

**UNIVERSITY EMPLOYEES (LEAVE)
REGULATIONS**
*(Approved by the Executive Council in its 5th meeting
held on 16.7.2009 vide Agenda Item No.18)*

UNIVERSITY EMPLOYEES (LEAVE) REGULATIONS

1. Scope:

These regulations shall apply to all University employees including the existing employees of PGIMS, Rohtak whether employed in permanent or temporary service other than the following:-

- (a) persons on deputation from any State Govt., the Govt. of India or Statutory Board or Corporation, who will be governed by the terms and conditions of deputation.
- (b) employees appointed on contract (they will be granted leave in accordance with the terms of the contract).
- (c) part-time employees.
- (d) employees appointed on work-charge basis.
- (e) Casual workers.
- (f) any class of employees or any individual employee in connection with the affairs of the University who may be specifically exempted from the application of these regulations.

2. Definitions:

- (a) “Service” means the whole period of continuous service, including periods spent on leave other than extra-ordinary leave.
- (b) “Active Service” means the time spent:-
 - (i) on duty;
 - (ii) on subsidiary leave;
 - (iii) on recognized vacation or leave with pay and allowances, Study Leave of any kind etc., provided that the employee is not absent or on extra-ordinary leave during the period.
- (c) A “completed year of service” means continuous service of the specified duration under the University and includes period spent on duty as well as leave including extra-ordinary leave unless otherwise provided.
- (d) “Competent Authority” means the authority empowered by the Executive Council to grant leave.
- (e) “Day” means a calendar day.
- (f) “Earned Leave” means leave earned on the basis of actual service rendered including vacations.
- (g) “Month” means a calendar month.
- (h) “Leave Salary” means the monthly amount paid by the University to an employee who is on leave.

- (i) “Family” means a University employee’s wife or husband, as the case may be, legitimate children and step-children residing with and wholly dependent upon him/her. It includes, in addition, parents, sisters and minor brothers if residing with and wholly dependent upon him/her. Not more than one wife is included in a family for the purpose of this regulation.

Note:- The term “Family” however does not include an adopted mother, step mother and such other adventitious dependants. The term “legitimate children” includes children adopted under the Hindu Law.

- (j) “Holiday” means a holiday prescribed or notified as such by the competent authority. This term does not include “local holidays” which may be granted at the discretion of the Vice-Chancellor.
- (k) “Competent Medical Authority” means the Head/Unit Head of Clinical Deptt. or MS, PGIMS, Rohtak or a Government doctor of a gazetted rank or such other authority as may be approved by the Vice-Chancellor on the merits of each case provided that in the case of employees belonging to rural areas where there is no Government/ Dispensary or MBBS doctor, certificate from a Registered Medical Practitioner shall be accepted.
- (l) “Vacation Department” is a department or a part of department to which regular vacations are allowed during which the University employees serving in that department are permitted to be absent.
- (m) “Pay” means the monthly pay drawn on the day before the leave commences.
- (n) “Half Pay” means half of the pay drawn on the day before the leave commences.
- (o) “University Employee” means the employee appointed by University of Health Sciences, Rohtak & existing employees of PGIMS, Rohtak for the said purpose as per details given below:-

- ^[8] **Group A: (i) Persons appointed in the unrevised pay scale of Rs.8000-13500 and above.**
(ii) Any other member of Administrative/teaching staff/recognized as Officer of Class A by the Executive Council.

Sr. No.	Group	Basic			
		5 th Pay Commission	6 th Pay Commission	As per 7 th Pay Commission notified by the Govt. vide notification U.O. No. 9217/2FD-/2017/18740 dated 21.06.2017.	
				FPL	PAY
1.	“A”	Rs.8000-13500	Rs.15600-39100+ 5400	10	Rs.56100-177500
2.		Rs.10000-13900	Rs.15600-39100+ 6000	11	Rs.67700-191000 GP 6000 & GP6400 merged with GP6600
3.		Rs.10000-15200	Rs.15600-39100+ 6400		
4.		Rs.10650-15850	Rs.15600-39100+ 6600		
5.		Rs.12000-16500	Rs.15600-39100+ 7600	12	Rs.78800-197200
6.		Rs.13500-17250	Rs.15600-39100+ 8000	13	Rs.88400-202600
7.		Rs.14300-18300	Rs.37400-67000+8700	14	Rs.118500-207900

8.		Rs.15100-18300	Rs.37400-67000+8800	15	Rs.118700-208400
9.		Rs.16400-20000	Rs.37400-67000+8900	16	Rs.123600-210300
10.		Rs.16400-20900	Rs.37400-67000+9500	17	Rs.125200-213400
11.		Rs.18400-20400	Rs.37400-67000+9800	18	Rs.126000-214700
12.		Rs.18400-22400	Rs.37400-67000+10000	19	Rs.128900-219600
13.		Rs.22400-24500	Rs.37400-67000+12000		
14.			HAG Rs.67000-79000 GP Nil	20	Rs.182200-224100

Group B: Persons appointed in the unrevised pay scales of Rs.6500-10500 and above but less than Rs.8000-13500

Sr. No.	Group	Basic			
		5 th Pay Commission	6 th Pay Commission	As per 7 th Pay Commission notified by the Govt. vide notification U.O. No. 9217/2FD-/2017/18740	
				FPL	PAY
1.	“B”	Rs.7450-11500	Rs.9300-34800+4600	7	Rs.44900-142400
2.		Rs.7500-12000	Rs.9300-34800+4800	8	Rs.47600-151100
3.		Rs.7500-13000	Rs.9300-34800+5200	9	Rs.53100-167800 GP5200 merged with GP5400
4.		Rs.8000-13500	Rs.9300-34800+5400		

Group C: Persons appointed in the unrevised pay scales of Rs.3050-4590 and above but less than Rs.6500-10500

Sr. No.	Group	Basic			
		5 th Pay Commission	6 th Pay Commission	As per 7 th Pay Commission notified by the Govt. vide notification U.O. No. 9217/2FD-/2017/18740	
				FPL	PAY
1.	“C”	Rs.3050-4590	Rs.5200-20200+1900	2	Rs.19900-63200
2.		Rs.3050-5325	Rs.5200-20200+1950	3	Rs.21700-69100 GP1950 merged with GP2000
3.		Rs.3200-4900	Rs.5200-20200+2000		
4.		Rs.4000-6000	Rs.5200-20200+2400	4	Rs.25500-81100
5.		Rs.4400-6000	Rs.5200-20200+2500	5	Rs.29200-92300 GP2500 merged with GP2800
6.		Rs.4500-7000	Rs.5200-20200+2800		
7.		Rs.5000-7850	Rs.9300-34800+3200	6	Rs.35400-112400 GP3200, 3300 merged with GP 3600 and GP3600, 4000
8.		Rs.5400-8000	Rs.9300-34800+3300		
9.		Rs.5500-9000	Rs.9300-34800+3600		
10.		Rs.6500-9900	Rs.9300-34800+4000		
11.		Rs.6500-10500	Rs.9300-34800+4200		

					merged with GP4200
12.		Rs.7450-11500	Rs.9300-34800+4600	7	Rs.44900-142400

Group D: Persons appointed in the unrevised pay scales of Rs.3050-4350 and below

Sr. No.	Group	Basic			
		5 th Pay Commission	6 th Pay Commission	As per 7 th Pay Commission notified by the Govt. vide notification U.O. No. 9217/2FD-/2017/18740	
				PL	PAY
1.	“D”	Rs.2550-3200	Rs.4440-7440+1300	DL	Rs.16900-53500 GP1300, 1400, merged with GP1650
2.		Rs.2610-3540	Rs.4440-7440+1400		
3.		Rs.2650-4000	Rs.4440-7440+1650		
4.		Rs.3050-4350	Rs.4440-7440+1800	1	Rs.18000-56900

3. Right to Leave:

- Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the competent authority.
- When an employee is recalled to duty before the expiry of his/ her leave, such recall to duty shall be treated as compulsory in all cases. The period from the date on which he/ she starts to join his/ her post may be treated as on duty but he/ she will draw leave salary only until he/ she joins his/ her post. In addition, he/she shall be entitled to travelling allowance to the head quarter. Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.

4. Leave shall not be granted to an employee:

- who is dismissed, removed or compulsorily retired from the University service by a competent authority;
- who is under suspension.

5. Commencement and termination of leave:

- Leave begins from the date on which it is actually availed of and ends on the day preceding on which duty is resumed.
- Sundays or other holidays (except vacations) may be prefixed as well as suffixed to leave.

Note: Teachers are normally expected to be present on the first and last working days of each term, however, in special circumstances any kind of leave except casual leave may be prefixed or suffixed to vacation/ break/ recess with the permission of the Vice-Chancellor.

6. Return to duty on expiry of leave:

- (a) Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him/ her.
- (b) No employee who has been granted leave on medical certificate will be allowed to return to duty without his/ her first producing a medical certificate of fitness in such a manner and from such persons as may be prescribed. The authority competent to grant leave may at its discretion waive off the production of medical certificate in case of an application for leave for a period not exceeding 3 days at a time on medical ground. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical ground.

7. Absence from duty:

- (a) an employee, who remains absent after expiry of his/ her leave, shall not be entitled to any leave salary unless otherwise such absence has been regularised by the competent authority.
- (b) Willful absence from duty for more than 15 days may involve forfeiture of appointment after completing the paper formalities in this regard. The employee may not be allowed to resume the duties, while the case to declare his/ her office as vacant is under process, without prior permission of the Vice-Chancellor.
- (c) When an employee does not resume duty after remaining on leave for a continuous period of four years and does not report for duty after repeated reminders, he/ she shall be deemed to have resigned and shall accordingly cease to be in the University service.

8. Conversion of one kind of leave into another kind:

- (a) At the request of an employee, the sanctioning authority may convert any kind of leave including extra-ordinary leave retrospectively into a leave of different kind which was due and admissible to him/ her at the time leave was granted, but he/ she cannot claim such conversion as a matter of right.
- (b) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and any amount paid to him/ her in excess shall be recovered and any arrears due to him/ her shall be paid.

9. Temporary service followed by confirmation:

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

10. Leave to persons appointed on probation:

A person appointed on probation will, during the period of probation, be treated, for purpose of leave, as a temporary employee. However, if a person in the permanent service of the University is appointed on probation to a higher post, he/ she shall not, during the probation, be deprived of the benefit of leave rules applicable to his/ her permanent post.

11. Grant of increment during leave:

If the increment falls during leave other than casual leave or vacation, academic leave, the effect of increase of pay will be given from the date the employee resumes duty without prejudice to normal date of increment.

12. The following kinds of leave would be admissible to the members of the teaching staff:-

- 1 Casual Leave
- 2 Special Casual Leave
- 3 Earned Leave
- 4 Half Pay Leave
- 5 Commuted Leave
- 6 Maternity Leave
- 7 Leave for anti-rabic treatment
- 8 Quarantine Leave
- 9 Hospital Leave
- 10 Leave not due
- 11 Extraordinary Leave
- 12 Academic Leave
- 13 Study Leave
- 14 Vacation
- ^[1]15 Child Care Leave

13. The following kinds of leave would be admissible to the members of the Paramedical & non-teaching staff:

- 1 Casual Leave
- 2 Special Casual Leave
- 3 Earned Leave
- 4 Half Pay Leave
- 5 Commuted Leave
- 6 Maternity Leave
- 7 Leave for anti-rabic treatment
- 8 Quarantine Leave
- 9 Hospital Leave
- 10 Leave not due
- 11 Extraordinary Leave
- 12 Compensatory Leave
- 13 Study Leave

^[1]14 Child Care Leave

14. Causal Leave:

(a) Casual Leave will be admissible as under:

- | | |
|---|---------|
| 1. To employees with 10 years service or less | 10 days |
| 2. To employees with more than 10 years service | 15 days |
| 3. To employees with over 20 years of service | 20 days |

Provided further that female employees may be granted 20 days casual leave in one calendar year

- (b) How to calculate: From the date on which an employee completes his/ her 10th or 20th year of service, as the case may be, he/ she will be given leave in that year according to the next higher scale.
- (c) Casual leave cannot be carried over to the next calendar year.
- (d) An employee on casual leave is not treated as absent from duty and his/ her pay is not intermitted.
- (e) All the categories of Staff working in PGIMS, Rohtak except staff working in the office of Director and MS will be allowed 5 days extra casual leave.

15. Special Casual Leave:

In addition to casual leave, special casual leave to the extent mentioned below may be granted:

- (a) to undergo to sterilization operation (Vasectomy or Salpingectomy) under Family Welfare Programme to such employees whose wives get sterilized and are getting basic pay upto Rs.13,900/- in the revised scale after having two alive children. Leave in this case will be restricted to six working days.
- (b) to a female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- (c) Special Casual Leave upto a maximum of 05 days in a calendar year may also be granted to the office bearers of the Non-teaching Employees Association for participating in the executive meetings, conferences and other activities of their respective Associations.
- (d) Special Casual Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or the vacation.

16. Earned Leave:

- (a) Earned leave admissible to a permanent non-teaching employee (including class 'D') is:
- (i) 1/24th of the period spent on duty, during the first 10 years of his/ her service.
- (ii) 1/18th of the period spent on duty, during the next 10 years of his/ her service; and 1/12th of the period spent on duty, thereafter.

Provided that Earned Leave will continue to be admissible as 1/ 11th of the period spent on duty in the case of those University employees who were recruited exclusively for the affairs of the Medical College (now called as Pt.B.D.Sharma Postgraduate Institute of Medical Sciences), Rohtak when it was under the administrative control of the Maharshi Dayanand University, Rohtak and are still continuing in service.

Accumulation of earned leave shall be permissible to any extent on the pattern of State Government.

(b) The Earned Leave admissible to teachers will be as under:-

1	A teacher with 10 years service or less (1/48 th)	7 ½ days +10 days Earned Leave in lieu of half pay/commuted leave=17 ½ days
2	A teacher with more than 10 years service but not exceeding 20 years service (1/36 th)	10 days +10 days Earned Leave in lieu of half pay/commuted leave =20 days
3	A teacher with more than 20 years service (1/24 th)	15 days +10 days Earned Leave in lieu of half pay/commuted leave =25 days

(c) The maximum earned leave that may be sanctioned at a time shall not exceed 120 days.

(d) The above regulations also apply to a person not in permanent employment.

(e) The employees may be granted cash payment in lieu of unutilized Earned Leave at their credit at the time of retirement on superannuation on the following conditions:

- (i) The payment of each employee equivalent to leave salary shall be limited to a maximum of 300 days or as revised from time to time.
- (ii) The cash payment equivalent to leave salary as admissible, will become payable on retirement and will be paid in one lump sum settlement.
- (iii) Cash payment under this order will, subject to (iv) below, be equal to leave salary at the rates in force on the date of retirement. No city compensatory and/or house rent allowance shall be payable.
- (iv) The authority competent to grant leave shall issue order granting cash payment equivalent to Earned Leave at the credit of an employee on the date of his/ her retirement.
- (v) The employees seeking voluntary/ premature retirement will also be granted cash payment in lieu of their unutilized Earned Leave on the date of their retirement. This will, however, not be applicable to those employees who are compulsorily retired prematurely by the University.
- (vi) A University employee, already on leave preparatory to retirement, who has been allowed to return to duty, shall also be entitled to this benefit on the date of retirement.

- (vii) Before sanctioning the leave preparatory to retirement of 300 days, it may be certified that the employee did not avail of any portion of leave preparatory to retirement of 300 days before the date of his/ her retirement.

17. Earned Leave admissible to a teacher in permanent employment shall be:

- (a) Five days for every completed year of actual service including vacation and proportionately for less than one year of service.
- (b)
 - (i) For the Purpose of computation of period of actual service, all periods of leave except casual leave, special casual leave and academic leave shall be excluded.
 - (ii) Earned Leave at the credit of a teacher shall accumulate to any extent on the pattern of State Government. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days.

18. Half Pay Leave:

Half Pay Leave may be granted to University employees other than a teacher of University maintained college for 20 days for each completed year of service. Half pay leave may be granted to an employee on medical certificate or on private affairs. No half pay leave may be granted to an employee in temporary service except on medical certificate.

19. Commuted Leave:

Commuted leave on full pay not exceeding half the amount of 'half pay leave' may be granted on medical certificate to a University employee subject to the following conditions:

- (a) When commuted leave is granted, twice the amount of such leave shall be debited to the half pay leave account.
- (b) No Commuted leave may be granted under the provision unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
- ¹³¹(c) Omitted.

¹³¹20. Maternity Leave:

- (i) Maternity leave upto two living children will be granted by the competent authority to a woman employee on full pay for six months.
- (ii) No maternity leave will be allowed on the birth of third living child and in such a case, leave of the kind due will be allowed.
- (iii) Female employee who has already two living children before her entry into University Service is not entitled to the benefit of maternity leave. In such cases also, the leave of the kind due may be granted.
- (iv) Maternity leave shall not be debited to the leave account.

Note: 1. As per instructions contained in F.D.Hr.No.11/84/83-1FRII/1968 dated 28.10.1994, it has been decided that the total period of admissibility of maternity leave on account of miscarriage/abortion has been restricted to 45 days during the entire career of a female Govt. servant. The application may be supported by a medical certificate.

2. Female employees having two or more children will not be entitled to avail the benefit of maternity leave in case of miscarriage including abortion.

21. Leave for Anti-Rabic Treatment

Leave for anti-rabic treatment will be granted by the competent authority for a maximum period of one month on production of a certificate from the medical or Public Health Officer. The employee will be considered on duty and will draw his/ her usual salary. Any leave in excess of this period shall be treated as leave of the kind due.

22. Quarantine Leave

If an employee or any member of his/ her family living with him/ her is suffering from any infectious disease such as small pox, cholera, plague etc., quarantine leave may be granted by the competent authority to the employee up to a limit of one month on production of a certificate from the competent Medical Authority or the Civil Surgeon of the District. The employee will be considered on duty and will draw his/ her usual salary. Any leave in excess of this period will be treated as leave of the kind due.

23. Hospital Leave

- (i) Hospital leave may be granted to an employee, whether permanent or temporary, for medical treatment for injury if it is directly due to risks incurred in the course of official duty. This leave will be available to such employees only whose duties expose them to such injury.
- (ii) Hospital leave may be granted on full pay or half pay as the Executive Council may consider necessary.
- (iii) Hospital leave shall in no case exceed one hundred and twenty days on full pay in any period of three years whether such leave is taken at one time or by instalments. Half the amount of hospital leave on half pay counts for the purpose of this limit as leave on full pay.
- (iv) Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible; provided the total period of leave, after such combination, shall not exceed twenty-eight months.

24. Leave not due:

Leave not due will be granted to a permanent employee on production of medical certificate or otherwise by the Executive Council on full pay up to a maximum of 180 days during the entire period of service.

Note: The leave 'not due' is intended to be regarded as an advance of leave when the employee's leave account shows nil/debit balance and its grant should, therefore, be limited to the amount which will be earned by the subsequent duty. The leave 'not due' may in no case be granted unless the sanctioning authority is satisfied that, as far as can be reasonably foreseen, the

employee will return to duty and earn it. Such leave will be debited against the half pay leave which the employee may earn subsequently.

An employee to whom leave 'not due' is granted shall not be permitted to tender his/ her resignation from the service so long as the debit balance in his/ her leave accounts is wiped off by active service or he/ she refunds amount paid to him/ her as salary 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 be earned may be waived off by the Executive Council.

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

25. Extra ordinary Leave:

- (a) An employee (whether permanent or temporary) may be granted extraordinary leave by the competent authority :
 - (i) when no other leave is admissible: or
 - (ii) when other leave is admissible, the employee applies in writing for the extra-ordinary leave for any special reason.
- (b) Extra-ordinary leave shall be without pay and allowances. However, House Rent Allowance and Compensatory Allowance will be admissible at the rate at which an employee was drawing before proceeding on such leave provided he/ she has not been in employment elsewhere during that period. The leave shall not ordinarily exceed one-year at a time.

Extra-ordinary leave shall not count for increment, except in the following cases:-

- (a) The sanctioning authority is satisfied that such leave was taken by an employee on account of illness or for any other cause beyond his/ her control provided that the employee has no other kind of leave to his/ her credit;
- (b) Leave is granted for the purpose of higher studies and research; and
- (c) Leave is granted to accept an invitation to an assignment for administrative or technical or academic work of importance. Provided that the maximum total period for which such leave is granted shall not ordinarily exceed three years and in exceptional cases such leave may be extended so that the total period of leave during the whole tenure of service of an employee does not exceed five years. Provided further that the benefit of increment for a period upto three years of extra-ordinary leave may be allowed for accepting such assignments and for the purpose of higher studies and research anywhere in India or abroad.

The word 'Invitation' of the above regulation may include both a direct offer sent by the host institution and any offer received in response to an application bio-data sent by the employees through the University to any Institution in India or abroad.

Extension would be permitted only in rare and exceptional cases subject to the satisfaction of the Vice-Chancellor.

26. Academic Leave:

- (a) Academic Leave not exceeding ^{14]}20 days in a calendar year may be granted to a teacher for the following purposes:-
- (i). to conduct examination of a University or other similar Bodies/ Institutions.
 - (ii). to inspect academic institution attached to a University or to a Statutory Board or Professional Council etc;
 - (iii). to attend meetings of the Committees, Boards, Faculties and other academic bodies of a University or a Statutory Board or Professional Council;
 - (iv). to attend meetings of the Selection Committees of the Universities/ Boards/ Affiliated Colleges etc;
 - (v). to participate in a literary, scientific or educational conference, symposium or seminar or cultural or sports activities conducted by bodies recognized by the University; or
 - (vi). for any other purpose as may be approved by the Vice-Chancellor to be of academic nature.

^{14]} **Note:** All duties related to academic matters i.e. training, inspection etc. of statutory bodies and other public sector shall be included in the academic leave.

- (b) The Vice-Chancellor may at his/ her discretion grant academic leave in excess of twenty days on the merit of each case.
- (c) Academic Leave cannot be accumulated nor can it be combined with any other kind of leave except casual leave. It may be combined with holidays or the vacations.
- (d) The academic Leave admissible to a person joining/ leaving the University service during a calendar year will be as under:-
- | | |
|---|-------------------|
| 1. On joining during the first quarter or leaving during the fourth quarter | Full |
| 2. On joining during the second quarter or leaving during the third quarter | 3/4 th |
| 3. On joining during the third quarter or leaving during the second quarter | Half |
| 4. On joining during the fourth quarter or leaving during the first quarter | 1/4 th |

27. Study Leave:

- (1) A permanent teacher of the University with minimum one year continuous service in the University may be granted study leave for purposes of higher studies (PG Diploma/ PG Degree/ Super-speciality Courses) in India or abroad by the Executive Council on the recommendations of a Study Leave Committee consisting of:
- (a) Vice-Chancellor;

- (b) Director, PGIMS, Rohtak and
 - (c) One member of the Executive Council nominated by the Vice-Chancellor.
- (2) The requisite length of the service shall be calculated as on the last date of submission of application for the relevant course.
 - (3) Study Leave shall not ordinarily be admissible to a teacher beyond the age of 55 years.
 - (4) ^[7] 75% of the total strength of teachers in the concerned department should be present while allowing study leave to a teacher of that department.
 - (5) Study Leave shall ordinarily be not granted for more than two years. However, the Study Leave may be extended on the recommendations of the Study Leave Committee in exceptional circumstances by the Executive Council. The period of study leave shall in no case exceed three years.
 - (6) The period of higher studies, as admissible under the rules, shall count as service for all-purposes subject to the condition of successful completion of the course of study within the prescribed period.
 - (7) A teacher on study leave shall be treated as on duty with full pay last drawn, including allowances for two years and half pay and allowances as may be admissible on that amount, for the third year. But in case of a teacher who receives any financial assistance (like scholarship, fellowship etc.) during the study leave, then he/ she shall be paid pay and allowances as under:-
 - (a) If the financial assistance is more than pay and allowances last drawn before proceeding on the leave, then the study leave will be without pay and allowances.
 - (b) If the financial assistance is equal to half of the pay and allowances, then he/ she shall be paid half the pay and allowances during the study leave.
 - (c) If the financial assistance is less than half the pay and allowances, then he/ she will be paid the salary after deducting the amount of financial assistance received by him/ her.
 - (8) Study leave may be granted more than once provided that there is an interval of at least 5 years between the date of resumption of duty on return from the first study leave and date of application for the second study leave. Provided further that the total period of such leave shall not exceed a period of three years during the entire service of a teacher in the University.
 - (9) A teacher who is granted study leave shall, on his/ her return and on rejoining the service of the University, 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.
- Note: The year would mean the financial year.
- (10) No teacher shall proceed on study leave without executing, to the satisfaction of the University, an agreement bond failing which his/ her leave salary shall not be paid until the bond, duly executed, is received by the Registrar.

- (11) It shall be the duty of the person, who is on study leave, to submit at the end of every six months to the Vice-Chancellor a report of his/ her work through the Head of the Department of the Institute/ University. If his/ her progress is unsatisfactory, study leave salary may be withheld or leave for the rest of the period may be cancelled.
- (12) If a teacher, who is granted study leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he/ she shall ordinarily not be granted any study leave salary but in cases where the amount of remuneration received in respect of part-time employment is not considered adequate, the Executive Council may determine the study leave salary payable in each case.

Note: It shall be the duty of the teacher, who is granted study leave, to communicate immediately to the University the amount of financial assistance in any form received by him/ her during the course of study leave from any person or Institution, whatsoever.

- (13) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half pay leave, extra ordinary leave or vacation provided that the earned leave at the credit of the teacher shall be availed of at the commencement of the study leave. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.
- (14) The period of study leave shall count as service for the purpose of retirement benefits provided that the teacher rejoins the University on the expiry of his/ her study leave and serves for the period for which the agreement bond has been executed.
- (15) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within six months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (16) A teacher availing of study leave, shall undertake that he/ she shall serve the University continuously for a period of five years from the date of his/ her resuming duty after expiry of the study leave failing which he/ she will be required to pay an amount equal to one year salary in addition to the pay drawn during the study leave alongwith any other expenses incurred by the University.
- (17) A teacher -
 - a) who is unable to complete his/ her studies within the period of study leave granted to him/ her; or
 - b) who fails to rejoin the service of the University on the expiry of his/ her study leave; or
 - c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service; or
 - d) who within the said period is dismissed or removed from the service by the University; shall be liable to refund to the University the amount of leave salary and

allowances and other expenses incurred on the teacher or paid to him/ her in connection with the course of study alongwith one year salary :

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

- (18) If a teacher asks for extension in study leave and is not granted the extension but does not resume duty on the expiry of the leave originally sanctioned, he/ she will be deemed to have failed to rejoin the service on the expiry of his/ her leave for the purpose of recovery of dues under these regulations.
- (19) Notwithstanding the above, the Executive Council may order that nothing in these regulations shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these regulations.
- (20) In addition to executing a bond as aforesaid, the teacher shall have to provide two sureties when study leave is granted to him/ her on full pay and one surety when study leave is granted to him/ her on half pay or no pay and give security of immovable property to the satisfaction of the University or Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University. Where the two sureties or the one surety, as the case may be, provided by the teacher are those who are permanent teachers of the Institution to which the teacher belongs, the University may, in its discretion, waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a Guarantee by a Scheduled Bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his/ her failure to fulfill the obligations of the Bond.

Note: ^[5] (i) The Haryana Govt. instructions on 'study leave with full pay' may be followed while allowing study leave to the employees except Medical/Dental Teachers. They will not be deputed outside for pursuing those courses/training which are being offered by the UHS/PGIMS.

^[6] (ii) Study Leave to nursing personnel be allowed as per Haryana Govt. Instructions which are in force.

28. Vacation:

- (a) Vacation will be of 30 days and 24 days in summer and winter respectively. The duration and dates of vacation shall be decided by the Vice-Chancellor every year.
- (b) Teaching staff of the University and any other staff declared as such, shall be entitled to avail themselves of the vacation and termed "vacation staff".

- (c) Vacation staff cannot automatically avail of the vacation. In case the exigencies so demand, any member of vacation staff can be called for duty during vacation. In such a case, leave at one-third of the period during which he/ she is asked to work during the vacation, will be credited as Earned Leave, in addition to the Earned Leave admissible to him/ her as per leave regulations.
- (d) No ad hoc/ contract appointee or Re-employed after superannuation shall be entitled to vacation.
- (e) The teachers shall be allowed full summer/ winter vacation on the following grounds:-
 - (i) On medical grounds
 - (ii) On training abroad
- ¹²¹ (d) The summer and winter vacations will not be clubbed together. If anybody applies for leave in continuation of vacation, he/she will be granted Earned Leave/ Extra Ordinary Leave etc. and thereafter if summer or winter vacation falls then that period of vacation will also be treated/ counted as Earned Leave or Extra Ordinary Leave accordingly.

29. Grant of Leave beyond the date of Retirement:

No leave shall be granted beyond the date on which an employee is due to retire provided that an employee may be granted cash payment in lieu of unutilized Earned Leave at his/ her credit at the time of retirement on superannuation on the following conditions :-

- (a) The payment of each employee equivalent to leave salary shall be limited to a maximum of 300 days.
- (b) The cash equivalent to leave as admissible will become payable on retirement and will be paid in lump-sum as a one-time settlement.
- (c) Cash payment under this order will be, subject to (d) below, be equal to leave salary at the rates in force on the date of retirement.

No city compensatory and/or house rent allowance shall be payable.

- (d) The authority competent to grant leave shall issue order granting cash equivalent to earned leave at the credit of an employee on the date of his/ her retirement.
- (e) A University employee already on leave preparatory to retirement who has been allowed to return to duty shall also be entitled to this benefit on the date of retirement.
- (f) This will not apply to cases of pre-mature retirement of persons who are compulsorily retired.
- (g) In case an employee who dies in harness, the cash equivalent to the leave salary that the deceased employee would have got had he/ she gone on earned leave, but for the death, due and admissible on the date immediately following the date of death subject to a maximum leave salary for 300 days, shall be paid to his/ her family.
- (h) This benefit will also be admissible to persons appointed after superannuation for fixed term or on temporary basis subject to the condition that the maximum benefit of leave

encashment in all these cases (service rendered upto superannuation as also the tenure appointment) combined together should not exceed 300 days.

30. General:

- (a) a leave account shall be maintained by the Head of the Institution or the officer concerned in the case of every employee of the University.
- (b) a University employee, who is dismissed or removed from service, if reinstated, is entitled to count his/ her former service for leave.
- (c) an employee, on leave, may not take up any service or accept any employment, without obtaining the previous sanction of the competent authority whether the proposed service or employment lies in India or outside.
- (d) Every University employee, proceeding on leave, must record on his/ her application for leave, the address at which the letters will find him/ her during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority.
- (e) An officer/ official, who is assigned any duty by the University of Health Sciences, will be treated on duty.

31. Physical Fitness for Efficient Discharge of Duties:

The appointing authority shall have the power to require a University employee to appear before a Medical Board to test his/ her physical fitness for the efficient discharge of the duties of his/ her post whenever it has reason to believe that University employee is not physically fit to carry out his/ her duties satisfactorily. The University employee concerned shall, however, have a right of appeal to an appellate Medical Board against the decision of the first Medical Board.

32. Part-time Employees:

- (i) A part-time employee shall not be entitled to any kind of leave except casual leave upto 10 days if he/ she is a teacher or 15 days if he/ she is a member of the non-teaching staff in a year.
- (ii) A part-time employee may, however, be granted leave without pay as a special case if he/ she has exhausted his/her casual leave or the balance left to his/ her credit is not adequate.

33. Compensatory Leave:

An employee shall be entitled to compensatory leave for the number of days he/ she is required to attend office under the written order of the Director/Registrar on Sundays or other holidays for a period not less than one day unless it is imposed on him/ her as penalty or he/ she is required to clear arrears for which he/ she is personally responsible. The compensatory leave will be availed within one month from the date of its entitlement/it being earned.

34. (A) Leave Salary:-

- (i) A University employee on earned leave is entitled to leave salary equivalent to the pay drawn immediately before proceeding on Earned Leave.

- (ii) A University employee on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-regulation(i).
 - (iii) A University employee on Commuted Leave is entitled to leave salary equal to the amount admissible under sub-regulation (i).
 - (iv) A University employee on extra-ordinary leave is not entitled to any leave salary.
- (B) In case a University employee dies in harness, the cash equivalent to the leave salary that the deceased employee would have got, had he/ she gone on earned leave, but for the death, due and admissible, on the date immediately following the date of death, subject to a maximum of leave salary for 180 days, shall be paid to his/ her family. Further, such cash equivalent shall not be subject to reduction on account of pension equivalent to Death-cum-Retirement Gratuity.

¹¹35. **Child Care Leave (CCL)**

The Child Care Leave (CCL) will be allowed to women University employees to take care of their children at the time of need whether for rearing or to look after any of their needs like examination, sickness etc. on the pattern of State Government as amended from time to time.

Appendix-1**AUTHORITIES COMPETENT TO GRANT CASUAL LEAVE**

Sr. No.	Category of officers/officials to whom leave is to be sanctioned	Recommending Authority	Authority empowered to sanction the leave	Extent of power to sanction leave
1. [9]	Director, Registrar, COE, COF, Librarian, Head of the Deptt. (other than PGIMS)	-	Vice-Chancellor	Full
2.	Dean, MS, Principals, Head of Instt./Deptt. in PGIMS, Rohtak.	Director	[9] Vice-Chancellor or Officer who will be looking after the duties of Vice-Chancellor, in the absence of Vice-Chancellor	Full
3.	Sr. Prof., Head of Units in PGIMS (including Dental).	Head of the Deptt.	Director or Principal in case of Dental College	Full
4.	Professors/Assoc. Professors/Asstt. Professors, Medical Officers & Sr. Residents/Demonstrators etc.	- Head of Units/ Deptt.	Head of Units Director	Upto 4 days More than 4 days
5.	Jr. Residents (PG Students)	- Head of Unit/Deptt.	Head of Unit/Deptt. Dean or Principal in case of Dental College	Upto 4 days More than 4 days
6.	DMSs, Chief Nursing Officer & Nursing Supdt. etc.	- Medical Supdt.	Medical Supdt. Director	Upto 4 days More than 4 days
7.	Nursing Staff (S/N,N/S,ANS,DNS)	Nursing Supdt./ CNO DMS I/c	DMS I/c Medical Supdt.	Upto 4 days More than 4 days
8.	Jr. Lecturer, Lecturer in College of Nursing/ Pharmacy College or other such colleges	-	Principal/ Head of College	Upto 4 days

Sr. No.	Category of officers/officials to whom leave is to be sanctioned	Recommending Authority	Authority empowered to sanction the leave	Extent of power to sanction leave
		Principal/ Head of College	Director	More than 4 days
9.	Branch Officer in Offices of PGIMS, Rohtak	- MS/Jt. Director / Principals	MS/Jt. Director/ Principals Director or Principal in case of Dental College	Upto 4 days More than 4 days
10.	Branch Officers in the offices of University	- - -	C.O.E/Registrar Registrar	Upto 4 days More than 4 days
11.	Employees working in Branches/offices of PGIMS, Rohtak	- Branch Officer	Branch officer Director or Principal in case of Dental College	Upto 4 days More than 4 days
12.	Employees working in Branches/offices of the University	- Branch Officer	Branch Officer Registrar	Upto 4 days More than 4 days
13.	Other Para-medical Staff & Class-IV employees etc.	- Head of Unit/Deptt.	Head of Unit / Deptt. Director/MS/ Principal	Upto 4 days More than 4 days

Note: i) Record of leave shall be maintained in the concerned Unit/Deptt./Establishment Branch.
ii) Request for leave shall be sent through proper channel.

Appendix-2

**DELEGATION OF POWERS TO GRANT LEAVE OF VARIOUS KINDS UNDER THE
LEAVE REGULATIONS**

Sr. No.	Kind of leave	Competent Authority
	Earned Leave, Extra-Ordinary Leave, Child Care Leave, Study Leave and other leave.	
1.	In case of Teachers and other employees beyond 180 days	Executive Council
2.	In case of Teachers and other employees for a period of 121-180 days	Vice-Chancellor
3.	In case of Teachers, Sr. Residents/ Demonstrators, Jr. Lecturer, Chief Nursing Officer, Nursing Supdt., Ministerial Staff, Misc. Category of Class-I & II and other technical staff working in PGIMS for a period upto 120 days.	Director
4.	In case of Nursing Staff (upto DNS) and Class-IV staff working in PGIMS Hospital upto 120 days.	Medical Superintendent
5.	In case of other remaining staff upto 120 days.	Registrar

Note: i) Record of leave shall be maintained in the Establishment Branch concerned.
ii) Request for leave shall be sent through proper channel.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Inserted by EC in 9th meeting held on 14.07.2010 vide Agenda Item No.4.
2. Inserted by EC in 9th meeting held on 14.07.2010 vide Agenda Item No.5.
3. Amended by EC in 12th meeting held on 24.8.2011 vide Agenda Item No.18.
4. Amended by EC in 12th meeting held on 24.8.2011 vide Agenda Item No.27.
5. Amended by EC in 14th meeting held on 21.03.2012 vide Agenda Item No.22.
6. Amended by EC in 15th meeting held on 19.10.2012 vide Agenda Item No.48
7. Amended by EC in 18th meeting held on 24.01.2014 vide Agenda Item No.5.
8. Amended by EC in 42nd meeting held on 21.05.2021 vide Agenda Item No.42.19.
9. Amended by EC in 45th meeting held on 27.06.2022 vide Agenda Item No.45.23.

Note:- As per Agenda Item No. 45 approved by the Executive Council in its 35th meeting held on 30.12.2019, the University has adopted the Haryana Civil Services 2016, Leave Rules with amendments from time to time for the issues/matters where the University Rules/Regulations are not available.