

Guidelines to be followed for internal communication

Dear HODs & Registrar,

You are requested to bring following points, related to procedure to be followed for official communications, to the notice of all faculty &/or staff under your control and direct them to follow the same strictly

Other than Administrative Office

Between persons holding parallel positions

1. Any communication between Asstt. Prof. of same department / Associate Prof. of same department – A copy must be marked to the HOD
2. Any communication between TGs of same department / CTs of same department – A copy must be marked to the HOD
3. Any communication between Associate faculties of same lab of same department – A copy must be marked to the lab I/c. On specific directives of lab in-charge &/or HOD a copy be marked to the HOD. Mention the fact that copy is being marked to the HOD as directed by Lab in-charge/HOD
4. Any communication between members of same committee at departmental level – A copy must be marked to the co-ordinator of the committee. On specific directives of co-ordinator &/or HOD a copy be marked to the HOD. Mention the fact that copy is being marked to the HOD as directed by coordinator/HOD
5. Any communication between Associate faculties of various labs of same department has to be routed through lab in-charges concerned – A copy must be marked to the HOD concerned
6. Any communication between members of various committees at department level has to be routed through co-ordinators of the committees concerned – A copy must be marked to the HOD concerned
7. Any communication between members of various committees at institute level has to be routed through central co-ordinators of the committees concerned – A copy must be marked to the Dean concerned. On specific directives of Dean concerned &/or Principal a copy be marked to the Principal. Mention the fact that copy is being marked to the Principal as directed by HOD/Principal
8. Any communication between Central activity in-charges – A copy has to be marked to the Dean(Academics) &/or Dean(Administration) for matter in their jurisdiction as per the division of work already circulated to all. On specific directives of Dean concerned &/or Principal a copy be marked to the Principal. Mention the fact that copy is being marked to the Principal as directed by Dean(Acad./Admin.)/Principal.
9. Any communication between central co-ordinators of committees under Centre of Research and Technology Development (CTRD) – A copy must be marked to Dean(Administration), Principal and Director(CRTD).
10. Any communication between HODs – A copy has to be marked to the Dean(Academics) / Dean(Administration) for matter in their jurisdiction as per the division of work already circulated to all. On specific directives of Dean concerned &/or Principal a copy be marked to the Principal. Mention the fact that copy is being marked to the Principal as directed by Dean(Acad./Admin.)/Principal

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11. Any communication between Dean(Academics) and Dean(Administration) – A copy must be marked to the Principal.
12. If not on his/her own at least on demand any lawful addressee shall acknowledge the receipt of communication

Between subordinates and immediate next superior

13. Any communication between Asstt. Prof. and Associate Prof., between Associate Prof. and Prof. connected for carrying out any activity related to academics – A copy must be marked to the HOD
14. Any communication between TG(s) & CT(s) of same department – A copy must be marked to the HOD
15. Any communication between Associate faculty and lab I/c – A copy must be marked to the HOD
16. Any communication between member of committee and co-ordinator/Faculty In-charge of committee at departmental level – A copy must be marked to the HOD
17. Any communication between member of institute level committee and central co-ordinator concerned – A copy must be marked to Dean(Administration). A copy be marked to the Dean(Academics) for matter related to his jurisdiction. On specific directives of Central co-ordinator &/or Dean(Academics/Administration) a copy be marked to the Principal. Mention the fact that copy is being marked to the Principal as directed by Dean(Acad./Admin.)/Principal
18. Any communication between central co-ordinator of a committee and HOD of any department concerned – A copy must be marked to Dean(Administration). A copy be marked to the Dean(Academics) for matter related to his jurisdiction. On specific directives of HOD concerned &/or Dean(Academics/Administration) a copy be marked to the Principal. Mention the fact that copy is being marked to the Principal as directed by Dean(Acad./Admin.)/Principal
19. Any communication between member of committee under Centre of Research and Technology Development (CTRD) and central co-ordinator concerned – A copy must be marked to Dean(Administration). On specific directives of Central co-ordinator &/or Dean(Administration) a copy be marked to the Principal &/or Director(CRTD). Mention the fact that copy is being marked to the Principal as directed by Central co-ordinator &/or Dean(Administration)
20. Any communication between HOD(s) & Dean – On specific directives of Dean concerned &/or Principal a copy be marked to the Principal. Mention the fact that copy is being marked to the Principal as directed by Dean(Acad./Admin.)/Principal
21. Any communication between HOD(s) & Director(CRTD) – A copy must be marked to the Dean(Admin.) & Principal
22. Any communication between Jr. Supervisor/Invigilator and Sr. Supervisor/Central ISE co-ordinator/Exam in-charge/ Central co-ordinator of Online exams – A copy must be marked to the HOD concerned and the Principal
23. If not on his/her own at least on demand any lawful addressee shall acknowledge the receipt of communication

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Between subordinate and superior(s) other than immediate superior

24. Ordinarily any direct official communication between a subordinate and superior(s) other than immediate next superior is not advocated except in following conditions
 - a. When an immediate superior or his superior requires such communication to be posted and directs so specifically.
 - b. In matters to be processed urgently which require consent of a higher up to apprise him/her about the subject matter that final decisions can be taken quickly on receiving the matter through proper channel along with comments; a copy may be forwarded by the subordinate to superiors other than immediate superior. It must be clearly mentioned in communication that an advance copy is being forwarded to ... (Mention designation of addressee)
25. Any communication of a person working under HOD to another HOD has to be routed through HOD of parent department
26. Any communication of a person working under HOD to the Dean/Principal and above has to be routed through HOD.
27. Any communication to Society office and above has to be routed through the o/o Principal
28. All resignations have to be tendered through HOD concerned only. HOD in turn shall put his remarks/comments and forward the same ordinarily within one working day to the Dean(Admin.) who in turn shall forward the same to The Principal for further disposal

Other points to be noted

29. In case of complaints/in case of harassment by immediate superior an advance copy shall be forwarded to the higher ups with a regular copy being forwarded through proper channel along with comments of immediate superior.
30. Confidential communications may be directly marked to the concerned when the necessity of such a direct confidential correspondence can be justified without following the routine channels of communication.
31. In case of grievances of female faculty/staff correspondence has to be invariably marked directly to Principal and Chairperson of Womens' Grievance Redressal Cell
32. BCC of any email shall not be marked to any a person who is not connected with the issue formally.
33. BCC shall not be marked to any higher up without being warranted by the rules set hitherto barring those covered under point (30-31) above.
34. All relieving orders for faculty/staff shall be issued only through o/o Head of department concerned.
35. Any communication to a subordinate staff/faculty working under another person holding parallel/equivalent position shall be made/routed through the said person only.

Procedure to be followed in case of unwarranted communications

Guidelines to be followed for internal communication

36. If it is found that BCC(s) is/are marked violating clauses above then the concerned authority/his higher up/any person to whom the correspondence is made available for perusal shall investigate seu motto /cause to investigate the correctness of cause/necessity as envisaged by sender and deal with it as follows
- a. A memorandum be issued to the concerned; if it has a malicious intention of
 - i. Portraying a (wrong)dark picture about an entity
 - ii. Escaping the responsibility by providing wilfully wrong or misleading information
 - iii. Dodging
 - iv. Passing the buck under the pretext of whistle blowing
 - b. A warning be issued to the concerned if the genuineness of the matter can't be proved
 - c. If the information is divulged to an outsider causing an irreparable loss to the institute disciplinary action shall be initiated.
37. If a copy/CC is marked without being called for to do so as per aforementioned rules then it shall be dealt as follows ..
- a. A show cause notice be issued/charge sheet may be filed at discretion if it is conceived to have been sent to pressurise the addressee indicating that sender has access to higher up. Any penalty less than a memorandum is not advisable
 - b. A warning shall be issued if a copy is marked intentionally to one who is not connected with the subject matter leading to gossip.
 - c. If a copy is marked to one who is not connected with the subject matter unwittingly it must be forgone but noted so in the first instance. If it happens next time a verbal warning be given (and recorded accordingly in personal file of concerned. This will not form the part of appraisal of concerned). If it happens third time or again a warning be issued for negligence in performing duties and shall form the part of appraisal of concerned.

How to marks copies ?

38. A copy to a person having parallel position/higher position shall be marked in the main body of the email or letter or written communication as 'CFWC to' (Copy Forwarded With Compliments) below the signature of sender
39. A copy to a subordinate shall be marked as 'CC/Copy to :.' in the main body of the email or letter or written communication below the signature of sender
40. Every committee member/position holder as a part of the system of TG/CT/team/Administration/Committee (both at department level as well as institute level) must communicate using the designated official email-id only. A copy [CC and not the BCC] of this mail must be marked to his/her own personal email-id

How to address?

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41. A person of higher position within the institute /society shall be addressed as 'Respected Sir/Madam'
42. A person from other organization with post/designation higher than the Principal shall be addressed as 'Respected Sir/Madam'
43. A person from other institute/organization up to position of Principal shall be addressed as 'Dear Sir/Madam'
44. A person holding parallel position, from parent organization/sister concern/parent society' shall be addressed as 'Dear Sir/Madam'
45. Examiners/Co-examiners, Sr. Supervisors, Squad members, Members / Chairperson of LIC from whatever institute shall be addressed as 'Dear Sir/Madam'
46. No communication without any salutation/proper addressing pattern shall be made to any other person as if it were an informal one.

Special cases

47. A communication to a person in the form of a 'warning/memorandum (to a wrong doer)/communication seeking explanation/show cause notice' shall not include a formal addressing pattern or salutation
48. Demi-official communications be specifically marked so. A separate outward and inward register for demi-official correspondence be maintained – at least a running sequence be maintained.

Administrative office

49. It is mainly handled by The Registrar and the Accountant
50. The Registrar shall direct all correspondence to any individual through the HOD concerned only. For urgent matters it may be directly sent to the concerned with a CFWC to concerned HOD
51. A CFWC of every communication to any department from the Registrar shall be marked to Dean(Admin.). For subject matter in jurisdiction of Dean(Acad.) CFWC must also be marked to him.
52. A CFWC of every communication made to Dean(Acad./Admin) by Registrar be marked to The Principal.
53. A copy of any communication to the Administrative Office from the department, routed through HOD, shall be given to Dean(Acad.) &/or Dean(Admin.)

A chart indicating hierarchy shall be circulated shortly. Refer the same in case of doubts.

Sent for your records and necessary action

(J G Kulkarni)
Dean - Administration

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Duties of Lab In-charge

1. To check requirement of consumables & equipment & prepare required estimates
2. To prepare the budget for next financial year in respect of above for approval of the Principal. Send it through HOD for further disposal latest by November end of the current financial year. Present and justify the same in the meeting of The Principal, Deans and HODs. Carry out necessary modifications latest by 15th January of current FY.
3. To prepare a mailing list of vendors of repute
4. To call quotations as per prioritized approved requirements and prepare a comparative statement. Put up the same for further disposal to through the HOD to the Principal.
5. To call for additional quotations, if the same is warranted by the Purchase Committee. Update the mailing list of vendors accordingly for further use.
6. To keep a track of discounts offered / subsidies offered / special offers floated under various scheme of Govt. related purchases in his/her own lab.
7. To receive from administrative office a copy of P.O. on letterhead of institute for records and preserve the same
8. To keep a track of PO being processed by vendor and take follow up of the procurement process.
9. To communicate any details of logistics received from the vendor (dispatch details) to the Registrar for making necessary arrangements to receive the goods and to arrange for the stay (accommodation and boarding facility as per terms and conditions of P.O. or as per prevalent rules and norms of the parent organization – SPSPM) of accompanying staff of vendor's organization who may come for giving demonstrations.
10. To check whether materials / equipment received are as per Purchase Order
11. To make necessary arrangements for demonstrations – Materials, Manpower, Time slots, Communication to all concerned etc.
12. To test the equipment received & certify the same, if satisfactory.
13. To communicate if materials/equipment received are deficient/not up to the mark / not as per PO and inform HOD & A/c section not to pay the bills / to retain a commensurate amount of money in consultation with HOD

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14. To assign Dead stock register number to instrument / equipment, enter all relevant details in Dead stock register & get it approved by H.O.D. / Principal
15. Forward bills to the H.O.D. / Account section / Principal with testing report & certification after commissioning along with DSR number
16. To cause / direct supporting menial staff to check all equipment along with accessories on daily basis & to keep record in the format prescribed. Copy of this format is enclosed.
17. To cause / direct Technical Assistant or Lab Assistant to check all equipment along with accessories on weekly basis & to keep record in the format prescribed. Copy of this format is enclosed.
18. To get all entries approved & verified once in a semester by H.O.D. /by the person who is assigned this duty by the HOD & once in a year from The Principal /by the person who is assigned this duty by the Principal
19. To maintain a register to report damages and corrective action taken.
20. To keep record of expenses incurred to make good any damages
21. To pinpoint miscreants & propose to impose penalties for any loss / breakage on a specific student / group of students / batch and / or the menial staff or assisting staff or faculty member carelessly handling the equipment.
22. In case penalties are proposed to be inflicted as above then preparing appropriate well worded office notes explicitly specifying the matter and estimate of damages caused etc. The same shall be got approved from the H.O.D. & Principal
23. In case of imposition of penalties approved as above to keep record of recovery from all concerned. Students shall not be allowed to carry out any experiments till they pay fine except when they are exempted / allowed to pay at later stage by higher ups only when the communication is received by the lab in-charge in person from them as a written communication. All payments shall be made only in the A/c section and lab I/c shall mention the Receipt No. and date of receipt in the register maintained for the same.
24. In case of verbal communication from the higher ups to exempt/waive or to allow to pay the fine imposed later than the last date specified; the lab I/c shall communicate it writing to the A/c section accordingly and get it acknowledged and preserve the acknowledgement of the communication. The same shall be the mentioned in remarks in the register maintained. The A/c section shall get it authorized by the Principal and register against

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UID/PRN of student as dues from the student. It will be the responsibility of the office to recover said dues from the student within extended due date/ whenever student is required to pay exam fees/ fees for the next AY or before issuing 'No Dues Certificate' to the student, as appropriate.

25. If an instrument /equipment is out of order & becomes irreparable or requires huge amount to be spent for its repairs which is not commensurate with its usage and benefits in its extended serviceable life or maintenance cost of equipment is more than its depreciated value, then to put up a proposal to write off the same and get it approved by The Principal. After approval is accorded then by putting a note to discard the entry from Dead Stock Register. The total value of the assets belonging to the lab shall be appropriately reduced & a communication to this effect shall be forwarded to the A /c section for incorporation in the balance sheets
26. To provide a certificate every time DSR verification is done mentioning the number of pages in the DSR, that there are no pages that have been torn/spoilt and overwritten except when the overwriting is authenticated by the lab I/c and HOD and Principal jointly by putting their dated initials and subject to findings of Dead Stock Verification Report filed vide Ref. No. ..[Number of items missing as mentioned in the list filed vide Ref. No. .. (letter no. and date to be mentioned), number of items found extra, missing bills, missing PO, Unauthorized entries, missing pages etc. Persons carrying out internal DS verification shall provide a copy of the same to the lab I/c through the Principal]
27. To maintain/cause to maintain all records in proper condition duly updated from time to time .. to include Issue Register, Users' Entry Register, Daily/Weekly/Monthly verification charts, Consumable and Semi-Consumable Registers, Details of payment to vendors, Penalties Imposed, correspondence for Maintenance (Indoor and Outdoor), Calibration details, Mailing lists, Quotations, Queries floated, POs, Comparative statements, Budgets, Proposals and relevant follow-up, Petty purchases and copies of relevant vouchers, Correspondence with Vendors, List of Testing and Consultancy services offered and rates/charges for the same, Staff appropriation details, Funded projects and relevant details, DSR, Job Registers, Movement Register for equipment etc.
28. To keep in safe custody all correspondence to & from the lab & maintain an I/w & O/w register.

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29. To keep a track of various announcements by the university /UGC /DTE /AICTE in respect of technical & financial aids under various schemes like MODROB or RPS or any other newly floated scheme & to prepare, if found relevant after consultation with the H.O.D., necessary proposals to upgrade the lab or proposals for technical / financial assistance to the concerned authority & taking up a regular review of the status of the proposal if such proposals are filed with the authorities for approval & complying with the requirements, if any.
 30. To catch clientele to the extent possible in respect of testing of materials /consultation activities in connection with the lab.
 31. In case of testing of materials entrusted to the lab on behalf of NBNSCOE by the third party/outsider ...
 - a. To maintain party-wise record of job entrusted
 - b. To carry out necessary testing of materials received
 - c. To keep a record of testers, verifiers – lab I/c, HOD, Principal who sign reports – for the purpose of calculation of staff appropriation
 - d. To find latest cumulative testing charges earned by lab at any instant of time
 - e. To find return share at approved rate for reinvestment in department at sole discretion of department
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Please distribute the copies to all the campuses, colleges and schools
acknowledgement of the same to the HR/Personnel Dept



SINHGAD TECHNICAL EDUCATION SOCIETY™

(Regd No MAH / 7199-93 / Pune dt 6/7/93 & F-8282 (Pune) dt 12/8/93)

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PROF. M. N. NAVALE
ME (ELECT); MIE; MBA
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B.A., MPM, Ph.D
FOUNDER SECRETARY
Date: 17/10/2011

CIRCULAR

Subject : Various kinds of Leave admissible to the Teaching and Non-Teaching Employees working under Sinhgad Technical Education Society – Leave Rules.

Guidelines and instructions in respect of admissibility of various kinds of leave, terms and conditions for sanctioning leave have been issued from time to time in the past. However it has been observed that Heads of Departments / Heads of Institutes, Colleges, Schools are not aware of all provisions in the leave rules.

Many queries and doubts in respect of admissibility of leave, terms and conditions for sanctioning various kinds of leave are raised from almost all Campuses. It has therefore been decided to prepare up to date compilation of Rules of all kinds of Leave and circulate to all for compliance of the same uniformly (Annexure 1).

Leave application formats, and Bond to be submitted by the employee proceeding on study leave are also enclosed as per Annexure 2, 3 and 4 of this Circular respectively.

These Leave Rules shall also be applicable to the all Teaching and Non Teaching employees working in the Institutes/ Colleges/ Schools etc run by the Savitribai Phule Shikshan Prasarak Mandal, Kamalapur; Shrinath Shikshan Prasarak Mandal, Kondhapuri and Shri Yashwantrao Chavan Shikshan Prasarak Mandal, Mumbai.

These Rules shall come in to force from the date of this Circular in supersession of all previous orders issued in this respect.

All Heads of the Institutes/ Colleges/ Schools, the Chief Executive Officers of the Campuses and all other Officers are therefore instructed to follow provisions in the Leave Rules scrupulously. They should ensure strict implementation of these rules.


(Prof. M.N.Navale)
PRESIDENT

- To,
- 1 Directors of all Institutes/ Colleges of STES, SPSPM, SSPM and SYCSPM,
 - 2 Principals of all Colleges/ Schools of STES, SPSPM, SSPM and SYCSPM,
 - 3 Dean, SKN Medical College and General Hospital, Narhe,

P.T.O./-

Annexure 1

Various kinds of Leave Admissible to the Teaching and Non-Teaching employees in the Institutes/ Colleges / Schools and Offices under Sinhgad Technical Education Society.

(A) CASUAL LEAVE.

(i) Teaching Employees in Vacation Dept.

1. Maximum 15 days casual leave will be admissible during one academic year
2. Proportionate casual leave will be admissible if period of service is less than one academic year
3. Casual Leave account shall be closed at the end of each academic year. Balance leave if any, at the end shall not be allowed to carry forward in next academic year and shall stand lapsed

(ii) Non-Teaching Employees

1. Maximum 8 days casual leave will be admissible during one calendar year
2. Proportionate casual leave will be admissible if period of service is less than one calendar year
3. Casual Leave account shall be closed at the end of each calendar year. Balance leave if any, shall not be allowed to carry forward in next calendar year and shall stand lapsed

Common terms and conditions for sanctioning Casual Leave to Teaching and Non-Teaching employees :-

4. Casual leave shall not be admissible during first 3 months of service.
5. Casual Leave must be availed with prior sanction. If prior sanction is not possible due to some unavoidable reasons, intimation of the leave on same day shall be given to the respective authority.
6. Casual Leave can be sanctioned for maximum period of three days at a time.
7. Any Holiday or Sunday can be prefixed or suffixed to the casual leave.
8. Casual Leave cannot be taken in conjunction with any other kind of leave, except Compensatory off.
9. Any Sunday or Holiday during the casual leave period shall be counted as casual leave.
10. When casual leave is taken with pre-fixing/ suffixing holidays, the total period of absence from duty shall not exceed one week (seven days).
11. Application for Casual leave must be submitted in the prescribed form.
12. Half day casual leave can be sanctioned either for first half of the day or second half of the day.
13. No half day casual leave shall be allowed for the half working day of the Institute/ College. If at all casual leave is taken on half working day, it shall be counted as one full day casual leave.
14. Casual leave can be refused if tendency to enjoy casual leave without proper reason is noticed.
15. Casual Leave Record Card for each employee is to be maintained by the Administration section of the Institute/ College/ School.
16. Casual Leave record of the employee is to be preserved for one calendar year.

(B) COMPENSATORY OFF

- 1 Compensatory Off would be admissible only when Head of Dept /Institute has asked the concerned employee in writing to attend the official work on Sunday / Holiday.
- 2 Compensatory off shall not be admissible to the employees who work on holidays / Sundays to clear pending work
- 3 Compensatory off shall not be admissible to the employees who work on holidays/ Sundays for examination or other work for which they are compensated by the concerned authorities
- 4 Compensatory off shall be admissible to the employees in Group 'C' and Group 'D' only
- 5 Number of Compensatory off should be equal to the number of Sundays/ Public Holidays on which employee has been called upon to work and actually so worked
- 6 Compensatory Off must be availed with prior sanction from the respective leave sanctioning authority
- 7 Application for Compensatory Off/ Leave must be submitted in the prescribed form
- 8 Details of the dates against which Compensatory off is availed should be mentioned on the reverse side of the form and signed by the Head of the Institutes
- 9 Compensatory off shall not be allowed to be accumulate for more than three days
- 10 Compensatory off shall be availed within a period of two months from the date of entitlement
- 11 Compensatory off, not availed within two months will automatically stand lapsed
- 12 Balance Compensatory off at the end of calendar year shall not be carried forward in the next year and shall stand lapsed
- 13 Compensatory off can be availed in conjunction with Sundays/ Public Holidays and casual leave by prefixing and/ or suffixing them.
- 14 Compensatory off can be sanctioned in conjunction with Earned Leave, half pay leave, commuted leave or leave without pay
- 15 Record of such Compensatory off shall be maintained by the Institute/ College/ School/ Office
- 16 Record of Compensatory off enjoyed by the employees during the calendar year, shall be preserved by the concerned Institute/ College for one year

(C) EARNED LEAVE

(i) Teaching / Vacation Employees		(ii) Non Teaching / Non vacation Employees	
1	Earned leave is not admissible, if employee avails full vacation.	1	Each employee is entitled to 30 days earned leave during the calendar year
2	Proportionate Earned leave admissible for the period of work actually performed during vacation, on the basis of certificate issued by the Head of Institute. (a) Calculation of Earned leave for the duty performed during vacation Period would be at the ratio of one earned leave for the	2	Proportionate Earned leave for broken period of the first year @ 1 day for 12 days of the work / completed service will be credited to the leave account

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twelve days work
(b) Calculation of earned leave in fraction shall not be allowed

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| 3 | Earned Leave cannot be availed in continuation with vacation or vacation cannot be taken in continuation of earned leave | 3 | Leave earned shall be credited to the employee's leave account in two installments of 15 days each on 1 st January and 1 st July of every year after completion of each half yearly period (1 st January to 30 th June and 1 st July to 31 st December) |
| 4 | Maximum limit of accumulation of earned leave for vacation employees shall be 80 days | 4 | Maximum limit of accumulation of Earned leave for non teaching/ Non vacation employees is restricted to 300 days |

Common terms and conditions for sanctioning Earned leave to Teaching and Non-Teaching Employees:-

- 5 Earned Leave earned over and above the maximum limit of accumulation shall stand lapsed automatically.
- 6 Earned Leave shall not be sanctioned during the first year of service. However leave earned during first year shall be credited to the leave account of the Employee in next year
- 7 Earned Leave can be sanctioned for minimum period of three days
- 8 Maximum limit of 120 days Earned leave can be sanctioned at a time
- 9 Earned Leave can be availed for maximum three times in one year
- 10 Employees on consolidated salary are also entitled to get benefit of Earned Leave on above lines
- 11 Earned Leave shall always be sanctioned in full days, and cannot be sanctioned in fraction of the day
- 12 Application for Earned Leave shall be submitted to the respective leave sanctioning authority at least one week in advance.
- 13 Request for grant of Earned Leave on medical grounds can be considered and such leave can be sanctioned to the employee, provided that request is supported by the Medical Certificate from registered Medical Practitioner
- 14 Earned leave can be sanctioned in combination with Commuted leave or Half Pay Leave.

(D) HALF PAY LEAVE

- 1 Each employee shall be entitled to get 20 days Half Pay Leave for each completed year of service
- 2 Half Pay Leave shall be credited to the employee's leave account in two installments of Ten days each on 1st January and 1st July every year, after completion of each half yearly period (1st January to 30th June and 1st July to 31st December).
- 3 Proportionate Half Pay Leave for broken period of the year @5/ 3 days for completed one month service shall be credited to the leave account of the individual employee
- 4 Half Pay Leave shall not be sanctioned during the first year of service. However leave earned during first year shall be credited to the leave account of the Employee in next year

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- 5 Half Pay Leave can be accumulated in the account without any maximum limit
- 6 Half Pay Leave can be converted into full pay leave (commuted leave) only on production of medical certificate from Registered Medical Practitioner, in respect of the illness of the employee himself. Medical Certificate should indicate nature of illness and probable period required for recovery
- 7 Double the number of Half Pay Leave for each one day of the Commuted leave, shall be debited to employee's account of Half Pay Leave
- 8 Commuted leave for minimum 3 days shall be sanctioned
- 9 On return from commuted (medical) leave employee will have to submit joining report along with Fitness Certificate from the Registered Medical Practitioner who has treated the employee for illness
- 10 Commuted leave (on medical grounds) can be sanctioned in combination with the Earned leave, on valid medical certificate from registered medical practitioner.
- 11 Half Pay Leave can be sanctioned as Half Pay Leave without production of medical certificate on employee's own request, for sanctioning such leave.
- 12 Half of the Pay in Pay-Band and half of the Grade Pay and allowances thereon (on half basic pay) shall be paid as salary for the period of Half Pay Leave.

(E) LEAVE WITHOUT PAY

1	Leave Without Pay is not a regular kind of leave
2	Leave without Pay can be sanctioned if no leave is at the credit of the employee or when he applies for Leave Without Pay.
3	Period of absence from duty can be regularized by sanctioning Leave Without Pay for that period
4	Period of Leave Without Pay whether on medical ground or not, will extend the period of probation, tenure and will affect gratuity.
5	No pay and allowances shall be admissible to the employee for the period of Leave Without Pay.
6	Leave without Pay for half day or fraction of the day shall not be admissible. If any employee requests for sanction Half-day Leave without Pay, same would be rejected and it shall be treated as Leave without Pay for entire one day.
7	If Leave Without Pay is granted on medical ground, supported by the Medical certificate from Registered Medical Practitioner, then it will not affect the date of the increment of the employee
8	Leave without Pay can be availed in combination with Earned/ Commuted / Half Pay Leave.
9	Leave without Pay will not be admissible in combination with Casual Leave. If such occasion arises, then entire period of leave (Casual leave plus Leave without Pay) shall be treated as Leave without Pay.
10	Date of Increment shall be advanced by the period of Leave Without Pay if it is not sanctioned on medical grounds.
11	In case of Employee who completes tenure before the normal date of increment (i.e. on 1 st July) and enjoy Leave Without Pay after completion of tenure but before the date of due increment (normally 1 st July or otherwise), then his date of immediate increment shall be advanced by the period equal to the Leave Without Pay enjoyed by him.

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- 12 Effect of advancement of increment date due to Leave Without Pay shall remain for that particular year only. Next date of increment shall be on 1st July, as per normal rule provided employee does not avail any Leave Without Pay during further period.

(F) MATERNITY LEAVE

1. Maternity leave of 180 days shall be sanctioned to female employee having not more than two living children (limit of Maternity Leave has been enhanced w.e.f. 01/09/2010 onwards).
2. Female employee who has put in two years and more continuous service, leave salary shall be paid equal to the pay drawn immediately before proceeding on leave.
3. Female employee who has put in continuous service for a period more than one year but less than two years, leave salary shall be paid equal to half the amount of pay drawn immediately before proceeding on leave. No commutation of this leave shall be admissible.
4. In case of Female employee who has not put in continuous service for a period of one year, Leave Without Pay on medical ground as maternity leave shall be sanctioned. Question of payment of salary and allowances for such leave period will not arise.
5. Maternity Leave sanctioned as Leave Without Pay shall be treated as Leave Without Pay on Medical grounds.
6. Maximum 60 days leave with due and admissible without producing medical certificate can be Sanctioned in continuation with maternity leave.
7. Maternity leave application must be supported by Medical Certificate from registered Medical Practitioner indicating the probable date of confinement. Certificate indicating date of delivery should also be submitted in due course of time.
8. Benefit of Maternity Leave shall be restricted up to 2 children only.
9. Period of service on consolidated salary if any, and regular pay scale shall be counted as continuous service for counting continuous length of service for the purpose of Maternity leave.
10. Benefit of Maternity leave shall also be admissible to the employees on consolidated salary subject to fulfillment of other conditions mentioned above.

(G) STUDY LEAVE.

- | | |
|---|--|
| 1 | Study Leave can be granted to the Employee who has been continued in the service until further orders. |
| 2 | Employee has to make request in writing for grant of Study Leave to the President through the Head of the Institute where employee is working. |
| 3 | Application for study Leave shall be preferred at least one month before proposed date of its commencement. |
| 4 | Employee proceeding on study leave for more than three months, has to furnish Bond (in the format prescribed under Circular No. STES/ Personnel/ 2011/ 105 dated 01-06 2011) on stamp paper of Rs 100/- duly filled in all respect along with signatures of two sureties of at least equal level, before proceeding on study leave. |
| 5 | Employee on study leave for less than three months, if wants to extend leave beyond three months, he |

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will have to submit such bond. Extension of study leave shall not be granted to him unless Bond duly completed in all respects submitted.

6. Employee shall have to serve Sridhad Technical Education Society at least for three years after return from study leave, as per condition in the Bond.
7. If employee fails to rejoin the duty after expiry of Study leave or could not complete successfully the course, then amount spent by the Society, for the substitute arrangement made in his place during period of his leave and other expenses incurred by the Society as decided by the Society along with interest thereon, as per prevailing bank rates, shall be recovered from him or from the sureties as the case may be.
8. The Bond submitted by the employee in original shall be preserved in the safe custody of the respective Director/Principal till Employee completes the Bond period as per agreement on his return to the duty.

(H) VACATION (ONLY FOR TEACHING EMPLOYEES)

1. Vacation shall normally be admissible to the regularly appointed Teaching employees as per rules and regulations of the University / State Government.
2. Teachers who have not completed one year service shall not be eligible for vacation.
3. Vacation shall not be admissible to part-time / visiting faculty members.
4. Library staff is not entitled for vacation.
5. Leave of any kind (C.L, E.L, H.P.L., or L.W.P.) except on medical grounds shall not be sanctioned in combination with the vacation; either prefix or suffix.
6. If employee on leave, resumes duty a week before vacation or proceeds on Leave immediately after expiry of vacation, (just to avail benefit of vacation) he will not be eligible for pay of the vacation period.
7. Teachers enjoying vacation shall have to remain present on duty on last working day before vacation and first working day after vacation.
8. Teacher while on vacation if tenders resignation, then he will not be entitled for pay of the vacation period. However he will have to deposit amount equal to basic pay for the notice period as decided by the Society, in lieu of the notice period.

Other general instructions about sanctioning of Leave:-

1. Leave cannot be asked as a matter of right.
2. Leave can be refused in case of exigencies of the Management/ Institute / College / School.
3. Sanctioning of Leave shall depend on the genuineness of the reasons mentioned in the Leave application.
4. Sanctioning of Leave do not permit employee to leave Head quarter automatically.
5. Employee desiring to go out of Head quarter during leave period, should obtain specific permission of leave sanctioning authority, for leaving Head quarter during leave period.
6. Prior approval shall be essential for planned leave.

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7. Leave application for planned leave shall be submitted to the respective leave sanctioning authority at least 15 working days in advance.
8. In case of emergency, intimation shall be given to the concerned authority on telephone immediately and leave application shall be submitted immediately after joining the duties.
9. If leave is enjoyed without prior sanction / intimation or absence from duty without proper reasons, entire period of absence shall be treated as Leave without Pay. Such cases shall be decided by the Director/ Principal or Authority on merits.
10. Calculation of leave shall be done with reference to concerned rules and leave account of every employee shall be updated from time to time and recorded in their Service Books.
11. A copy of Application for Maternity Leave for 180 days, after due sanctioning shall be forwarded to the Personnel Department for records.
12. Copy of the sanctioned Extension of Leave up to 2 months in continuation with the Maternity Leave of 180 days shall be forwarded to the Personnel Department, for records.
13. Cases where period of leave (Earned Leave, Half Pay Leave, Commuted Leave or Leave Without Pay) exceed one month, shall be submitted to the Secretary / President (as the case may be), at least 8 working days in advance.
14. Requests for Study Leave shall not be decided at the Institute's/College level. Such request from Staff members along with comments/ recommendations shall be forwarded to the President at least 15 working days in advance.
15. Entries of sanctioned Earned/ Half Pay/ Commuted and Leave without Pay shall be taken in the service books of the concerned employee and his leave account shall be updated at least after every 1st January and 1st July of the year.
16. Entry of Leave without Pay in the service book shall be taken in **red ink**.
17. Employee must resume duties on the first working day after expiry of the sanctioned leave. Request for extension to the sanctioned leave if any must reach to the concerned leave sanctioning authorities, before expiry of the sanctioned leave.
18. Part-time employees shall be entitled to enjoy Casual Leave only. No other kind of Leave shall be admissible to them.
19. If benefit of prefixing and/or suffixing holidays to leave is sanctioned to the employee, and he remain absent from duty before or beyond actual dates of his sanctioned leave, then he will have to forgo benefit of prefix and/or suffixing holidays. In such cases entire period of absence (including holidays in between) shall be treated and counted as Leave without Pay.

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SINHGAD TECHNICAL EDUCATION SOCIETY

APPLICATION FOR CASUAL LEAVE / COMPENSATORY OFF

Date - / /

Name _____ Designation _____

Sir / Madam

Kindly sanction me _____ days leave from _____ to _____

Prefix / Suffix (being Sunday / Holiday) _____ Total Period _____ days

I will be reporting my duty on _____

Reason for leave _____

Alternative arrangement made during the leave period -

Sr. No	Name of the alternative staff member	Designation	Signature
1			

Thanking you

Yours faithfully

Date: -

Signature of Applicant

Remarks of Establishment Section regarding balance of leave

Casual Leave Account

Compensatory Off Account

Balance of Casual Leave _____

Balance C Off _____

Signature of I / C Estt Section

Sanctioned / Not Sanctioned

Head of Institute
Stamp / Seal

SINHGAD TECHNICAL EDUCATION SOCIETY

APPLICATION FOR EARNED LEAVE / COMMUTED (MEDICAL) HALF PAY LEAVE / LEAVE WITHOUT PAY

Date - / /

Name _____ Designation _____

Sir / Madam

Kindly sanction me _____ days leave from _____ to _____

Prefix / Suffix (being Sunday / Holiday) _____ Total Period _____ days

I will be reporting my duty on _____

Reason for leave _____

Alternative arrangement made during the leave period _____

Sr. No.	Name of the alternative staff member	Designation	Signature
1			

Thanking you

Yours Faithfully

Date: -

Signature of Applicant

Remarks of Establishment Section regarding balance of leave

Earned Leave Account

Half Pay Leave Account

Balance of Earned Leave as on _____

Half Pay Leave Balance as on _____

Signature of I / C Estt. Section

Recommended / Not recommended

Sanctioned / Not Sanctioned

Head of Institute
Stamp / Seal

President / Secretary