



OFFICE OF THE REGISTRAR
GURUCHARAN UNIVERSITY
SILCHAR, CACHAR : ASSAM
গুরুচরণ বিশ্ববিদ্যালয়

Ref No. 102/03/2025/II/278

Date: 31-07-2026

NOTICE

It is hereby notified for the information of all permanent (sanctioned / non-sanctioned) teaching, non-teaching and administrative staff that the Gurucharan University Leave Rules 2026 shall come into effect from 1st August 2026 and the following types of leaves have to be applied and processed only through the Gurucharan University Samarth Portal with effect from 1st August 2026 :

1. Casual Leave (CL)
2. Duty Leave (DL)
3. Maternity Leave (ML)

The necessary guidelines and the link to the instructional video are attached herewith. In case of any doubt or technical support, the concerned employee can contact Mr. Rajdeep Purkayastha, Mrs. Mouha Das or Mr. Rahul Sarkar.


Registrar (i/c)

Gurucharan University, Silchar
Registrar
Gurucharan University
Silchar

Copy to:

1. PS to VC for information of the Hon'ble Vice Chancellor.
3. Guard File.


Registrar (i/c)

Gurucharan University, Silchar
Registrar
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Guidelines on Leave Management System of Gurucharan University
w.e.f. 1st August 2026

1. All leave applications for Casual Leave (CL), Duty Leave (DL) and Maternity Leave (ML) of permanent (sanctioned / non-sanctioned) teaching and non-teaching employees of the university have to be submitted and processed through the Gurucharan University Samarth portal w.e.f 1st August 2026 in the link <https://gurucharanuniversity.samarth.ac.in>.
2. The concerned employee has to login to the portal using the employee code as username and the OTP sent to the registered mobile number and email address. The leave management dashboard will be available under Employee Services.
3. After applying for the leave online, the employee has to take a print out of the Samarth-generated application form, take the forwarding from the head of the department / section, wherever necessary and then submit it to the office of the Registrar for further processing along with supporting document, if any.
4. It is to be noted that the existing manual format of leave application for CL, DL and ML will be discontinued henceforth. Only the Samarth-generated application form will be accepted in the office for such leaves.
5. The employee will receive email regarding the status of approval of the leaves applied for and can avail the leaves only if sanctioned by the authority as per the leave rules.
6. An instructional video is given here
https://drive.google.com/file/d/1lU1FHj_ez_jKjTLjT2Yv_np5rlvStwiH/view?usp=sharing
Please note that the video is not to be circulated on any social platform.
7. In case of the employees of erstwhile Gurucharan College (Special Cadre), if any leave condition / rule mentioned in the Gurucharan University leave rule contradicts with the Government of Assam leave rule, the latter will be applicable. Further, for the special cadre employees, the encashment of earned leave or conversion of any "leave earned by duty" to earned leave at the time of retirement will be governed by the rules of the DHE and Govt. of Assam.
8. In case of leaves of other kinds, a separate notice will be issued in due time.


Registrar(i/c)

Gurucharan University, Silchar

Registrar
Gurucharan University
Silchar

GURUCHARAN UNIVERSITY

গুরুচরণ বিশ্ববিদ্যালয়

*A State University established by upgrading Gurucharan College
under Assam Act No. LVII of 2023*

Gurucharan University Leave Rules 2026



**[Approved by the Executive Council of Gurucharan
University in its 1st Meeting held on 08-06-2026 vide
Resolution No. EC:01/06-26:49]**

Gurucharan University Leave Rules 2026

1. Short Title, Extent and Commencement :

- i. These rules may be called the Gurucharan University Leave Rules 2026.
- ii. These rules shall be applicable to and be binding upon all the members of academic and non-academic employees of the University on the date of its notification.
- iii. These rules are subject to change/modifications/amendments from time to time as per the Government of Assam and UGC rules/notification/office memorandums that are applicable to the concerned categories of employees by the notification of the University.
- iv. These rules shall come into force from the date of its notification.
- v. These rules shall supersede all previous leave rules relating to employees of the University.

2. Interpretation and definitions :

In these rules unless there is anytime repugnant to the subjects or context, words and expressions defined below shall have the meaning hereinafter explained.

- i. 'University' means Gurucharan University, Silchar.
- ii. 'Government' means the State Government of Assam, unless otherwise stated.
- iii. 'UGC' means University Grants Commission.
- iv. 'Employee' means a person appointed by the University against a teaching or non-teaching post.
- v. 'Regular employee' means an employee appointed against a substantive permanent post of the University. The employees appointed in non-sanctioned permanent category will also be treated as regular employee.
- vi. "Temporary employee" means a person appointed for a stipulated period only against a regular post in absence of the regular appointee.
- vii. Teacher means a teacher appointed by the University to teach in Post-Graduate and Under Graduate classes maintained/ run by the University and include a Professor, Professor, Associate Professor & Assistant

Professor or such grade as the University Act may create from time to time.

- viii. 'Head of the Department' for the purpose of these rules shall mean and include the Head of the concerned academic department of the University.
- ix. 'Leave' means the privilege allowed to an employee for being absent from duty.
- x. 'Duty' means what an employee is bound or required to do as per the terms and conditions of his/her appointment.
- xi. 'Holiday' means:
 - a. Holiday(s) prescribed and notified by the University for each calendar year.
 - b. Any day on which the University is ordered by the Vice-Chancellor to be closed by notice in writing.
- xii. 'Vacation' means a period of absence from routine work granted to the employees as per the Academic Calendar of the University.
- xiii. 'Vacation staff' means employees of academic departments who avail summer, winter and puja vacations.
- xiv. 'Actual Service' of an employee means the period which he/she spends on actual duty and shall include.
 - a. The period covered by any casual leave / special casual leave / duty leave / leave on duty.
 - b. The University vacations and holidays except those that fall within the leaves other than casual leave / special casual leave / duty leave / leave on duty.
- xv. 'Pay' means the basic pay plus all other admissible allowances that an employee is entitled to receive as salary as per the terms and conditions of his/her service.

3. General guidelines and principles (applicable to all kinds of leave) :

- i. Any form of leave cannot be claimed as a matter of right. Leave of any kind may be refused or revoked by the competent authority empowered to sanction the leave, when the exigencies so demand, in the interest of the University.
- ii. No leave shall be granted to an employee whom a competent authority has decided to dismiss, remove or compulsorily retire from service, nor shall any leave be granted to an employee who is under suspension.
- iii. Leave is earned by duty only. The period spent in Foreign Service is counted as duty if contribution towards leave salary is paid for such period.
- iv. Each employee shall at all times follow the "Gurucharan University Leave Rules" and shall do nothing which may violate the letter and spirit of the rules. If an employee violates any one of the provisions of these rules without sufficient reason, he / she shall be deemed to have committed an act of indiscipline and shall be liable to such action as may be decided by the competent authority empowered by the University.
- v. Authority empowered to sanction leave :
 - a. Leave may be sanctioned by an employee to whom the power has been delegated, as listed in Tables 1,2,3 and 4.
 - b. A leave application must be recommended by the Head of the section/department in which the employee is working or his/her reporting officer, if the officer concerned is not the sanctioning authority to whom the power has been delegated.
 - c. If the sanctioning authority is unavailable, or has not been appointed, the sanctioning authority will be the Vice Chancellor.
- vi. Leave should always be applied for in advance and the sanction of the leave by the competent authority should be obtained before it is availed of, except in cases of emergency and for satisfactory reasons.
- vii. Treatment of summer / winter / puja vacation (for vacation staff only)
 - a. Any leave can be combined with summer / winter / puja vacation by appending them either completely before or completely after the vacation but cannot be appended both before and after at the same time.
 - b. Moreover, summer / winter / puja vacation, if falling within the period of a leave, shall be counted as leave of the same type. It shall be mandatory

for the applicant employee to include summer / winter / puja vacation falling within a period of leave applied for as leave of the same type while applying.

- c. Notwithstanding the provisions of (a) and (b) above, it shall be mandatory for a vacation staff to be present at the University on the last working day before a summer / winter / puja vacation begins or on the first working day after a summer / winter / puja vacation, failing which the entire period of summer / winter / puja vacation may be treated as earned leave by the University authority. In case sufficient earned leave is not available to the credit of the employee, the University authority will decide on the applicability of the leave.

viii. Modification / Cancellation of leave :

If leave (of any type) has been applied and / or sanctioned by a competent sanctioning authority of the University and the applicant employee fails to avail the leave (either fully or partially) as per dates mentioned in the application and / or in the sanctioned letter, the leave shall stand cancelled (either fully or partially - to the extent unutilized) by the same leave sanctioning authority provided the applicant employee joins his / her duties earlier than the date of joining as per his / her sanction and makes an application on the date of joining duties mentioning causes for unutilization / underutilization of leave sanctioned. Further provided that if a leave has been cancelled for complete unutilization, the concerned employee can apply again for the same reason.

- ix. On its notification, all directions and / or clarification issued by the UGC or the Government of Assam in respect of any kind of leaves shall cease to have their effect on the employees of Gurucharan University unless those have been considered by the Executive Council and necessary amendments made to these leave rules.

x. Commencement and termination of leave :

- a. Leave ordinarily begins from the date on which leave is actually availed of and ends on the day preceding the one on which duty is resumed.
- b. Sundays or other holidays may be prefixed as well suffixed to leave, subject to any limit of absence on leave prescribed for the different categories of leave.

- c. An employee may resume duty before the expiry of leave granted to him / her only with the explicit permission of the authority which sanctioned the leave.
- xi. Maximum period of absence from duty on leave :
 - a. No employee shall be granted leave of any kind for a continuous period exceeding five years.
 - b. An employee ceases to be in the service of the University if he / she is continuously absent from duty for even a day over five years, whether with or without leave, unless the person is under suspension.
- xii. Leave on medical grounds to be supported by medical certificates :
 - a. An employee who applies for leave on medical grounds shall support his / her application with a medical certificate from a University recognized registered medical practitioner / Govt. registered medical practitioner.
 - b. An employee who avails leave on medical grounds must get a certificate from the same University recognized registered medical practitioner / Govt. registered medical practitioner to certify that he / she is fit for duty.
 - c. Leave or extension of leave on medical certificate shall not be granted beyond the date on which an employee is pronounced fit by a University recognized registered medical practitioner / Govt. registered medical practitioner to be permanently incapacitated for further service.

4. Leave admissible to the employees of Gurucharan University :

The following kinds of leave would be admissible to the regular University staff. Regular employees include all as defined in clause 2(v). Leave to employees on contract or temporary basis is described separately.

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

A. Leave treated as duty :

- a. Casual leave (CL)
- b. Special casual leave (SCL)
- c. Duty leave (DL)
- d. Leave on Duty (LD)

B. Leave earned by duty :

- a. Earned leave (EL)
- b. Half-pay leave (HPL)
- c. Commuted leave (CML)

C. Leave not earned by duty :

- a. Extraordinary duty (EOL)
- b. Leave not due (LND)

D. Leave not debited to leave account :

- a. Study leave (STL)
- b. Leave on medical grounds :
 - i. Maternity leave (ML)
 - ii. Quarantine leave (QL)
 - iii. Special disability leave (SDL)
- c. Child Care Leave (CCL)
- d. Paternity Leave (PL)
- e. Adoption Leave (AL)

5. Casual leave (CL) :

- a. An employee on casual leave is not treated as absent from duty, and the employee's pay is not intermitted. The maximum number of days of casual leave that may be granted in a calendar year is twelve (12).
- b. Casual leave may be granted at the discretion of the sanctioning authority, as and when the occasion arises, but it should not exceed five (5) working days at a time, excluding Sundays and other holidays which may be intervening, prefixed or suffixed.
- c. Sundays and holidays, whether intervening, prefixed or suffixed, shall not be counted as casual leave. Casual leave cannot be combined with any other kind of leave, except special casual leave. Casual leave does not accumulate.

6. Special Casual Leave (SCL) :

- a. An employee on special casual leave is not treated as absent from duty and the employee's pay is not intermitted. It will not be counted towards ordinary casual leave. The maximum number of days of special casual leave that may be granted in a calendar year is eight (8).
- b. Special casual leave can be availed of to :
 - i. Conduct examinations/interviews of a University / public service/commission / Board of examination or other similar bodies/institutions;
 - ii. Inspect academic institutions attached to a statutory board, etc.;
 - iii. Participate in literary, scientific, administrative, or educational conferences, workshops, symposiums or seminars, by bodies recognised by the universities;
 - iv. Participate in sports activities, mountaineering, trekking expeditions, cultural activities, employees' union and association activities;
 - v. Give evidence before a court of law as witness in a civil or a criminal case in which the staff member's personal interests are not at stake;
 - vi. Participate or undertake activities which may benefit the University or the community and the society at large, as approved by the Vice Chancellor.
 - vii. Marriage of son/daughter or self.
- c. In computing the eight days leave admissible, the days of actual journey, if any, to and from the places where activities specified above take place, will be included.

- d. In addition, special leave to the extent mentioned below may also be granted:
- i. To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme, in which case, leave will be restricted to six (6) working days.
 - ii. To undergo non-puerperal sterilization by a female member of staff, in which case leave will be restricted to fourteen (14) working days;
 - iii. Death of parents or parents-in-law / dependents / child etc. (5 days)
- e. Sundays and holidays, whether intervening, prefixed or suffixed shall not be counted as special casual leave. Special casual leave cannot be combined with any other kind of leave, except casual leave. Special casual leave is not accumulated.

7. Duty Leave (DL) :

- a. Duty leave, not exceeding 30 days in a calendar year (limited to maximum of 15 days each half year), may be granted for the following purposes :
- i. Attending conferences, congresses, symposia and seminars on behalf of the University or with permission of the University, in areas of interest to the University;
 - ii. Delivering lectures in institutions and universities at the invitation of such institutions or universities in areas of interest to the University and the employees;
 - 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 in a committee appointed by the Government of India, the state Government, the University Grants Commission, the Department of Science & Technology, a sister University or any other academic body;
 - v. Performing any other duty for the University.
- b. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- c. The leave may be granted with full pay, provided that if the employee 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.

8. Leave on Duty (LD) :

The regular teachers of the University attending Orientation Programme / Faculty Induction Programme, Refresher Courses, Research Methodology Workshops and Faculty Development Programmes etc. under UGC-HRDC / MMMTTC for the purpose of CAS promotion will be treated as "On Duty". The sanctioning authority shall decide the duration of leave on duty in such cases, considering the necessity as per the University's promotion rules. Other than these specified duties, the University authorities may grant leave on duty to an employee deputed by the University for carrying out any other special duty.

9. Earned Leave (EL) :**a. Earned leave admissible to employees who avail vacation (Vacation staff) :**

- i. The earned leave admissible to an employee shall be 10 days in a calendar year.
- ii. The leave shall be credited in advance in two installments of 5 days each on the 1st of January and 1st of July every year.
- iii. Leave at credit is carried forward to the next half year subject to a maximum limit of 300 days.
- iv. During the first half year of appointment and in the half year of quitting service on retirement, resignation, dismissal, death etc. earned leave is credited at 0.83 days for each completed month which is rounded off to the nearest days. No leave is earned for a fraction of month.
- v. An employee must have at least six completed months of service to the University after joining, before the process of crediting leave on the 1st of January and 1st of July every year is started.
- vi. Earned leave is also admissible to an employee for one-third of the period if any, during which he/she is required to perform duty during vacation, provided the employee claims for such credit within one month of vacation and the same is approved by the University authority.

b. Earned leave admissible to employees who do not avail vacation (Non-vacation staff) :

- i. The earned leave admissible to an employee shall be 30 days in a calendar year.
- ii. The leave shall be credited in advance in two instalments of 15 days each on the 1st of January and 1st of July every year.
- iii. Leave at credit is carried forward to the next half year subject to a

maximum limit of 300 days.

- iv. During the first half year of appointment and in the half year of quitting service on retirement, resignation, dismissal, death, etc., earned leave is credited at 2.5 days for each completed month, which is rounded off to the nearest day. No leave is earned for a fraction of a month.
- v. An employee must have at least six completed months of service to the University after joining before the process of crediting leave on the 1st of January and 1st of July every year is started.

c. Limits of accumulation and grant of leave:

- i. An employee shall cease to earn such leave when the earned leave amounts to 300 days.
- ii. The maximum amount of earned leave that may be sanctioned to an employee at a given time shall not exceed 120 days. Earned leave exceeding 120 days may, however, be sanctioned in case of higher study, or training or a portion thereof, if spent outside India, or on medical grounds with a medical certificate.
- iii. 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 the leave spent in India shall not in aggregate exceed 120 days.
- iv. Leave encashment benefit for unutilised earned leave shall be allowed to the regular employees of the University up to a maximum of 300 days subject to the number of days of leave available at the time of retirement/resignation or cessation of service.

10. Half-pay leave :

- a. Half-pay leave admissible to a regular employee shall be 20 days for each completed year of service. It is credited to the leave account in advance in two instalments; 10 days on the 1st of January and 10 days on the 1st of July each year.
- b. A completed year of service means continuous service in the University for a year, including periods spent on duty as well as on leave. An employee must have at least six completed months of service to the University after joining, before the process of crediting leave on the 1st of January and 1st of July every year is started.
- c. On entering/leave service: During the first half year of appointment and in the half year of leaving service on retirement, resignation, dismissal, death, etc., half-pay leave is credited at 1.67 days for each completed

month, which is rounded off to the nearest day. No leave is earned for a fraction of a month.

- d. Half-pay leave may be granted for medical emergencies, academic purposes or private affairs.
- e. For the period of HPL, leave salary will be 50% of the pay last drawn before leave as per the UGC guidelines.
- f. Half-pay leave shall be combined with earned leave for calculating the number of earned leave in case the number of earned leave is less than 300 for the purpose of encashment of leave at the time of retirement/resignation or cessation of service as per the UGC guidelines.

11. Commuted leave :

Commuted leave, not exceeding half of the amount of half-pay leave, may be granted based on a medical certificate from a University registered / government registered medical practitioner to the regular employees subject to the following conditions:

- a. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due.
- b. No commuted leave shall be granted unless the authority competent to sanction leave has reason to believe that the staff member will return to duty on its expiry.
- c. Where an employee who has been granted commuted leave resigns from service or at his/her request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half-pay leave, and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered. No such recovery shall be made if the retirement is by reason of ill-health incapacitating the employee from further service or in the event of his/her death.
- d. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time, provided that no commuted leave shall be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
- e. Half-pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service where such leave is utilised for an approved course of study such as a course which is certified to be either in public interest or in the interest of the University by the leave sanctioning authority.
- f. Commuted leave may be granted to an employee even when earned leave is due to him/her.

12. Extraordinary leave (EOL) :

- a. Extraordinary leave may be granted when no other leave is admissible, or when other leave being admissible, the employee concerned applies for the grant of extraordinary leave.
- b. Extraordinary leave shall always be without pay and allowances.
- c. Extraordinary leave shall not be counted for increment except in the following cases :
 - i. Leave taken on the basis of medical certificate from a University recognized / registered medical practitioner;
 - ii. Cases where the Vice Chancellor is satisfied that the leave was taken due to cases beyond the control of the employee, such as, inability to join or re-join duty due to civil disturbances or a natural calamity, provided the employee has no other kind of leave to his/her credit;
 - iii. Leave granted for pursuing higher studies;
 - 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.
- d. Extraordinary leave may be granted by the sanctioning authority only after ensuring that such leave does not prejudice the interest of the University, and the duration of leave does not significantly affect the activities of the Department.
- e. Extraordinary leave may be granted only after an employee has served the University for a minimum of three years after confirmation.
- f. For an employee who has been on extraordinary leave for a period up to a year, he/she will not be eligible for extraordinary leave for another three years after resumption of duty.
- g. An employee who is on extraordinary leave for more than a year, will not be eligible for extraordinary leave for another five years after the resumption of duty.
- h. Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave shall not exceed three years except in cases where leave is taken on medical certificate.
- i. For a regular employee, the maximum period of extraordinary leave is three years.
- j. If the maximum amount of extraordinary leave was not

sought/sanctioned in the first instance, the employee may apply for extension of the extraordinary leave up to the maximum permissible amount.

- k. Where an employee fails to resume duty after the expiry of the maximum amount of extraordinary leave granted to the said employee, he/she would be deemed to have resigned his appointment from the date of commencement of leave, unless the Executive Council decides otherwise due to exceptional circumstances based on an appeal by the employee at least a week before the expiry of leave.
- l. The period so spent shall not be counted for increment but shall count for seniority. The period shall also be not counted for pensioner / contributory provident fund benefits unless the pensioner / contributory provident fund contributions are paid by the employee or by the foreign employer.
- m. The authority empowered to grant leave may commute retrospective period of absence without leave into extra ordinary leave.

13. Leave not due (LND) :

- a. Leave not due is admissible when no other kind of leave is due and admissible.
- b. Leave not due may, at the discretion of the Vice Chancellor, be granted to a regular employee up to a maximum of 360 days during the entire service period, subject to a limit of 90 days at a time. Out of the total 360 days, not more than 180 days may be granted without a medical certificate. Leave not due shall be debited against the half-pay leave earned by the employee subsequently.
- c. Leave not due shall not be granted unless the Vice Chancellor is satisfied that as far as can reasonably be foreseen, the employee will return to duty on the expiry of the leave and earn the leave granted.
- d. An employee to whom leave not due is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is wiped off by the active service, or he/she refunds the amount paid to him/her as pay for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the employee for further service, refund of leave salary for the period of leave still to earn may be waived by the Executive Council; provided that the Executive Council may, in any other exceptional case, waive for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.
- e. A member of staff while on leave not due is entitled to the same leave salary as during half-pay leave.

14. Study leave (SL) :

- a. Study leave may normally be granted after a minimum of 5 years of continuous and exemplary service rendered to pursue a special line of study or research directly related to his/her work in the University. Evidence of exemplary service will be based on the Annual Confidential Reports. The Vice Chancellor may, in exceptional circumstances, waive the condition of the five years of service being continuous.
- b. Study leave may be granted up to three times during his/her service life within the limitation that the total study leave period during his/her entire service life shall not exceed two years (twenty-four months).
- c. The objective of study leave is to develop skills amongst the younger faculty members and scientific/technical staff, which will be useful for the growth of the University. It should be directly related to one's work in the University. If a faculty member has been appointed without a PhD, he/she may use this leave to acquire a PhD degree.
- d. Study leave may be granted when the department is adequately staffed so that the departmental activities shall not be significantly affected.
- e. While computing the length of service, the time during which a person was on probation or engaged as a research assistant may be counted provided:
 - i. The person is a regular employee on the date of application; and
 - ii. There is no break in service.
- f. Study leave or any extension of study leave shall be granted by the Vice Chancellor on the recommendation of the concerned Head of the Department, and Dean of Faculty. The leave shall not be granted for more than 2 years other than in very exceptional cases in which the Vice Chancellor is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- g. Study leave shall not be granted to anyone 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.
- h. A second spell of study leave may be sanctioned only after at least five years have lapsed since the employee joined duty after the first spell of study leave.
- i. For sanctioning the second spell of study leave, effective utilization of the first spell of study leave and continuous and exemplary service after joining service will be considered, in addition to the planned work during the second spell.

- j. All requests for study leave must be accompanied by:

A detailed plan of work / tasks / objectives to be accomplished during the period of leave, and a description of how this is likely to benefit the University; and details of remuneration being received by the employee while on study leave.

- k. No one who has been granted study leave shall be permitted to alter subsequently the course of study or the programme of research without the permission of the Vice Chancellor.
- l. If a course of study for which the study leave has been sanctioned ends before the leave period, the employee must resume duty on the conclusion of the course of study unless prior approval of the Vice Chancellor has been taken to treat the remaining period as extraordinary leave.
- m. Study leave granted to an employee 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 staff member may apply again for such leave.
- n. Study leave may be granted on full pay up to 2 years.
- o. Subject to the period of study leave not exceeding the maximum of 2 years, study leave may be combined with earned leave, half-pay leave, extraordinary leave of vacation, provided that the earned leave at the credit of the employee shall be availed of at the discretion of the employee.
- p. If study leave is taken in continuation of vacation, the period of study leave will begin after the expiry of vacation.
- q. An employee who is selected to a higher post during the study leave period, will be placed in that position and will get the higher scale of pay only after joining the post.
- r. An employee 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 employee shall, however, be eligible to receive arrears of increments.
- s. After the leave has been sanctioned, the staff member shall, before availing himself/herself of the study leave, shall execute a bond in favour of the University, binding himself/herself for the due fulfilment of the conditions laid down in these sub-clauses and give security of immovable property to the satisfaction of the Registrar or a fidelity bond on an insurance company or a guarantee letter from a scheduled bank or furnish security of two regular teachers who have been employed in the

University for at least five years.

- t. Study leave shall count as service for retirement benefits, e.g. pension/contributory provident fund, provided the employee joins the University on the expiry of his/her study leave, and serves for the period for which a bond has been executed.
- u. An employee shall be liable to refund to the University, the amount of leave salary and allowances and other expenses incurred on the employee or paid to him/her or his/her behalf in connection with the course of study, if he/she:
 - i. is unable to complete his/her studies within the period of study leave granted to him/her; or
 - ii. fails to rejoin the service of the University on expiry of his/her study leave; or
 - iii. rejoins the service of the University but does not continue in service for the prescribed period of service after re-joining; or
within the period he/she is dismissed or removed from the service of the University.
- v. The employee shall submit six monthly report of progress in his/her studies certified by his/her superior or the Head of the Institution. This report should be sent to the Head of his/her Department in the University, which will be forwarded to the Registrar with comments, if any, by the Head of the Department. The report should reach the Registrar within one month of the expiry of six months of study leave. If the report does not reach the Registrar within the specific time, the payment of leave salary may be deferred till the report is received.
- w. No employee proceeding on study leave shall be allowed to resign from his/her employment, unless he/she settles all financial and other claims of the University outstanding against him/her.
- x. On completion of study leave, a detailed report must be submitted highlighting the nature of studies, research or other work undertaken during the period of leave. A copy of the research document/monograph/academic paper (s) produced during the period of study leave should be submitted to the University, which shall be put in the public domain via the University website.

15. Maternity leave (ML) :

- a. Maternity leave with full pay may be granted to a female employee with less than two surviving children for a period not exceeding 180 days from the date of its commencement, to be availed of twice in the entire career.
- b. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a female employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- c. Maternity leave may be combined with earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of maternity leave may be granted on medical grounds, if the request is supported by a medical certificate.

16. Quarantine leave (QL) :

- a. Quarantine leave is admissible when an employee is precluded under orders of the competent medical authority from attending office in consequence of an infectious disease of himself / herself or in his/her family or household. Such leave can be granted only on the medical certificate of a medical officer. Maximum duration of quarantine leave is ordinarily 21 days and may be extended up to 30 days in exceptional circumstances. Any absence beyond these limits has to be treated as regular leave. A member of staff in quarantine leave is not treated as absent from duty and his pay is not interrupted.
- b. An employee suffering from any type of infectious/ communicable/ contagious disease requiring isolation as certified by a University registered / government registered medical practitioner can be considered for the grant of quarantine leave.

17. Special Disability Leave (SDL) :

Special Disability Leave: This leave is granted to an official disabled by injury, accidental injury or illness incurred in the performance of duty. The period of leave to be granted is to be certified by a medical board and shall not exceed 24 months in respect of one disability. This leave may be combined with leave of any other kind. This leave shall be counted as duty in calculating service for pension and is not debited to leave account. Leave salary is admissible as in the case of EL for the first 120 days. For the remaining period, leave salary will be 50% of pay as in the case of HPL.

18. Child Care Leave (CCL) :

A woman employee having any minor child/children (below 18 years) may be granted leave up to a period of two years for taking care of the minor child/children. The child-care leave for a maximum period of two years (730 days) may be granted to the woman employee during her entire service period subject to the following conditions :

- a. The CCL shall not be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior sanction of the leave by the competent authority.
- b. No CCL shall be admissible during probation period, if any.
- c. The CCL may be availed in more than one spell.
- d. The CCL shall not be debited against the leave account of the employee.
- e. The CCL may be combined with any other kind of leave if admissible.
- f. Holidays falling under the CCL period shall be counted as leave.
- g. During the period of such CCL the women employee shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- h. The period of wilful absence or unauthorised absence shall not be converted to CCL.
- i. The period of any other leave already sanctioned or availed shall not be converted to CCL.
- j. An application for grant of CCL by a woman employee who is already on leave (other than CCL) within India or outside of India, who submits her application for grant of CCL, may be considered provided she submits the application before the expiry of leave. If the CCL is not sanctioned by the competent authority before the expiry of the leave she shall have to join in her duty.
- k. The CCL is meant for the care of child; hence LTC, if any, shall not be admissible while on CCL.
- l. The fraction for which CCL can be availed is minimum of 5 days.
- m. The CCL may not be granted in more than 3 spells in a calendar year maximum of 6 months in one spell.
- n. The University has the right to cancel any CCL application, if it so thinks that the services of the employee is necessary for the said period and in case of insufficient staff in the department in which the employee is working.
- o. Application for the CCL must be submitted 20 days before availing the

leave (except in case of medical emergency to be supported by medical certificate).

19. Paternity leave (PL) :

A male employee with less than two surviving children, may be granted paternity leave for a period of 15 days, during the confinement of his wife for childbirth, i.e. up to 15 days before, or up to six months from the date of delivery of the child.

20. Adoption leave (AL) :

- a. Adoption leave may also be granted to a female employee with less than two surviving children for a period of 135 days from the date of valid adoption for a child below the age of one year.
- b. Paternity leave of 15 days may also be granted on valid adoption of a child below the age of one year.

21. Leave to probationers :

Anyone appointed as a probationer against a substantive vacancy and with definite term of probation shall during the period of probation, be granted leave which would be admissible to him/her if he/she holds his/her post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave granted to him/her should not extend beyond the date on which the probationary period expires or any earlier date on which his/her services are terminated. If a person in the regular service of the University is appointed "on probation" to a higher post he/she shall not, during probation, be deprived of the benefit of leave rules applicable to his/her regular post.

22. Leave to employees on temporary basis :

For persons appointed on purely temporary basis, i.e. 89 days or a semester or any other period as the case may be, to meet the needs of the University, only Casual Leave will be admissible as per the discretion of the University authority.

23. Employment during leave :

An employee on leave shall not engage directly or indirectly in any trade or business whatsoever or in any private tuition or other work to which any emolument or honorarium is attached, provided that this prohibition shall not apply to work in connection with the examination of a University, public service commission, Board of Education or similar bodies/institutions or to any literary work or publication or radio or extension lectures, or training programs of interest to the University, or to fellowships or financial support received from the host institute during either study leave.

24. Absence without leave or overstay on leave :

An employee, who absents himself/herself without leave or remains absent without leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence, and referred to as *dies non*. However such a period of leave shall be debited against his/her leave account as leave is extended by the authority empowered to grant the leave. Wilful absence from duty may be treated as misconduct, and subject to disciplinary action.

25. Conversion of one kind of leave to another :

- a. On the request of the employee concerned, the University may convert retrospectively any kind of leave including extraordinary leave into a leave of different kind which was admissible to him/her at the time the leave was originally taken, but he/she cannot claim such conversion as a matter of right. If one kind of leave is converted into another, the amount of leave salary and the allowances admissible shall be recalculated and arrears of leave salary and allowances paid or the amount overdrawn recovered as the case may be.
- b. Any request for conversion of one kind of leave to another must be made within three months of the leave being sanctioned.

26. Increment during leave :

If any increment falls during any leave other than casual leave, special casual leave, duty leave, the effect of increase of pay shall be given from the date the employee resumes duty without prejudice to the normal date of his/her increment, except in those cases where the leave does not count for increment. No employee shall, however, be eligible to receive arrear of increments.

27. Leave salary :

- a. An employee granted casual leave, special casual leave or duty leave is not treated as absent from duty and his/her pay is not interrupted.
- b. An employee on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on leave.
- c. An employee on commuted leave is entitled to leave salary equal to the salary admissible immediately before proceeding on leave.
- d. An employee on half-pay leave or leave not due is entitled to leave salary equal to half the amount of the pay drawn immediately before proceeding on leave.
- e. An employee on extraordinary leave shall not be entitled to any leave salary.
- f. An employee on study leave may be paid leave salary equal to the salary

admissible immediately before proceeding on leave.

- g. An employee on Maternity, Paternity and Adoption leave is entitled to draw the same pay as he/she may be drawing at the time of proceeding on leave.
- h. An employee on quarantine leave is not treated as absent from duty and his/her pay is not interrupted.
- i. During the period of re-employment, the leave salary shall be based on the pay drawn by him/her exclusive of the pension and pension equivalent of other retirement benefits.

28. Recommending and sanctioning authorities for leave :

The recommending and sanctioning authorities for leave are listed in tables-1,2, 3 and 4 for different kinds of leaves. If the recommending and sanctioning authorities are unavailable for any reason, the Vice Chancellor may sanction the leave applied for by any employee.

29. Station leave permission (with or without leave) :

- a. Vice Chancellor-self, with intimation to the Chancellor.
- b. Rest of the staff: by the sanctioning authority of the concerned leave.

30. Vice Chancellor's leave :

- a. Upto 15 days: self, as per availability, with intimation to the Chancellor.
- b. Beyond 15 days: Chancellor's approval will be needed.

31. Maintenance of leave account records :

- a. Casual leave: Record of the leave sanctioned and availed of will be maintained by the Head of the department as well as by the section/office.
- b. All other kinds of leave: leave application forms after due approvals/rejections must be sent to the Registrar. The Establishment Section will communicate the granting/rejection of leave and maintain the leave records of each employee.
- c. All leave records of all employees will be maintained at the establishment section.

Note for future reference:

"In case of the employees of erstwhile Gurucharan College, if any leave condition/rule mentioned in the Gurucharan University leave rule contradicts with the Government of Assam leave rule, the latter will be applicable".

Table-1
Casual leave sanctioning authority

Category of posts	Sanctioning authority
Deans, Registrar, Academic Registrar, Deputy Registrars, Controller of Examinations, Dy Controller of Examinations, Assistant Registers, Director of Students' Welfare, Finance Officer, Director of IQAC, Librarian/Library in-charge, Wardens/Superintendents of hostels, P.S. to Vice Chancellor.	Vice Chancellor
Heads of Departments and Centres	Dean of Faculty/Registrar
Faculty and staff in Departments and Centres.	Head of the department/Registrar
Employees of the General Administration, including P.S. to Registrar.	Registrar
Employees in stores and purchase section	Registrar
Employees in Academic Registrar's office	Academic Registrar/Registrar
Employees of the Director of Students' Welfare	Director of students welfare/Registrar
Employees in Examination cell	Controller of examinations/Registrar
Employees in Finance section	Finance officer/Registrar
Employees in engineering cell	Registrar
Employees in Library	Librarian/ ic librarian/Registrar
Employees in hostels	Warden/superintendent/Registrar
Employees in sports and games facilities	Registrar
Vice Chancellor	Vice Chancellor
All other employees	Registrar

Table-2
Special Casual Leave

Category of posts	Sanctioning authority
Vice Chancellor	Vice Chancellor
Deans, Registrar, Academic Registrar	Vice Chancellor
All other posts	Registrar

Table-3

Earned leave, Half-pay leave, Commuted leave, Maternity leave, Paternity leave, Adoption leave, Special hospital leave, and Quarantine leave.

Category of posts	Sanctioning authority
Vice Chancellor	Vice Chancellor for less than 15 days. Chancellor for more than 15 days
Deans, Registrar, Academic Registrar, Deputy Registrars, Controller of Examinations, Dy Controller of Examinations, Assistant Registers, Director of Students' Welfare, Finance Officer, Director of IQAC, Librarian/Library in-charge, Wardens/Superintendents of hostels, P.S. to Vice Chancellor/Deans/HoDs/Professor/Associate Professors/Assistant Professor.	Vice Chancellor
All other staff	Registrar

Notes for reference:

The recommendation of the Head of the Department/Centre/Section/Cell is mandatory for any leave to be approved.

Table-4

All other leaves, including duty leave, leave on duty, study leave, extraordinary leave, leave not due, and Child Care leave :

Category of posts	Sanctioning authority
All employees entitled to these leaves	Vice Chancellor on recommendations of the HOD/Deans/Registrar

Notes for reference:

All leaves related to project staff will be guided by the rules and regulations of the respective funding agencies. If there are no such rules in the project, the Registrar/Academic Registrar/Project Investigator will decide on the leave.