



Re-Accredited by NAAC with 'A' Grade

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

Tel.: +91 - 261 - 2227141 to 2227146, Toll Free : 1800 2333 011, Fax : +91 - 261 - 2227312

E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

પ રિ પ ત્ર

યુનિવર્સિટી સંલગ્ન તમામ સરકારી, અનુદાનિત અને સ્વનિર્ભર કોલેજોનાં આચાર્યશ્રીઓને જણાવવાનું કે, અધ્યાપકો માટેના રજાનાં નિયમો અંગે સિન્ડિકેટની તા.૦૫/૦૫/૨૦૧૭ની સભાએ ઠરાવ ક્રમાંક: ૨૪૩ થી નીચે મુજબ કાર્યવાહી કરવા જણાવેલ છે.

યુનિવર્સિટી સંલગ્ન કોલેજના અધ્યાપકો(ટીચર્સ) માટે રજાના નિયમો બાબતનાં ઓર્ડિનન્સ-૬૯ (એ) નાં પેરો ૨૪ ને નીચે મુજબ સુધારીને વાંચવો.

(24) LEAVE RULES :

"Leave rules for the teachers of the affiliated colleges shall be as specified by state government for the teachers of Grant in Aid Colleges of the state from time to time."

આ સાથે રાજ્ય સરકારના પ્રવર્તમાન રજાના નિયમોની નકલ સામેલ છે. આ રજાના નિયમોનો અમલ વર્ષ ૧૯૮૮થી અમલમાં આવેલ રજાના નિયમોની તારીખથી કરવો અને તે માટે એ તારીખથી આજ સુધી અમલમાં રહેલા રજાના નિયમો સાથે ઉભી થતી વિસંગતતાઓ દૂર કરવા માટે નીચે મુજબની કાર્યવાહી કરવી.

વર્ષ ૧૯૮૮થી અત્યાર સુધી અમલમાં રહેલ રજાના નિયમો મુજબ ૮ સી.એલ. તથા ૧૨ ઈ.એલ. મળવાપાત્ર હતી એની જગ્યાએ ઉપરોક્ત નવા નિયમોનો અમલ કરવાથી ૧૨ સી.એલ. અને શૂન્ય ઈ.એલ. મળવાપાત્ર થાય છે તેથી જે અધ્યાપકે આ સમયગાળા દરમિયાન (૧૯૮૮ થી આજ સુધી) જે વર્ષમાં ઈ.એલ. ભોગવી હતી તે વર્ષ માટે ૪ સુધીની ઈ.એલ. સરભર ગણવી અને ૪ થી વધુ ભોગવેલી ઈ.એલ. અધ્યાપકના ખાતામાં એકત્રિત થયેલ (તથા જરૂર પડે તો હવે પછી એકત્રિત થનાર) રૂપાંતરીત રજાઓમાંથી બાદ કરવી આમ કયા પછી બાકીની નહીં ભોગવેલી ઈ.એલ. રદ ગણી આ તમામ વિગતો જે તે અધ્યાપકની સેવાપોથીમાં નોંધવી.

બિડાણ :- રાજ્ય સરકારનાં બિનસરકારી ગ્રાંટપાત્ર કોલેજોનાં અધ્યાપકો અંગેનાં નિયમો અંગેનો તા.૨૮/૦૮/૧૯૮૪ નો ઠરાવ ક્રમાંક: NGC-1580-76201-Kh

ક્રમાંક: એસ(૧)/(પરિપત્ર)/૭૭૮૩/૨૦૧૭

યુનિવર્સિટી કાર્યાલય

સુરત. તા.૧૦-૦૫-૨૦૧૭

પ્રતિ,

યુનિવર્સિટી સંલગ્ન તમામ સરકારી, અનુદાનિત અને સ્વનિર્ભર કોલેજોનાં આચાર્યશ્રીઓ તરફ જાણ તથા અમલ કરવા સારું...

ઈ.ચા.કુલસચિવ

(પાદખ)

Rules Governing leave to Teachers of the Non-Govt. affiliated Arts, Commerce and B.Ed. Colleges

Government of Gujarat, Education Department, Resolution No. NGC- 1580-76201-K.
Sachivalaya, Gandhinagar, Dated 28th August, 1984

RESOLUTION :

The question of approving the leave-rules for the teachers of Non-Government affiliated Arts, Science, Commerce and B.Ed. colleges in receipt of grant-in-aid was under consideration of the Government, after due consideration the Government, is pleased to approve on provisional basis the leave rules as shown in the Appendix. The change if any, shall have to be considered after the report of the Third Pay Commission is received.

2. These rules shall come into force with effect from current academic year i.e. 1984-85.

3. This issues with the concurrence of the Finance Department dated 14-6-1984 on the file of even no. of this Department.

By order and in the name of the Governor of Gujarat.

Girish Makwana
Section Officer, Education Department

APPENDIX

RULES GOVERNING LEAVE TO TEACHERS OF THE NON GOVERNMENT AFFILIATED COLLEGES IN RECEIPT OF GRANT-IN-AID.

1. CASUAL LEAVE :

- (i) Total casual leave to a teacher shall not exceed twelve days in an academic year.
- (ii) Casual Leave cannot be combined with any other kind of leave except special casual leave. Holidays or Sundays falling within the period casual leave shall not be counted as casual leave.

2. SPECIAL CASUAL LEAVE :

- (i) Special Casual leave not exceeding ten days in an academic year may be granted to teacher.
 - (a) To conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/ Institutions.
 - (b) To inspect academic institutions attached to a Statutory Board, etc.

Note : In computing the ten days leave admissible, the days of actual journey, if any to and from the places where such activity takes place will be excluded.

- (ii) In addition special casual leave to the extent mentioned below may also be granted :

- (a) To undergo sterilisation operation (vasectomy or Salpingectomy) under Family welfare Programmes. Leave in this case will be resubmitted to six working days.
- (b) To a female teacher who undergoes non-permanent sterilization leave in this case will be resubmitted to fourteen days.

Note : 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.

3. EARNED LEAVES :

(i) Earned leave admissible to a teacher shall be:

(a) 1/3 rd the period, if any during which he is required to perform duty during the vacation, subject to the following conditions :

(i) Earned leave as the credit of a teacher shall not accumulate beyond 180 days. The maximum earned leave that may be sanctioned at a time shall not exceed 120 days may however, be sanctioned in the case of higher study or training or leave on medical certification when the entire leave or a portion thereof is spent outside India.

Note : When a teacher combines vacation with earned leave the period of vacation shall be reckoned as leave in calculating the maximum account of leave on average pay which may be included in the particular period of leave.

(ii) The earned leave may be sanctioned ordinarily to a teacher on not more than three occasions during a calendar year and the minimum period of each occasion shall be not less than seven days inclusive of any holidays to be prefixed and/ or suffixed. If the full period of seven days is not admissible in a given case, the authority sanctioning leave may, in its discretion grant leave for a lesser period.

(iii) The teacher who proceeds on Earned leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on such leave.

4. HALF PAY LEAVE :

Half pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. such leave may be granted on medical certificate or for private affairs or for academic purpose.

Note : A teacher on half pay leave shall be entitled to leave salary equal to half the account of the leave salary which he would draw had he been on earned leave.

5. COMMUTED LEAVE :

Commutated leave not exceeding half the amount of half pay leave due may be granted on medical certificate only to a permanent teacher subject to the following conditions :

(i) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

(ii) No commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

(iii) The minimum period of the commuted leave on each occasion shall not be less than seven days inclusive of any holidays allowed to be prefixed and/ or suffixed. If the full period of seven days is not admissible in a given case, the authority sanctioning the leave, may, in its discretion, grant leave for lesser period.

(iv) The teacher on commuted leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on such leave.

6. EXTRA-ORDINARY LEAVE :

- (i) A permanent teacher may be granted extra ordinary leave in circumstances:
 - (a) When no other leave is admissible, or
 - (b) When other leave is admissible, but the teacher applied in writing for the grant of extra-ordinary leave.
- (ii) The duration of Extra-Ordinary leave shall not exceed four or twelve months on any one occasion. The longer period being admissible subject to the condition, only when the teacher concerned is undergoing treatment for :
 - (i) Pulmonary tuberculosis, in a recognised sanatorium or
 - (ii) Tuberculosis of any other part of the body, by a qualified tuberculosis specialist or a civil surgeon or,
 - (iii) Leprosy in a recognised leprosy institution or by a civil surgeon or a specialist in leprosy recognised as such by the state Medical Authority.
 - (iv) Extra Ordinary Leave shall, always, be without pay an allowances shall however compensatory, allowances, shall be payable upto four months of such leave, Extra Ordinary leave shall not count for increment.
 - (v) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extra-ordinary leave.

Note :

- (i) The concession of extra-ordinary leave upto twelve month will be admissible also to a permanent teacher who for want of accommodation in any recognised sanatorium at or nearer the place of his duty, receives treatment at his residence, under tuberculosis specialist recognised as such by the Government and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.
- (ii) The concession of extra ordinary leave upto twelve months will be admissible only to those teachers who have been continuous service for a period exceeding one year.
- (iii) Before expiry of the maximum limit of extra-ordinary leave admissible under these rules, the permanent teacher concerned should be examined by the Civil Surgeon of the District Hospital in which district the teacher is employed to see whether he is fit to resume duty or should be invalid. If the concerned teacher is found to have greatly improved, but to be shall in need of some more leave, say one to three months, to consolidate the progress and to become fit to resume duties, further leave may be granted subject to the limit of three months, provided it is certified that he is likely to resume his duty by the end of that period.

7. LEAVE NOT DUE :

- (i) Leave not due may, at the direction of the Director or Higher Education be granted to permanent teacher for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him subsequently.
- (ii) Leave not due should be granted by the Director of Higher Education only if he is satisfied that there is a reasonable prospect of the teacher returning to the duty on a expiry of the leave and it should be limited to the half pay leave he is likely to earn thereafter.
- (iii) A teacher to whom Leave not Due is granted shall not be permitted to tender his resignation from services so long as the debit balances in his leave account is not wiped off by active service, or he refunds the amount paid to him as pay and allowance for the period not so earned.
- (iv) A teacher on leave not due, shall be entitled to leave salary equal to half the amount of the leave salary which he would have drawn had he been on earned leave.
- (v) When Leave Not Due is granted to permanent teacher under these rules, and he applies for permission to retire voluntarily, the leave not due shall, if the permission is granted, be cancelled and his retirement shall have effect from the date on which such leave commenced. An undertaking to this effect should therefore, be taken from the teacher who, avails of, "Leave Not Due" and be furnished to the Director of Higher Education. The question whether teacher should be called upon to refund the amount of leave should however, be decided by the Director of Higher Education to permit the teacher to retire on the merits of each case e.g. of the retirement, is voluntary, refund should be enforced, if it is unavoidable by reasons of ill health incapacitating for further service, refund may be partly or wholly waived.

8. STUDY LEAVE :

The rule 751 read with the appendix L of B.C.S.R. governing the rules of study leave as amended from time to time for Government Employees shall be applicable to the permanent teachers, The study leave shall be granted by the Director of Higher Education.

9. MATERNITY LEAVE :

- (i) Maternity leave granted to women teacher shall be for a period of 90 days from the date of its commencement. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a Medical Certificate.
- (ii) Maternity leave may be combined with earned leave, half pay or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by Medical Certificate.
- (iii) The leave salary admissible during the period of maternity leave should be regulated as followed :

- (a) In the case of those who have put in two or more year's continuous service, the leave salary admissible shall be equal to the pay drawn immediately before proceeding on leave.
- (b) In case of those who have put in continuous services of not less than one year but less than two years, the leave salary admissible shall be equal to half the amount of the leave salary which she would have drawn had she been on earned leave.

10. VACATION :

- (I) Vacation may be taken in combination with any kind of leave except casual and special casual leave provided that vacation shall be both prefixed and suffixed to leave. Except in special circumstances vacation and earned leave taken teacher shall not extend beyond six months.
- (II) When a vacation falls between two period of leave so as to result in a continuous period of absence from duty during the entire period. Such vacation shall be treated as part of the leave.

11. GENERAL :

Where there is no mention of competent authority in the above rules, the principal would be the competent authority. In case of Principal management would be the competent authority.

દક્ષિણ ગુજરાત યુનિવર્સિટી
યુનિવર્સિટી કોમ્પ્લેક્સ, ઉધના-મગદલા રોડ,

સુરત - ૭.

પ રિ પ ટ્ર

યુનિવર્સિટી સહઅ કોલેજોના આચાર્યોને જણાવવાનું કે, રાજ્ય સરકારના તા. ૨૭/૧૦/૮૮ના પરિપત્રિક: ૧૧૮૮-૫૫૮૪૩-ખ ના સંદર્ભમાં કોલેજોના આચાર્યોને પરિપત્રની તારીખથી વેકેશન સ્ટાફ તરીકે સ્વીકારી સબધકર્તા ઓર્ડિનન્સમાં ઘટતા ફેરફાર કરવાની ચિનિ-ડક્ટે તેની તા. ૨૬/૨/૨૦૦૦ની સભામાં કુલપતિશ્રીને આપેલ સત્તા અનુસાર સંબંધિત ઓર્ડિનન્સ કહ-એ. ની કલમ -૨૪-૫ (બી)નો સુધારો કરેલ પાઠ નીચે પ્રમાણે વાંચનમાં લેવા વિનંતી છે:

૦.૬૭ A

24-5 (B) amendment

The Principal of the college shall be treated as a member of vacation staff.

Earned leave admissible to the principal shall be :-

- (a) 7 days as they perform duty during the first and last ten days of summer vacation.
- (b) Over and above the provision in (a) above, he shall be entitled to additional earned leave at the rate of one day for every three days^{active} service if he is required to perform duty during vacation.

The above amendment comes in to force with effect from 27-10-88 retrospectively.

ઉપરોક્ત સંબંધિત પાઠની નોંધ લઈ તદનુસાર તેનો અમલ કરવા વિનંતી છે.

ક્રમિક્ર:સે-/૯૭૮૨

યુનિવર્સિટી કાર્યાલય, સુરત.

તા.૧૪-૧૧-૨૦૦૦

પ્રતિ,

પ્રમુખ કોલેજોના આચાર્યો.. જાણ સાર.

૧૫/૧૧
ઈ.ચા.કુલપતિશ્રી