



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



No. MANUU/E.R-I(B)/F.110/2022-23/1610

16th March, 2023

ORDERS

- Ref: 1. Office Order No.MANUU/ER-I(B)/110/2019-20/1803 dt:21.05.2019
2. Approval of the Vice-Chancellor dated 13.03.2023.

As per Clause 8.4 (III) (i) (b) of UGC Regulations, 2018, Earned leave admissible to a teacher shall be 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

To claim the above 1/3rd of Earned Leave for performing duties during vacation, following are required:

1. All the Deans of Schools and Heads of the Departments, Principal/Incharge of CTEs/Satellite Campuses/ Polytechnics who intends to avail vacations / to perform duties during vacations are requested to obtain prior approval of the competent authority.
2. The Heads of the Departments, Principal/Incharge of CTEs/Satellite Campuses/ Polytechnics, etc. **shall obtain prior approval of the competent authority** in respect of Teaching Staff in their respective departments through the Dean of Concerned School/Director of the concerned Centres before commencement of Vacations with full justification specifying the purpose, No. of days and No. of Faculty required to work during vacations.
3. As per the observation of External Audit - Credit of 1/3rd Leave is applicable where Teaching and Research works are being carried out. Therefore, credit of 1/3rd Leave shall only be applicable for faculty where Teaching and Research works are being carried out.
4. The claims of credit of 1/3rd leave shall be forwarded to the ER-I Section within 15 days from the date of completion of vacations together with copy of the approval of the competent authority and filled in proforma (attached) for credit of 1/3rd of Earned Leave together with proof of attendance register.
5. Consideration of the claims of credit of 1/3rd leave shall be subject to the approval of the competent authority.

Copy to:

1. The Faculty concerned
2. Director, DDE/Centres
3. Dean, School of Studies
4. Heads of the Departments
5. Principal-Incharge of CTEs/Satellite Campuses/ Polytechnics
6. Office of the VC / Registrar
7. Finance & Accounts Section
8. Personal file
9. Concerned file.

Registrar

Sd/-
16.3.23
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