

PANJAB UNIVERSITY, CHANDIGARH

Recd 4
20/9/10

From

The Registrar,
Panjab University,
Chandigarh-160014.

To

The Principal,
G.G.N. Khalsa College,
Ludhiana (Punjab).

No Misc. A-7/

135'31

Diary No 388

Date 9.5.10

Dated

20/9/10

File of Dr. M.S.K.

Subject: Extra five leave for being a Unit President of PCCTU

Dear Sir,

Kindly refer to your office letter No. GGN/KC/796 dated 21.8.2010 on the subject cited above.

This is to inform you that Rule 28.1 (iii) regarding Causal leave is available at page 101, P.U. Cal. Vol.III, 2009, which reads as under: -

(i) xxx xxx xxx

(ii) xxx xxx xxx

(iii) 5 days special casual leave to Executive members of various Associations.

Yours faithfully,

[Signature]
Office Supdt. (Colleges)
For Registrar

PANJAB UNIVERSITY CHANDIGARH

Copy of Paragraph 31 from the minutes of the meeting of the Syndicate held on 25.5.1985.

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31. Considered letter from Shri Jarnam Bahia, a Fellow (Appendix XIV), and

RESOLVED : That the Office bearers and Executive Committee members of Panjab and Chandigarh College Teachers Union be allowed special casual leave upto a maximum of ten days in a calendar year, for the Association's work, subject to the condition that half of the leave will be debited to the ordinary leave account of the official concerned and the remaining half to his special leave account for the said purpose.

Arising out of this, it was -

RESOLVED FURTHER : That such a facility be allowed to the Office bearers and Executive Committee members of the Panjab University Teachers Association as also to the other professional Associations of University/college teachers".

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PANJAB UNIVERSITY CHANDIGARH.

Enst. No. Misc. 53-82-5448

Dated 13/6/85

Copy of the above forwarded to the following for information and necessary action :-

- a) Principals of all the Non-Govt. Affiliated Colleges.
- b) Director Public Instruction (Colleges) Punjab, Chandigarh.
- c) Director Public Instruction (Colleges) U.T. Administration Chandigarh.
- d) Secretary to the Vice-Chancellor.

M. J. Harne

Deputy Registrar (Colleges)

* V. Maruthala

13/6

V. Maruthala

ਦਫ਼ਤਰ: ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ (ਕਾਲਜਾਂ) ਪੰਜਾਬ ਐਸ.ਏ.ਐਸ. ਨਗਰ।
(ਗਰਾਂਟ-1 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

✓
ਪ੍ਰਿੰਸੀਪਲ,
ਏ.ਐਸ. ਕਾਲਜ,
ਖੰਨਾ, ਲੁਧਿਆਣਾ।

ਸੀਮੇ ਨੰ: ਸਪੈਸ਼ਲ ਗਰਾਂਟ-1/2019/ 689
ਮਿਤੀ, ਐਸ.ਏ.ਐਸ. ਨਗਰ: 3.12.19

ਵਿਸ਼ਾ :- Five Sepcial Casual Leaves for being an executive Member, PCCTU.

ਹਵਾਲਾ:- ਕਾਲਜ ਦੇ ਪੱਤਰ ਨੰ. 1247 ਮਿਤੀ 25.11.2019 ਦੇ ਸਬੰਧ ਵਿੱਚ।

ਵਿਸ਼ਾ ਅੰਕਿਤ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੇ ਸਬੰਧ ਵਿੱਚ ਆਪ ਨੂੰ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ

ਉੱਕਤ ਛੁੱਟੀਆ ਪੰਜਾਬ ਯੂਨੀਵਰਸਿਟੀ ਦੇ ਰੂਲਾਂ/ਹਦਾਇਤਾਂ ਮੁਤਾਬਿਕ ਹੀ ਦਿੱਤੀਆਂ ਜਾਣ।

(ਨੱਥੀ; ਕਾਪੀ)

ਸੁਪਰਡੈਂਟ ਗਰਾਂਟ-1

- (ix) The employee should successfully completed the course for which he is granted study leave and in case he fails to do so, no leave salary shall be admissible. In case of his joining two-three year course, he will have to successfully complete all the parts of the course. In case he fails in any of the parts, he will forfeit salary for that part and will not be entitled to salary for further period till he successfully completes the said part.
- (x) To ensure that the office work does not suffer, not more than 2% employees from a particular cadre in a Branch/Section/Department/Office, shall be on study leave.

Casual Leave

28.1. Casual leave may be granted to an employee as under :

- (i) 20 days casual leave may be granted to all the Non-teaching employees irrespective of the length of their service.
- (ii) Special casual leave up to 3 months in a year may be granted to an University employee who was an outstanding sportsman/woman for participating in national/international sports events.
- (iii) 5 days special casual leave to Executive members of various Associates.

- Note : 1. 20 days casual leave will be allowed during the year but not more than ten days casual leave at a time. Casual leave cannot be combined with any other leave. It can be combined with holidays; provided that the total period including the holidays does not exceed sixteen days.
2. Leave for antirabic treatment may be granted up to 16 days to proceed to a centre for institute for treatment. If in a special case leave for more than 16 days is necessary, special casual leave may be granted up to one month on the production of the certificate from the centre or institute.
3. An employee who obtains casual leave on saturday which is observed half working day in the Department/Office concerned, shall be treated to have availed of half-day casual leave.

28.2. Leave for 6 days may be granted to an employee for getting himself sterilized.

28.3. Casual leave cannot be claimed as a matter of right and can be granted at the discretion of the Head of Office/Department.

28.4. Office-in-charge of a branch in the administrative office while sanctioning or recommending leave shall see that the entire casual leave is spread over the whole year as far as possible.

28.5. Casual leave shall not be combined with any kind of leave.

28.6. An employee on casual leave will be treated as on duty and his pay will not be interrupted.

28.7. An employee shall not leave his headquarters during casual leave without permission.

- 28.8.**
- (i) Except in case of emergency an employee shall obtain the orders of the sanctioning authority before availing of casual leave.
 - (ii) All applications for leave for period in excess of two days on 'medical ground' submitted from home should be supported by a Medical Certificate.