



जम्मू केंद्रीय विश्वविद्यालय  
Central University of Jammu

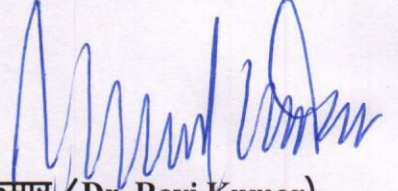
राया-सूचानी (बागला), जिला सांबा-181143, जम्मू (जम्मू एवं कश्मीर)  
Rahya-Suchani (Bagla), District: Samba - 181143, Jammu (J&K)

मिसिल सं०: CUJ/Estab.T-30/2018/ 1108-1289

20<sup>th</sup> मार्च, 2020

कार्यालय टिप्पणी / Office Note

To expedite the Administrative Approval of the Leave matter of the Teaching and Non-teaching employees of the University, **Standard Operating Procedure (SOP)** for management of leave has been drafted. Your observation/comments are invited to further improve the same. Last date for submission of observation/comments is 3<sup>rd</sup> April, 2020 after which SOP will be finalized.

  
(डा० रवि कुमार / Dr. Ravi Kumar)  
कुलसचिव / Registrar  
दूरभाष: 0192-3249658  
ईमेल: registrar@cujammu.ac.in

संलग्नक: प्रारूप मानक संचालन प्रक्रिया (SOP).

सेवा में,

सभी शिक्षक एवं शिक्षणेत्तर कर्मचारी

प्रतिलिपि प्रेषित:

1. तंत्र विश्लेषक (System Analyst) – कृपया विश्वविद्यालय की वेबसाइट पर अपलोड करें।
2. सहायक कुलसचिव (स्थापना शिक्षण),
3. कुलपति के निजी सचिव,
4. कुलसचिव के निजी सचिव.

**DRAFT**  
**Standard Operating Procedure (SOP)**  
**SOP- 01/2020 - Leave**

**INTRODUCTION:**

**General Principles**

1. Leave cannot be claimed as a matter of right by the employee.
2. The leave sanctioning authority may refuse or revoke leave of any kind but cannot alter the kind of leave due and applied for. Earned leave should not ordinarily be denied during the last ten years of service.
3. Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the official and at the discretion of the authority who granted the leave. The employee should apply for such conversion within thirty days of the completion of the relevant spell of leave.
4. Conversion of one kind of leave into leave of a different kind is permissible only when applied for by the official while in service and not after quitting service.
5. Leave sanctioning authority may commute retrospectively periods of absence without leave into Extraordinary leave.
6. No leave of any kind can be granted for a continuous period exceeding five years except with the sanction of the President.
7. An official on leave should not take up any service or employment elsewhere without obtaining prior sanction of the Competent Authority.
8. An employee availing the medical facilities provided by the University, the medical certificate/prescription for availing the commuted leave issued by the Medical Officer/ Medical practitioners approved by the University is allowed.
9. An employee who is on leave on medical certificate will be permitted to return to duty only on production of medical certificate of fitness from appropriate authority.
10. Overstay of leave without prior sanction, will be debited against HPL account of the employee to the extent HPL is due and the excess treated as EOL.
11. Wilful absence from duty after the expiry of leave renders an employee liable to disciplinary action.
12. Absence without leave not in continuation of any authorised leave will constitute an interruption of service unless it is regulated.

**AIM:**

13. Aim of this SOP is to lay down guidelines for initial processing, recommendations and approval of the following types of Leave. Leave other than following shall be processed by the Establishment (Teaching) and Establishment (Non Teaching) Branches respectively as the case may be.

S. No.	Type of Leave
i)	Duty Leave (DL)
ii)	Casual Leave (CL)
iii)	Special Casual Leave (SCL)
iv)	Earned Leave (EL)
v)	Half Pay Leave (HPL)
vi)	Commutated Leave (CML)
vii)	Maternity Leave (ML)
viii)	Child Care Leave (CCL)
ix)	Paternity Leave (PL)
x)	Station Leave (SL)

## VALIDITY:

14. The SOP shall remain valid for period of 3 years and will be reviewed on expiry of three years from the date of approval by the Competent Authority. However, Competent Authority may amend any time as per changes enacted by DOPT/MHRD/UGC.
15. All leave of Teaching Staff/ Faculty will be maintained as per Academic year i.e 1<sup>st</sup> July to 30<sup>th</sup> June of each year.
16. The leave in respect of Non -Teaching staff shall be maintained as per calendar year.

## AUTHORISATION:

17. The leave authorisation is as under:

S. No.	Type of Leave	Maximum No. of Days/ Year (Teaching Staff)	Maximum No. of Days/ Year (Non-Teaching Staff)	Authorisation
i)	Duty Leave	30	-	UGC Regulations 2018 and CCS (Leave) Rules applicable leave rules – For Teaching Staff
ii)	Casual Leave	8	8	
iii)	Special Casual Leave	10	-	
iv)	Earned Leave	12	30	
v)	Half Pay Leave	20	20	
vi)	Commutated Leave	10	10	
vii)	Maternity Leave	180	180	GOI CCS (Leave) Rules applicable leave rules- For Non Teaching Staff
viii)	Child Care Leave	730*	730*	
ix)	Paternity Leave	15*	15*	

\*(granted for two children only as per rule)

## PROCEDURE:

18. Leave without approval of the Competent Authority as per the format will be treated Absent Without Leave (AWL)
19. Only emergency cases will be initiated through e-mail.
20. The routine/normal procedure for seeking the approval of the leave in respect of **Teaching staff** will be as under:-
  - a) All the faculty members will fill the leave form as available on University Website in prescribed format.(Annexure ..... to Annexure .....)
  - b) The Department Admin staff will forward it to the Head of the Department.
  - c) The Head will check the admissibility and balance of the leave in their respective accounts as per extant rules and will forward to Dean with his/ her recommendations.
  - d) The Dean will approve the leave (as per authority detailed at Item No.5) and forward to the Establishment- Teaching branch for issue of orders.
  - e) The leave which requires approval of the Vice Chancellor (as per table at Item No.5) will be forwarded to Vice Chancellor's office after recommendations of the Dean.
  - f) Vice Chancellor secretariat will forward the approved leave to Establishment- Teaching branch.
  - g) No orders will be issued for Casual leave. Establishment- Teaching Branch will issue the orders after approvals and as per admissibility under extant rules.
  - h) Station Leave must be duly filled and got approved by the Competent Authority before leaving the Headquarters/station.

21. The routine/normal procedure for leave approval in respect of **Non Teaching staff** is as under:-

- a) All the Non Teaching staff will fill the leave form as available on University Website in prescribed format.(Annexure ..... to Annexure .....
- b) Staff will submit it to the immediate superior (Assistant Registrar and Section Officer as the case may be) of the Branch.
- c) The appropriate Officer will check the admissibility and balance of the leave in his/her respective accounts as per extant rules and will forward to Branch/ Wing DR/JR with his/her recommendations.
- d) The Wing DR/JR will approve the leave (as per authority detailed at Item No.5) and forward to the Non- Teaching (Estb) branch for issue of orders wherever applicable.
- e) The leave which requires approval of the Registrar (as per table at Item No.5) will be forwarded to Registrar's office after recommendations of the Wing In-charge (DR/JR).
- f) Registrar Office will forward the approved leave to Establishment Non-Teaching branch.
- g) No orders will be issued for Casual leave. Establishment Non-Teaching Branch will issue the orders after approvals and as per admissibility of extant rules.
- h) Station Leave must be duly filled and got approved by the Competent Authority before leaving the Headquarters.

### **RECOMMENDING & APPROVING AUTHORITY**

22. Following will be recommending and approving authorities for Teaching staff/ Faculty:-

S. No.	Type of Leave	Recommending Authority(RA)	Approving Authority (AA)
i)	Duty Leave	Head & Dean	Vice Chancellor
ii)	Casual Leave	Head	Dean
iii)	Special Casual Leave	Head & Dean	Vice Chancellor
iv)	Earned Leave	Head	Dean
v)	Half Pay Leave	Head	Dean
vi)	Commutated Leave	Head	Dean
vii)	Maternity Leave	Head & Dean	Vice Chancellor
viii)	CCL	Head & Dean	Vice Chancellor
ix)	Paternity Leave	Head & Dean	Vice Chancellor
x)	Station Leave	Head	Dean

*Notes:*

- i. Recommending Authority (RA) for leave of HoD will be Dean of the School and Approving Authority (AA) will be the Vice Chancellor
- ii. Recommending Authority (RA) and Approving Authority (AA) for leave of Dean will be the Vice Chancellor.

23. Following will be recommending and approving authorities for Non-Teaching staff:-

S. No.	Type of Leave	Recommending Authority(RA)	Approving Authority (AA)
i)	Duty Leave	AR* & DR/JR	Registrar
ii)	Casual Leave	AR*	DR/JR
iii)	Earned Leave	AR*	DR/JR
iv)	Half Pay Leave	AR*	DR/JR
v)	Commutated Leave	AR*	DR/JR
vi)	Maternity Leave	AR* & DR/JR	Registrar
vii)	CCL	AR* & DR/JR	Registrar
viii)	Paternity Leave	AR* & DR/JR	Registrar
ix)	Station Leave	AR*	DR/JR

*\*AR or Equivalent Officer*

*Notes:*

- i. Recommending Authority (RA) for leave of AR or Equivalent Officer will be DR/JR of Wing and Approving Authority (AA) will be the Registrar.
- ii. Recommending Authority (RA) and Approving Authority (AA) for leave of DR/JR, Medical Officers, Executive Engineer and System Analyst will be the Registrar.
- iii. Recommending Authority (RA) and Approving Authority (AA) for leave of Registrar will be the Vice Chancellor.

**RECORD KEEPING:**

23. The overall responsibility/ documentation and monitoring of all types of leave as per UGC/GOI Rules in respect of Teaching staff will be with Establishment (Teaching) Branch. In respect of Non- Teaching staff, the overall responsibility/ documentation and monitoring of all types of leave as per GOI Rules will be with Establishment (Non-Teaching) Branch.
24. All leaves will be physically recorded and endorsed by the Registrar in “Leave Record Register” in the first week of every month.

**RESPONSIBILITY:**

25. To apply for the specific leave for appropriate purpose shall be the responsibility of the applicant. In case it is found that no leave is applicable/ available in the particular head of leave account, respective Branch will put the case to Registrar/HVC with recommendations as per rules in vogue.

**TIMELINES:**

26. The timelines for the process of the leave approval will be as under:-

S. No.	Type of Leave	Recommending Authority	Approving Authority
i)	Duty Leave	1 day*	2 days*
ii)	Casual Leave	1 day	2 days
iii)	Special Casual Leave	1 day	2 days
iv)	Earned Leave	1 day	2 days
v)	Half Pay Leave	1 day	2 days
vi)	Commuted Leave	1 day	2 days
vii)	Maternity Leave	2 days	3 days
viii)	CCL	2 days	3 days
ix)	Paternity Leave	2 days	3 days
x)	Station Leave	1 day	2 days

\*Working days

27. No leave except in case of emergency will be initiated/ approved through e-mail. It shall be the responsibility of the employee to ensure that such e-mail leave in emergency situations is duly recommended and approved by the Competent Authorities within **48 hours**.

*Note:*

- i. Leave not sanctioned within 05(five) working days will be treated as approved by the applicant.
- ii. Leave not processed for want of any decision on ‘Recommendation’ and ‘Approval’ by the appropriate Authority within 05 working days shall be deemed to have been recommended/ approved by the appropriate Authority. The onus of such leave of the faculty/ Non teaching staff shall remain with the ‘Recommending’ Authority.