



राष्ट्रसंत तुकडोजी महाराज नागपूर विद्यापीठ

(दिल्ले संशिक्षण संस्था, शिक्षण विभागाने अतिरिक्त क्रमांक ५३) दिनांक १ एप्रिल, १९९३ मध्ये स्थापित,
ब. पालखी विद्यापीठ अखिलीय, १९९४ मध्ये संशिक्षण संस्था विद्यापीठ

हस्तार निवारण, अध्यादेश व परिचियम, न्यायालयीन व अनुशासन कृती समिती (परिष्ठाविषयक) कड

समिती विभागे महाराज साहकार विद्यापीठ, शिक्षण विभाग, नागपूर-४४४ ००१
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पत्र क्र. कुस/अध्या/परि/ १८०

दि. १६ एप्रिल, २००६

प्रति

विद्यापीठ संलग्नित महाविद्यालयांचे सर्व प्राचार्य

विषय : महाविद्यालयातील शिक्षकांच्या रजेसंदर्भातील नियम.

महोदय/महोदया,

वरील विषयासंबंधात विद्यापीठाचे पत्र क्रमांक नावि/वि.स./०२/११९, दिनांक २३ जुलै, २००२ व पत्र क्रमांक कुस/अध्या./परि./८५३/एस/७४१, दिनांक २९ एप्रिल २००६ ला अनुसरून आपणास कळविण्यात येते की, संलग्नित महाविद्यालयातील शिक्षकांकरिता करण्यात आलेला अध्यादेश क्रमांक २४ "College Code" मध्ये शिक्षकांना सर्व प्रकारच्या रजा मंजूर करण्याविषयी तरतुदी नमुद आहेत. परंतु शिक्षकांना त्यांच्या खात्यात जमा असलेल्या रजा मंजूर करण्याविषयी बऱ्याचशा महाविद्यालयांकडून अध्यादेश क्रमांक २४ मधील तरतुदीची अंमलबजावणी होत नसल्याचे निदर्शनास आलेले आहे.

आपणास विनंती करण्यात येते की, अध्यादेश क्रमांक २४ मधील रजेसंबंधातील नियमावलीविषयी विद्यापीठाने दिनांक २३ जुलै, २००२ रोजी निर्गमित केलेले पत्र पुनःच आपल्या माहितीकरिता यासोबत संलग्न करण्यात येत असून हे पत्र आपल्या महाविद्यालयातील सर्व शिक्षकांच्या निदर्शनास आणून देण्यात यावे व त्यातील नियमानुसार शिक्षकांना रजा मंजूर करण्यात याव्यात.



आपला विरवासु,

(सुभाष बेलसरे)
कुलसचिव



नागपूर विद्यापीठ

क्रमांक : नवि.वि.स./०२/२१२,
दिनांक : २३ जुलै, २००२

प्रति,

विद्यापीठ संलग्नित महाविद्यालयांचे
सर्व प्राचार्य

विषय : महाविद्यालयातील शिक्षकांच्या रुजेसंदर्भातील नियम.

महोदय/महोदया,

महाविद्यालयातील शिक्षकांना विद्यापीठाच्या कामाकरिता एकूण किती दिवस कर्तव्यरजा घेता येतात या विषयी दिनांक २३ मार्च, २००२ रोजी संपन्न झालेल्या विधी सभेत ठरवाच्या माध्यमातून घर्ष झाली.

चर्चेजंती महाविद्यालयातील शिक्षकांसाठी विद्यापीठ अध्यादेश क्रमांक २४ व क्रमांक ८२/१९८१ मध्ये असलेले रजाविषयक नियम सर्व महाविद्यालयांच्या प्राचार्यांना कळविण्यात यावेत असा निर्णय विधी सभेने घेतला.

करिता विधी सभेच्या निर्णयानुसार अध्यादेशातील खालील रजाविषयक नियम आपणास कळविण्यात येत आहेत.

ORDINANCE NO.24, CLAUSE 48 (1) & (2)

(1) A teacher shall be entitled to get leave in accordance with the rules made by the Governing Body, provided that a teacher who is appointed on a written contract shall be entitled to :

- * (a) Casual leave of not less than ten days during an academic year;
- (b) leave on average pay for not less than ten days for every completed twelve months on duty ;
- (c) leave on average pay for one-third of the period for which he has worked during the Summer Vacation in the case of a teacher who is entitled to such vacation and who is required by the College authorities to work during it;
- (d) leave on average pay on medical certificate for not less than one month for every completed twelve months on duty, subject to a maximum period of twelve months;
- (e) maternity leave (for lady-teachers) for not more than three months (of which at least six weeks shall be after delivery), provided that such leave shall not be granted at interval of less than three years and not more than thrice during the whole service.

Provided that leave under clauses (b),(c) and (d) may be accumulated, but leave on average pay may not be granted for more than thirty days at a time and leave on medical certificate may not be granted for more than three months at a time.

Provided further that leave on Medical Certificate may be granted on-half average pay for such further periods as the Governing Body may consider necessary one-half period of such leave shall be counted for the purpose of clause (d).

** (2) Leave cannot be claimed as of right except for the period preceding the date of the retirement. It may be granted taking into consideration the exigencies of the college.

* महासभेद्वारे पासून निर्णय क्रमांक संकीर्ण २२९९/(१०२३)/वि.वि.स, उच्च व तंत्रशिक्षण विभाग, मुंबई, दिनांक १८.११.१९९९.

** Amended by ordinance No.5 of 1994

ORDINANCE NO.82 of 1981 CLAUSE 3.

3. In the Original Ordinance, the following proviso be added at the end of paragraph 4B(2):

Provided that a teacher attending a meeting of the University Authorities, Bodies or of Committees appointed by the University or by the Maharashtra State Board of Secondary and Higher Secondary Education or by the Government may be treated on duty.

Provided further that if any matter is not specifically prescribed by this Ordinance No.24 shall be in accordance with the provisions contained in Ordinance No.122, and in accordance with the Statute 'Implementation of U.G.C. Revised Pay Scales for University Teachers Statute 1979.

ORDINANCE NO.122, CLAUSE 35.

- (1) Every Teacher in the University shall be governed by Leave Rules mentioned in Appendix 'C'.
- (2) Leave is earned by duty only. Leave cannot be claimed as of right. When exigencies of University Service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant the leave.
- (3) No teacher shall remain absent without previous permission and order in writing from the competent authority and if he does so he may be liable for disciplinary action for misconduct. In case of emergency, however, it is essential that an employee should intimate in writing about his absence to the office on the same day.
- (4) It shall be the duty of the teacher to give his permanent postal address before proceeding on leave and not giving such an address shall amount to misconduct. Any notice or letter dispatched to postal address so given shall be deemed to be sufficient service of such notice or circular on the teacher.
- (5) A leave account in the prescribed form shall be as mentioned by the Registrar in his office for each teacher in terms of all leave granted other than casual leave.
- (6) The leave rules for vacation staff shall be as mentioned in Appendix 'C'.

However, the period of six weeks shall be determined by the competent authority for each academic session and each institution.

APPENDIX - C.**LEAVE RULES FOR UNIVERSITY TEACHERS.****CASUAL LEAVE**

- (i) Every full time/part time teacher shall be entitled for 15 days casual leave in a calendar year.
- (ii) Casual leave may be taken in one or more installments subject to a maximum of 7 days at a time as the teacher may desire.
- (iii) Casual leave cannot be combined with any other kind of leave.
- (iv) Casual leave may be prefixed or suffixed with Sunday or University holidays, but the total period of absence including holidays does not exceed 15 days.
- (v) If a teacher is absent suffixing and prefixing a Sunday or University Holidays, the intermittent holiday shall be accounted for purposes of calculating the casual leave.
- (vi) A teacher shall be allowed to avail casual leave in such proportion of 15 days commensurate with the period of duty rendered by him during the calendar year.

- (vii) Any casual leave not availed by a teacher during the year shall lapse at the close of the calendar year.
- (viii) All applications for casual leave of teachers shall be sanctioned by the Heads of the Departments concerned.
- (ix) Casual leave of the Heads of the Departments including permission to leave headquarters shall be granted by the Vice-Chancellor.
- (x) Casual leave account of teachers except the Heads of Departments shall be maintained by the respective Heads of the Departments concerned.

DUTY LEAVE

- (i) University Teachers shall be entitled to duty leave for Conduct of University Examinations of other Universities, Boards and Public Examining Bodies, for attending meetings convened by Government, Universities and other Public Bodies, Seminars and such other duties approved by the Vice-Chancellor not exceeding 15 days in a calendar year. Wherever it will be remunerative work, absence will be treated as casual leave.
- (ii) The rules regarding the grant of casual leave shall mutatis mutandis apply in the case of such Duty Leaves.
- (iii) Whenever University Teachers are deputed by the University for such University work as may be assigned by the competent authority or are appointed delegates to represent the University at the All India Conferences, their absence shall be treated as on duty.

HALF PAY LEAVE

- (i) University Teacher in permanent employ, shall be entitled to leave private affairs and on medical grounds at the rate of 20 days of each completed year of service.
- (ii) Subject to the exigencies of service, a University teacher may be granted leave on half pay upto the limit of such leave due to him either on private affairs or on medical grounds provided that leave granted on medical grounds shall be subject to the production of a medical certificate from a registered Medical Practitioner or the Medical Board of the University and for a period not exceeding that recommended by such medical authority. Teachers availing leave on medical grounds must produce fitness certificate from that medical authority on resumption of duty. Such leave shall not be granted as leave preparatory to retirement.

COMMUTED LEAVE

- (i) A University teacher may at his option have the half pay leave due converted into half the amount of full pay leave. Such converted leave shall be commuted as commuted leave and shall be granted only on production of a medical certificate from a registered Medical Practitioner or University Medical Board subject to a limit of 240 days during the entire service.
- (ii) Commuted leave shall not be granted for more than 120 days at a time, but it can be combined with compensatory leave or vacation (Summer/Divali) provided the total period of absence shall not exceed 240 days.

MATERNITY LEAVE

- (i) A lady teacher in the permanent service of the University shall be eligible for Maternity Leave on full pay for a period not exceeding 90 days from the date of its commencement or to the end of 45 days from the date of confinement, whichever is earlier, provided that such leave shall not be granted for more than thrice during the entire service, including miscarriage.
- (ii) Such leave shall not be granted to a temporary or a probationary teacher who has not put in at least one year of continuous service.
- (iii) Maternity leave may be prefixed or suffixed to 6 weeks Summer, Divali vacation, compensatory leave and half pay leave on production of medical certificate from a registered Medical Practitioner or University Medical Board. Maternity leave shall not be debitable to the leave account.

EXTRA-ORDINARY LEAVE

Extra-Ordinary leave may be granted to a University Teacher in special circumstances (a) when no other leave is admissible under the rules and (b) when other leave is admissible, but the teacher concerned applies in writing for grant of such leave.

RULES FOR STUDY LEAVE TO UNIVERSITY TEACHER1. **General :**

Study leave may be granted to a member of the teaching staff of the University to enable him to prosecute higher studies or research or specialized training in his subject either in India or Abroad.

2. **Eligibility :**

Study leave on half pay shall be admissible to all full time teachers on the permanent establishment of the University who have put in not less than three years of continuous service on the date on which such leave is granted.

3. **Nature of Leave :**

(a) Study leave shall be on half pay without any allowance and it shall not be debitable to the leave account.

(b) The period of study leave shall be counted as on duty for :

(i) Promotion,

(ii) Annual increments; and

(iii) May be prefixed and/ or suffixed to six weeks Summer Vacation/Divali Vacation or any other type of leave admissible under the rules except Casual Leave/Duty Leave.

Such leave however, shall not count for the purpose of earning any kind of leave.

4. **Duration of Study Leave :**

Study leave on half pay without any allowance shall not ordinarily be granted for a period exceeding 24 months at a time. The executive Council may at its discretion grant study leave without pay in continuation to 24 months study leave on half pay (without any allowances) not exceeding 36 months.

5. **Allowances :**

The Executive Council in suitable cases may sanction such allowances in addition to the leave on half pay admissible under the rules if the teacher concerned is in receipt of a Stipend/ scholarship /fellowship or any financial help from any agency which is less than his total emoluments drawn before proceeding on study leave.

6. **Execution of Bond :**

Teachers availing study leave shall have to execute an agreement bond to serve the University for a minimum period of three years on return if the period of study leave does not exceed 24 months and for five years if the period does not exceed 36 months. In the event of non-return from study leave either in India or Abroad, the teacher shall be liable to refund the entire amount of salary drawn during the period of study leave together with interest thereon.

आपला विनीत,

(सुभाष बेलसरे)

कुलसचिव,

नागपूर विद्यापीठ