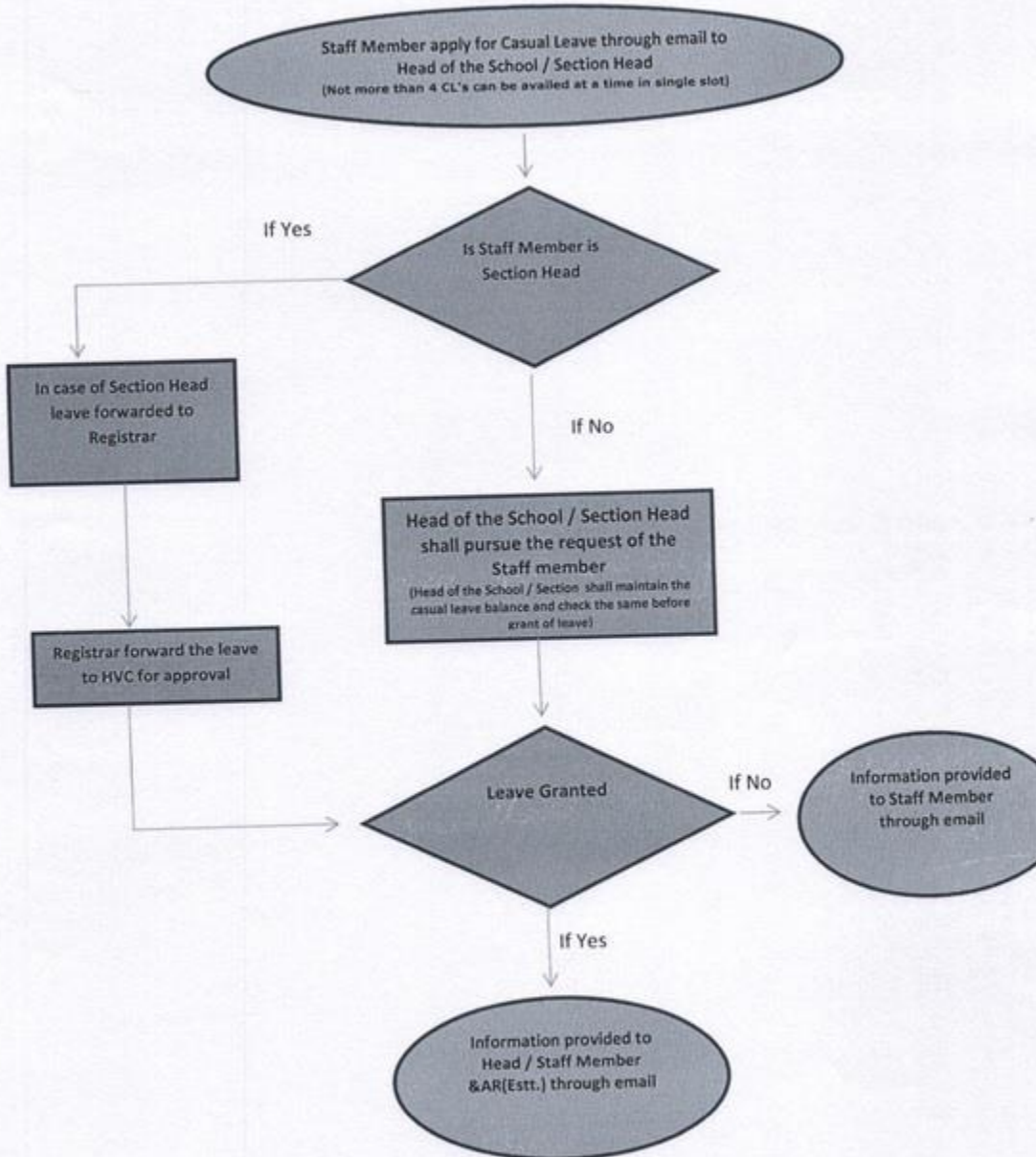
Sr. No.	Name & designation	CL		EL		HPL	
		Due	Availed	Due	Availed	Due	Availed


Registrar

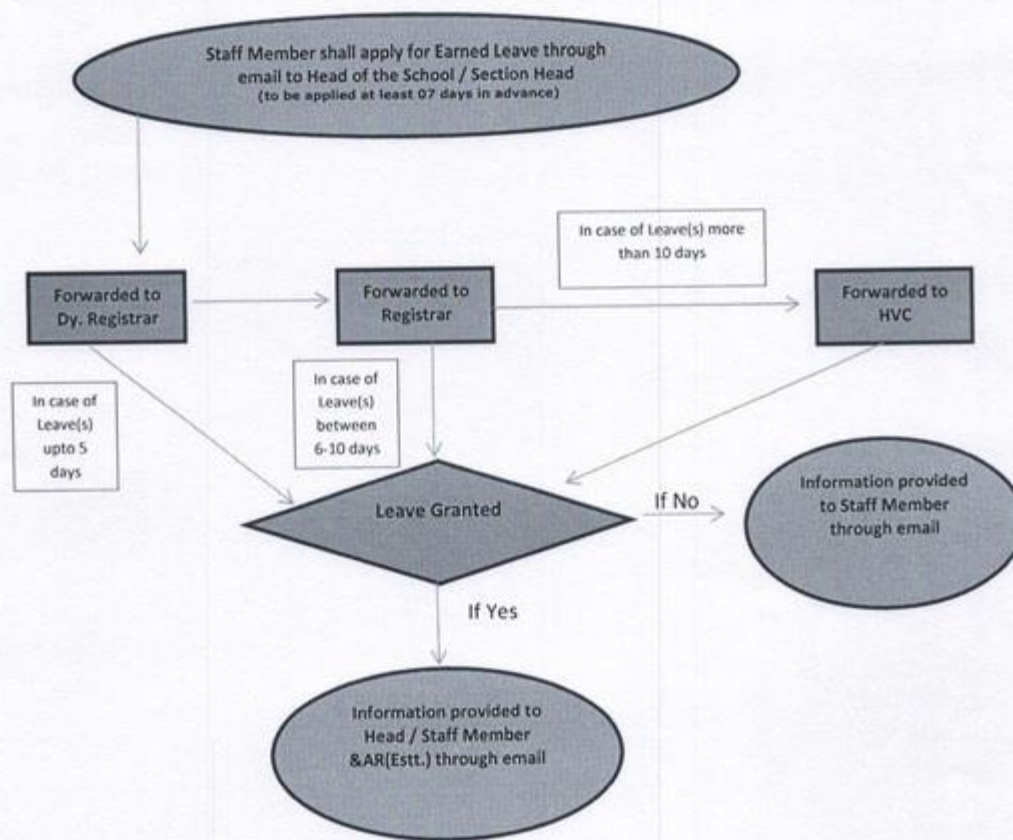
Copy to:

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

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



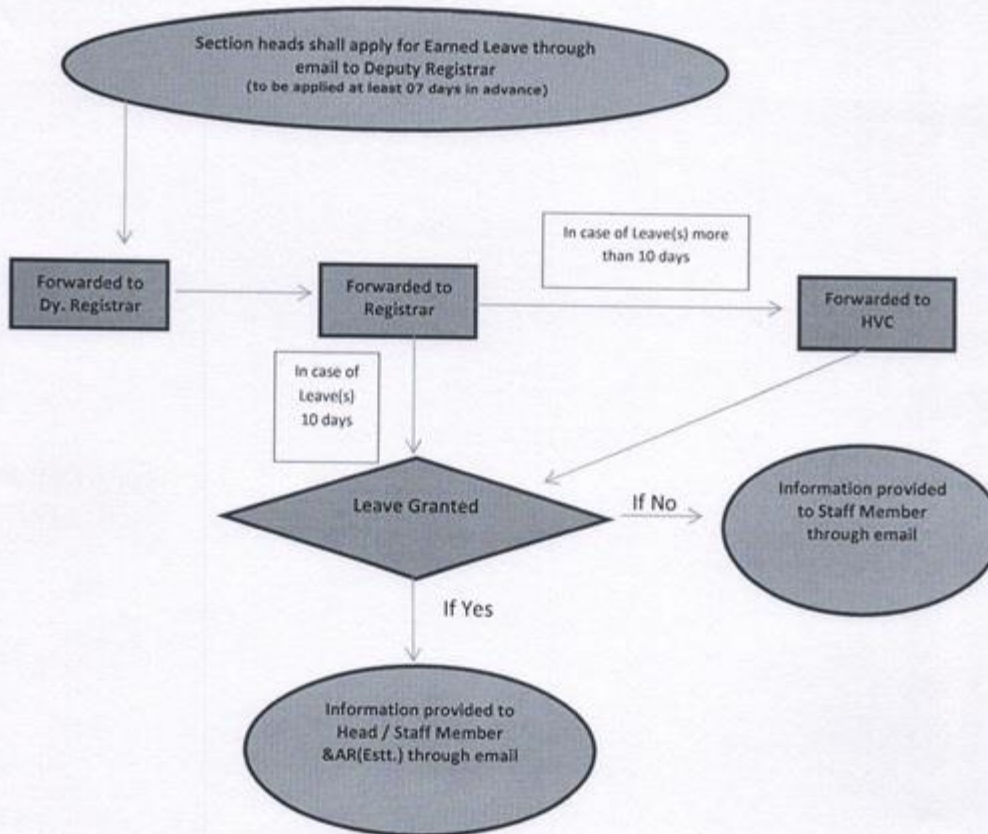
Flow Chart for grant of Earned Leave in favour of Staff Members except Section Heads



Note:

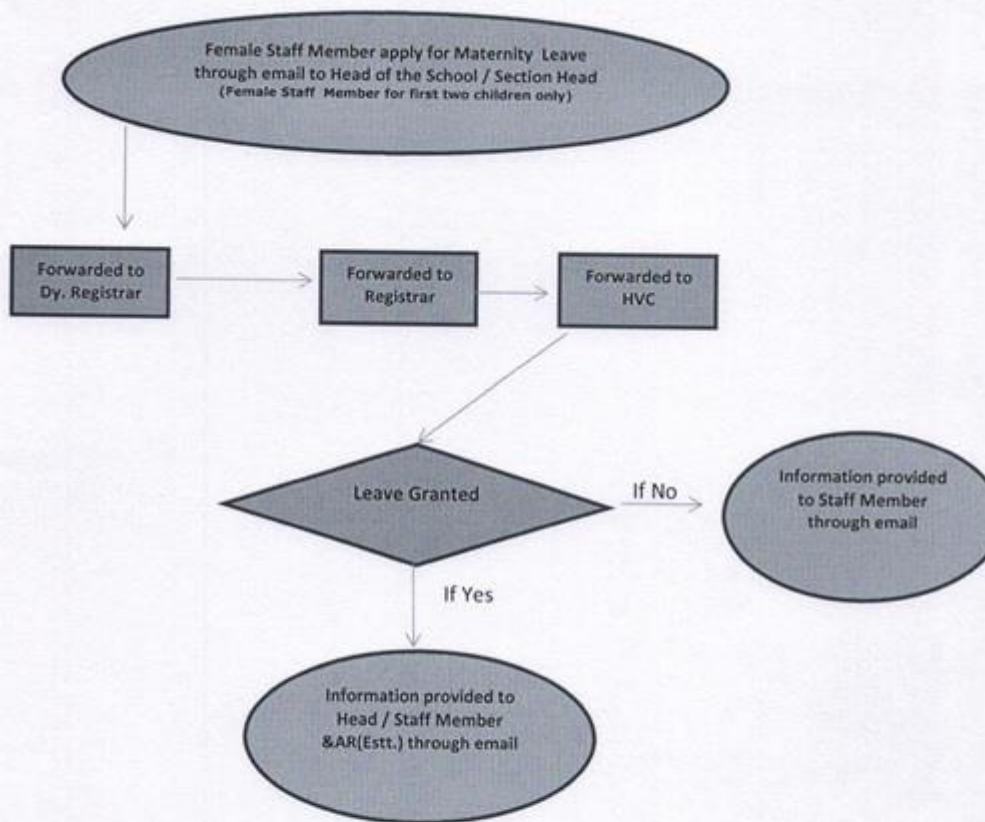
1. It is mandatory to send joining report upon rejoining duties after availing Earned Leave, via email to AR[E] at the following email id: ar.establishment@smydu.ac.in.
2. In case of medical emergency, death in the family, a Staff Member may be allowed to apply for EL after ticking the relevant box in 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 Section Heads



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. In case of medical emergency, death in the family, a Staff 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.

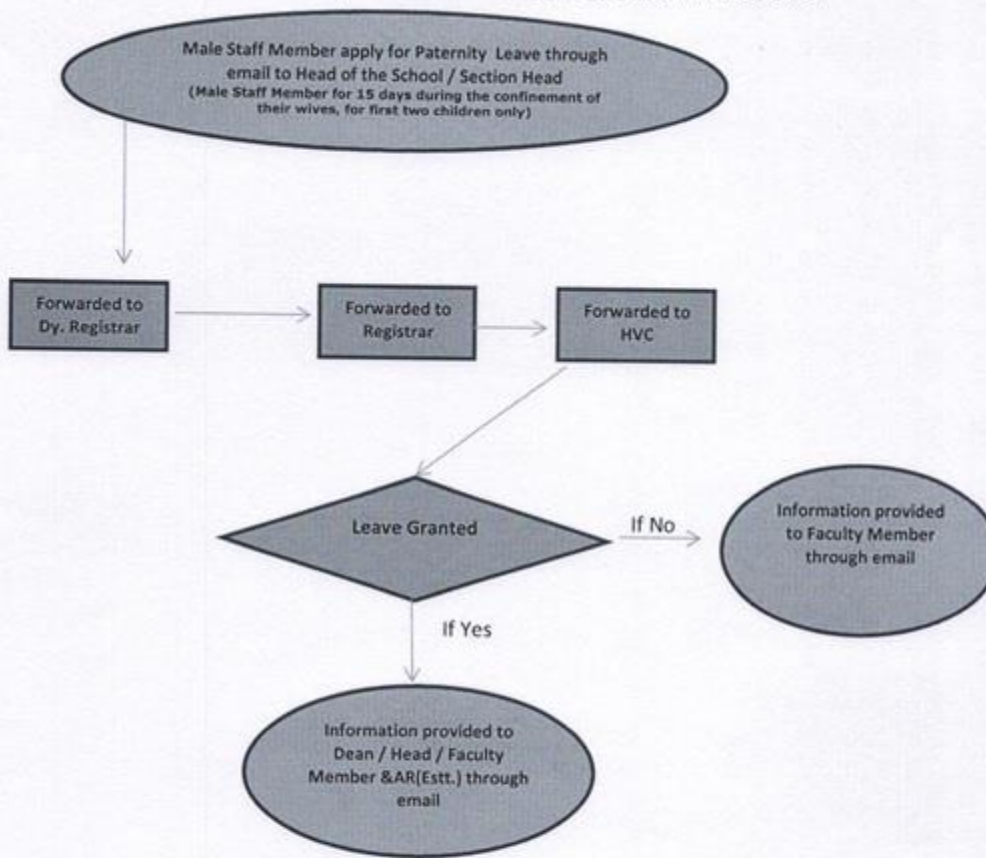
Flow Chart for grant of Maternity Leave in favour of Female Staff Members



Note:

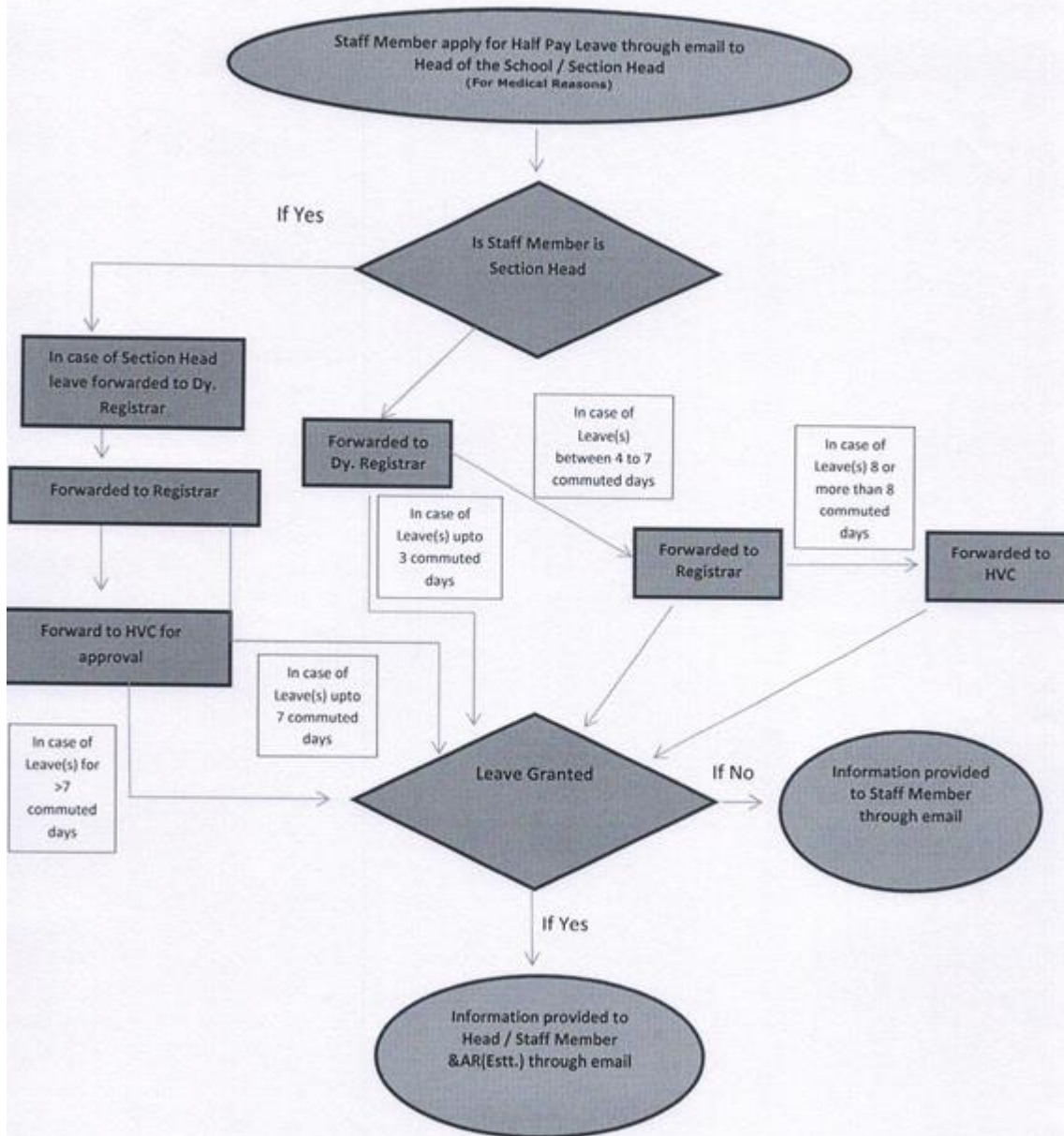
1. It is mandatory to send joining report upon rejoining duties after availing Maternity Leave, via email to AR[E] at the following email id: ar.establishment@smvdu.ac.in.

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



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@smydu.ac.in.

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



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:

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]