



UNIVERSITY OF CALCUTTA

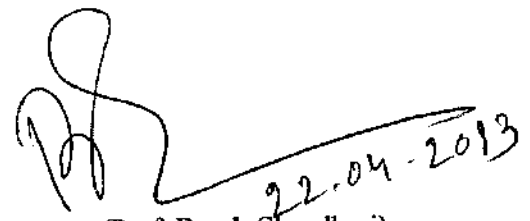
Notification No. CSR/ ST/1 /13

It is notified for the general information of all concerned that the Syndicate in its meeting held on 28.02.2011 under Item No.11 and also the Senate in its meeting held on 29.03.2012 under Item No.3A, made some amendments in Statute No.114, under the heading 'Leave' to the Calcutta University First Statute 1979 (with up-to-date amendments), pertaining to the "Leave Rules of the Whole-Time Teachers of Government-aided colleges (including erstwhile sponsored Colleges) in the State", which has been duly assented to by His Excellency, the Hon'ble Chancellor of this University, as has been communicated to the University vide letter No.762-Edn (S) dated 03.12.2009, Sri M. Chakraborty, Joint Secretary of the Govt. of West 2L-10/08

Bengal, Higher Education Department, C.S. Branch, and, as laid down in the accompanying pamphlet.

The amended statute shall take retrospective effect from 28.02.2011.

SENATE HOUSE
KOLKATA-700073
The 22nd April, 2013.


(Prof. Basab Chaudhuri)
Registrar

**Leave rules applicable for all teachers of Govt.-Aided including
erstwhile sponsored colleges in the State, under the
University of Calcutta**

The existing Leave Rules for Teachers and Principals of affiliated Colleges other than Government Colleges as they appear under heading ‘**LEAVE**’ under Part-II under Chapter VIII in the Calcutta University First Statute 1979, (with upto-date amendments) shall be replaced by the “**Leave Rules of the Whole-Time Teachers of Government-aided Colleges (including erstwhile Sponsored Colleges) in the State**” communicated through letters under (i) Memo. 762-Edn (CS) / 2L.10/08 dated 03.12.2009, and, (ii) G.O. No.163-Edn.(CS) / 2L-10/08 dated 17.02.2011 from Dept. of Higher Education, CS branch, Govt. of West Bengal.

**These leave rules are applicable to all teachers of Govt.- Aided
including erstwhile sponsored colleges under the University of Calcutta**

*Existing Statute 114(1) of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:*

114(1). Leave of absence from duty can not be claimed as a matter of right and may, on application by a teacher of a college/Principal, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave of any description or any such leave is granted, revoke such leave or part thereof.

*Existing Statute 114(2) of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:*

114(2) No teacher who is under suspension shall be granted any leave.

Existing **Statute 114(3)** of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

114(3). Absence without leave shall render a teacher/Principal subject to such disciplinary action as provided in the Statute /Act / Regulations of the concerned Universities under which a college is affiliated.

Existing **Statute 115** of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

115. All applications of leave or for extension of leave shall be made in writing and addressed to Principal/ President of the Governing Body in case of Principal and sanction for the leave or extension of leave as the case may be, applied for shall be obtained before if is availed of :

Provided that if the authority competent to grant leave, is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand leave may be granted with retrospective effect ; but all applications of leave with retrospective effect shall be filed at the earliest possible opportunity.

Existing **Statute 116(1)** of Calcutta University First Statutes , 1979 (with upto-date amendments)
shall be replaced by the following:

116(1) Leave ordinarily shall commence on the date with effect from which it is actually availed of and terminate on the date preceding the date of resumption of duty provided that Sundays are holidays may be prefixed or suffixed to leave, so however for the purpose of prefixing or suffixing to leave holidays exceeding three days; previous sanction of the authority competent to grant the leave shall be obtained.

Existing **Statute 116 (2)** of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

116(2) No teacher on leave shall return to duty before the expiry of leave granted to him / her, without permission of the leave sanctioning authority.

Existing **Statute 117** of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

117. If a teacher of a college is absent from duty on all the days of a week on which he/she has been assigned duties, whether such days are consecutive or not, he/she shall be deemed to be absent from duty for the whole of the week.

Existing **Statute 118** of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

118. No leave shall be credited in the leave account of a teacher after he/she retires on superannuation or retires voluntarily or resigns.

Existing **Statute 119** of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

119. The Principal/The President of the Governing Body may recall the teacher / the Principal at any time as the case may be who may be on leave except on medical ground and when the teacher / the Principal is so recalled to duty he / she shall be granted such travelling allowances as the Principal / he President may consider reasonable.

Existing **Statute 120** of Calcutta University First Statutes, 1979 (with upto-date amendments)
shall be replaced by the following:

120. If the teacher of a college has been granted leave to which holidays have been suffixed or prefixed and such the Principal / teacher absents himself / herself from duty beyond the expiration of such holidays shall be treated as absent from duty without leave and he /she shall not be entitled to his / her salary or allowances for such period unless and until the Governing Body otherwise directs.

A new Statute 120(a) shall be inserted after the existing Statute 120 and before the existing Statute 121 of Calcutta University First Statutes, 1979 (with upto-date amendments):

120(a) Subject to the foregoing general principles 'leave' shall mean (i) Casual Leave, (ii) Earned Leave, (iii) On Duty Absence, (iv) Study Leave, (v) Special Study Leave, (vi) Maternity Leave, (vii) Quarantine Leave, (viii) Medical Leave/Half Pay Leave, (ix) Commuted Leave, (x) Extraordinary Leave., (xi) Compensatory Leave (xii) Leave Not Due (xiii) Special Disability Leave.

(A) CASUAL LEAVE :

Existing Statute 121 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

121(i) Casual Leave on full pay may be allowed to Principal/Teacher of a college upto a maximum of 14 days in any one calendar year but not more than 4 days at a time.

(ii) Casual Leave can not be combined with any other kind of leave or Puja holidays, but can be prefixed and or suffixed to Sundays and other holidays, provided such leave shall not exceed 7 days at a time including Sundays and Holidays.

(iii) All casual leave to which any teacher of a college may be entitled during any calendar year shall cease to be due to him at the end of such calendar year and can not be accumulated or taken over or brought forward to any other calendar year.

(iv) A teacher on casual leave shall not be treated as absent from duty.

(B) EARNED LEAVE:

Existing Statute 122 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

122(i) Earned Leave is the leave which is earned by a teacher by discharge of duties for a certain period as mentioned herein below and granted to him/her at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all

cases, applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave even if the period of leave applied for is less than twenty days.

- (ii) 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 vacation by the college authority or equal to one eleventh of the period spent on actual service in a non-vacation department subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall be 300 (three hundred) days and the maximum period of earned leave that may be granted at a time shall not normally exceed sixty days. Earned leave exceeding sixty days but not more than 180 days at a time may be sanctioned in case of higher study/training /leave with medical certificate.
- (iii) Earned leave can be combined with any other kind of leave except casual and quarantine leave.
- (iv) Earned Leave is admissible with full pay and allowances.
- (v) When a teacher moves from one college to another on lien or otherwise, his / her accumulation of earned leave / half-pay leave in the new college will be as per previous accumulation of leave i.e. in other words his/her leave account will be a continuous procedure.
- (vi) Earned Leave available to the credit of a serving teacher including Principals prior to 03.12.2009 as per previous norms shall be carried forward and counted for calculation of total leave encashment at the time of superannuation.

Statute 123 –Omitted

(C) ON DUTY ABSENCE:

Existing Statute 124 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 124(i)** Absence from duty of a teacher with the permission of the Principal of the college and in case of the Principal, the permission of the Governing Body, on account of duties assigned by the Government or any constitutional authority or the college or the Public Service Commission or the College Service Commission or the School Service Commission etc. or on account of obligations in regard to the NCC or the Social Service Camps and similar other obligations shall be deemed to be on duty absence and shall not be counted towards casual or earned leave.
- (ii)** On duty absence is admissible with full pay and allowance.

(D) STUDY LEAVE :

Existing Statute 125 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 125(i)** Study leave for advanced study and research directly related to his/her work in the College may be granted to a teacher by the Governing Body of the college subject to approval of the Higher Education Department provided the concerned teacher has put in at least three years continuous service and is not due to retire there from within five years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The amount of scholarship, fellowship or other financial assistance that the concerned teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances provided the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted as per norms of the University Statutes / Regulations / Guidelines of the U.G.C.

- (ii) An application of study leave with particulars of international assignments, Scholarship / Fellowship of financial assistance including travel grant, if any statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.
- (iii) Study leave on full pay (without allowances in India and with Dearness Allowances outside India) may be granted for a maximum period of twelve months at any one time and twenty four months in all during the entire service period. However, such leave may not be granted by the Syndicate/Executive Council/Governing Body in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.
- (iv) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have earned in course of time if he/she has not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (v) Study leave shall count as service for Pension / Contributory Provided Fund, provided the teacher joins the college on the expiry of his/her study leave.

Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (vi) A teacher availing himself /herself of study leave shall submit a written undertaking that he/she shall serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave failing which they shall have to refund the emoluments received from the Government/college/UGC during the period of study leave.
- (vii) After the leave has been sanctioned, the teacher shall before availing himself/herself of the leave execute a bond in favour of the college binding himself / herself for the due fulfillment of the conditions laid down in sub clause above.

(E) SPECIAL STUDY LEAVE :

Existing Statute 126 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

126(i) A whole time teacher of a college may be granted leave with full pay and Dearness allowances for pursuing study or research in an institution considered by the Governing Body of the college as suitable for the purpose subject to approval of the Higher Education Department, for such period ordinarily not exceeding 12 months during the whole period of his/her service, provided that the concerned Teacher has put in at least 2 years of continuous service and not to retire, therefrom within 3 years of his / her return from such leave.

Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive travel grants, if any, with supporting documents should be submitted to the Governing Body at least one month before the start of the leave applied for.

(ii) The Teacher of a college shall furnish an undertaking that he / she shall serve the college for at least 3 years on his / her return from study leave on such terms and conditions as the college may decide failing which he / she shall be required to refund the amount paid to him / her as leave salary for the period of Study Leave ;

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the college while on study leave, leave salary shall be reduced to the extent as followed in case of University teachers.

(F) MATERNITY LEAVE :

Existing Statute 127 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

127(i) Maternity leave with full pay and allowances may be granted to a whole time lady teacher on full pay for a period not exceeding 135 days including the period of

confinement as per advice of a registered medical practitioner.

- (ii) Maternity leave, combined with any other kind of leave may be granted only if the application is supported by a medical certificate signed by registered medical practitioner.
- (iii) Maternity leave may also be granted to a lady teacher of a college on full pay in cases of miscarriage including abortion subject to the condition that such leave shall not exceed 6 weeks and the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.
- (iv) Maternity leave shall not be debited to leave account.
- (v) In case of legal adoption of a child as per prescribed norms of the Government from time to time child adoption leave may be allowed to a female teacher as per existing govt. rules.

(G) **QUARANTINE LEAVE** :

Existing Statute 128 of Calcutta University First Statutes , 1979 (with upto-date amendments) shall be replaced by the following:

- 128.** Leave of absence from duty may be granted to a teacher of a college on full pay when he / she is ordered by the Principal of the college, in case of the Principal by the President of the Governing Body, not to attend his/her duties on account of the presence of any infectious disease in family or household. Such leave may be granted with full pay and allowances, on a certificate signed by a registered medical practitioner for a period not exceeding 21 days or in case of exceptional circumstances 30 days. Such leave shall be called quarantine leave and may be combined with any other kind of leave except casual leave. Quarantine leave shall not be debited to leave account.

(H) MEDICAL LEAVE / HALF PAY LEAVE :

Existing Statute 129 of Calcutta University First Statutes , 1979 (with upto-date amendments)
shall be replaced by the following:

- 129(i)** A Teacher shall be entitled to Half Pay Leave for 20 days in respect of each completed year of service. This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs.
- (ii)** Half Pay Leave may be combined with any other kind of leave except casual and quarantine leave.
- (iii)** Maximum period of accumulation of such leave will be 720 days.

(I) COMMUTED LEAVE

A new Statute 129(A) shall be inserted after the existing Statute 129 and before the existing Statute 130 of Calcutta University First Statutes , 1979 (with upto-date amendments):

- 129A(i)** A Teacher shall be entitled to commute the half pay leave that he / she has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner.

Provided that when commuted leave is granted, twice such number of half pay shall be debited against the leave account, provided also that total commuted leave may be granted not exceeding 180 days during the whole service period of the employee.

- (ii)** Half Pay Leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course certified to be in the interest of the college by the Governing Body.
- (iii)** Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

(J) EXTRAORDINARY LEAVE :

Existing Statute 130 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

130(i) Extraordinary leave without pay and allowances may be granted to a Teacher in special circumstances :

- a) When no other leave is admissible to him / her, or
- b) When the other leave is admissible, but still he / she applies in writing for the grant of extraordinary leave.

130(ii) Except in case of a permanent teacher, the duration of extraordinary leave shall not exceed 3 months on any one occasion.

Provided that

(a) When such a teacher is undergoing treatment for tuberculosis in a recognized hospital or at an approved sanatorium or at his/her residence under a specialist recognized as such by the Governing Body OR for leprosy in a recognized leprosy institution by a Medical Officer of Health Deptt. or a specialist in Leprosy recognized as such by the Governing Body ; he/she may, subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months.

NOTE(1): The concession of extraordinary leave upto 12 months under the proviso above would be admissible to a teacher if he/she produces a certificate signed by the Superintendent of the hospital or the specialist, as the case may be, to the effect that he/she has reasonable prospect of recovery on the expiry of the leave recommended.

NOTE (2): The concession of extraordinary leave under the proviso above will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

(iii) The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

(K) COMPENSATORY LEAVE:

Existing Statute 131 of Calcutta University First Statutes, 1979 (with upto-date amendments) shall be replaced by the following:

- 131(i)** Any teacher of a college who may be required, in the interest of the college, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he/she is required to work during the holidays.
- (ii)** There will be no accumulation of such compensatory leave and it is to be availed within 3 months from the date of accrual.

(L) LEAVE NOT DUE:

A new Statute 131(A) shall be inserted after the existing Statute 131 and before the existing Statute 132 of Calcutta University First Statutes , 1979 (with upto-date amendments):

- 131(A)** Leave not due with half pay may be granted by the Governing Body to a Teacher / Principal for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise thereon medical ground. Such leave shall be debited against the half pay leave earned by him/her subsequently. 'Leave not due' generally shall be granted in exceptional cases of illness.

'Leave not due' shall not be granted unless the Governing Body is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

A teacher to whom 'Leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him / her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Governing Body.

Provided further that the Governing Body may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned

(M) SPECIAL DISABILITY LEAVE :

A new Statute 131(B) shall be inserted after the Statute 131(A) and before the existing Statute 132 of Calcutta University First Statutes , 1979 (with upto-date amendments):

- 131(B)(i)** A teacher who is disabled by injury accidentally occurred in consequence of due performance of his/her official duties or by illness incurred on the performance of any, particuiar duty which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave on full pay and allowances for a maximum period of 24 months during the whole course of service.
- (ii)** Special Disability Leave may be combined with any other kind of leave except casual leave.
- (iii)** The concerned teacher is entitled to normal annual increment in time scale pay during such leave of absence.
- (iv)** Special disability leave shall not be granted unless the disability manifested itself within 3 months of occurrence to which it is attributed and teacher disabled acted with due promptitude in bringing notice of the appropriate authority.
- (v)** Such leave shall be granted only on the recommendation of a Medical Board and such leave in no case should exceed 24 months.
- (vi)** Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months.
- (vii)** Since Special Disability Leave is granted owing to an injury caused during due discharge of official duty of a teacher concerned the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which sustained him/her the injury for the entilement of such leave.
- (viii)** Leave salary during such leave shall be with full pay and allowances for the first 120 days and half pay for the remaining period.

Existing **Statute 132** of Calcutta University First Statutes , 1979 (with upto-date amendments)
shall be replaced by the following:

- 132.** At the request of a Teacher of a college the Governing Body of the college may, by order, convert any kind of leave already granted into leave of a different kind, which may be admissible, with effect from such date as may be specified in the order, but a teacher shall not be entitled to claim such conversion of leave as a matter of right.

If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and the arrears of leave salary shall be paid to, or, as the case may be amounts overdrawn shall be recovered from the employee concerned.

Existing **Statute 133** of Calcutta University First Statutes , 1979 (with upto-date amendments)
shall be replaced by the following:

- 133.** Except as otherwise provided in this order any kind of leave may be granted in combination with or in continuation of any other kind of leave.

Statute 134 – Ommitted

Existing **Statute 135** of Calcutta University First Statutes , 1979 (with upto-date amendments)
shall be replaced by the following:

- 135.** Every Teacher shall be entitled to leave salary of the earned leave accumulated at his/her credit after cessation of his / her service by way of retiring on superannuation, voluntary retirement or death in harness provided the maximum number of accumulated leave and maximum of leave encashable shall be 300 days.

The leave salary shall be calculated on the rate of pay drawn by a teacher of a college on the day preceeding that on which the leave commences unless otherwise determined by the Governing Body. Leave salary on retirement, voluntary retirement or death in harness shall be calculated on the basis of the pay drawn on the day preceeding the date of retirement or death as the case may be.

Existing Statute 136 of Calcutta University First Statutes , 1979 (with upto-date amendments) shall be replaced by the following:

136. A leave account shall be maintained by the Principal of the college for every teacher and Principal thereof but any leave granted under provisions 12(C) to 12 (F) of this Memorandum shall not be debited to such account.

The leave account of every teacher shall be credited with earned leave, in advance, in a single installment of 15 days on the first day of July for the first seven years of service and two installments of 15 days each on the first day of July and January of every academic year from the eighth year of service onwards. And as such the earned leave may be credited at the rate of two and a half days for each completed calendar month for those who have completed seven years of service and at the rate of one and one-fourth day for those who are in the first seven years of service. Ultimate fraction of a day shall be rounded off to a nearest integer.

The period of any leave without pay shall be excluded from the calculation of earned leave.

A new Statute 136(I) shall be inserted **after** the existing Statute 136 and **before** the existing Statute 136(A) of Calcutta University First Statutes , 1979 (with upto-date amendments):

136(I)(i) A Principal / Teacher of a college appointed on substantive basis to any permanent post shall acquire a lien on that post. If the teacher is appointed substantively and confirmed to another permanent post either in the college or outside and in case of the Principal to another post outside, his/her lien on the permanent post held earlier in the college shall be terminated, unless he/she indicates in writing his/her refusal to accept the appointment so made substantively in another permanent post; in such event the concerned teacher/Principal shall immediately report back to duty in the post on which he/she held lien.

(ii) A Principal / Teacher holding substantive appointment in a college may be granted lien on his/her permanent post if he/she applies for the grant of lien consequent upon his/her obtaining an appointment offer either in another college or in any other establishment.

- (iii) The period of lien shall initially be for a period of one year which may be renewed or extended if the teacher concerned is not confirmed in his / her services in the new establishment within that period.

Provided that the total period of lien so granted shall not exceed 2 years.

A new Statute 136(II) shall be inserted after the existing Statute 136 and before the existing Statute 136 A of Calcutta University First Statutes , 1979 (with upto-date amendments):

136II. Every teacher of a college shall follow a six day week and shall abide by the pattern of holidays, vacation etc. as may be determined by the University.

A new Statute 136(III) shall be inserted after the existing Statute 136 and before the existing Statute 136(A) of Calcutta University First Statutes , 1979 (with upto-date amendments):

136(III). A part-time teacher of a college shall be entitled to the following leave :

- (i) Casual leave upon a maximum of 10 days in an academic year.
- (ii) Extraordinary leave without remuneration for such period as may be determined by the Governing Body considering the special circumstances of any particular case.



UNIVERSITY OF CALCUTTA

Notification No. CSR / 26/ 11

It is notified for the information of all concerned that the Syndicate of this University had in its meeting dt. 28.02.2011 (Item No. 11) recorded the contents of the G.O.No. 163 – Edn.(CS) / 21. – 10 / 08 dt. 17.02.2011 received from the Department of Higher Education, CS Branch, Government of West Bengal, Bikash Bhawan, Kolkata – 700 091 and resolved to implement the same upon incorporation of the following portion entitled “Leave Carry Forward” as “Clause No. (vi) under Part – B : Earned Leave” into the “Leave Rules for the Whole – Time Teachers of Government – aided Colleges (including erstwhile Sponsored Colleges) in the State”, as had been assented to by the Hon'ble Governor of West Bengal, and communicated to this University vide letter No.762 – Edn (CS) dt. 03.12.2009 by Sri. M. Chakraborty, Jt. Secretary

2L.10/08

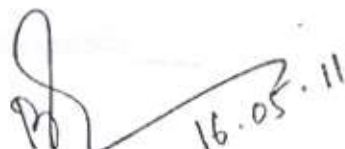
to the Govt. of West Bengal, Higher Education Department, CS Branch, and as had subsequently been ratified by the Syndicate dated 19.01.2011 (Item No.15) :

(B) EARNED LEAVE:

“Earned Leave available to the credit of a serving teacher including Principals prior to 03.12.2009 as per previous norms shall be carried forward and counted for calculation of total leave encashment at the time of superannuation.”

The above shall also take retrospective effect from December, 2009.

SENATE HOUSE
KOLKATA – 700073
The 16th May, 2011


(Prof. Basab Chaudhuri)
Registrar

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(INTEGRATED LAW CELL)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 08 -ILC/ OM-131L/15

Date: 13.01.2016

MEMORANDUM

Consequent upon issuance of Finance Department Memo No. 5560-F (P) dated 17.07.2015 and No. 5780-F (P) dated 29.07.2015 regarding extension of benefit of Child Care Leave (CCL) for a period of 2 (two) years, i.e. 730 days to the regular female employees of Government-aided Colleges, State-aided Universities and other Statutory Bodies coming under the administrative jurisdiction of this Department, the issuance of a guidelines in this regard granting the actual benefit to such female employees and laying down the terms and conditions for the said leave, has been under active consideration of this Department for sometime past.

After careful consideration of the matter, the Governor is hereby pleased to extend the benefit of Child Care Leave (CCL) for a maximum period of 2 (two) years, i.e. 730 days to the regular whole-time permanent female teaching and non-teaching employees of Government-aided Colleges, State-aided Universities and the regular/ permanent female employees of the West Bengal State Council of Higher Education, West Bengal College Service Commission and the West Bengal Joint Entrance Examinations Board subject to the following terms and conditions:-

- (i) The Child Care Leave (CCL) will be admissible for a maximum period of 2 (two) years, i.e. 730 days during the entire period of service for taking care of up to 2 (two) children up to 18 years of age, whether for rearing or to look after any of their needs like examinations, sickness etc.
- (ii) During the period of such leave, the female employee concerned shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (iii) CCL may not be granted in more than 3 (three) spells in a calendar year.
- (iv) CCL may not be granted for less than 15 days in a spell.
- (v) Child Care Leave (CCL) shall not be debited against the leave account.
- (vi) It may be combined with leave of the kind due and admissible.
- (vii) Child Care Leave (CCL) should not ordinarily be granted during the probation period except in case of certain extreme situation where the leave sanctioning authority is fully

satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.

- (viii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
 - (ix) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.
 - (x) While granting Child Care Leave, the leave sanctioning authority should ensure that not more than one employee (teachers or non-teaching) of a particular department/ faculty/ office is granted such leave during the same time, so as to ensure there is no disruption or disturbance in the conduct of duties/ service.
 - (xi) A separate roster at the beginning of the year is to be maintained by the sanctioning authority. At the time of sanctioning the leave, the classes assigned to the incumbent concerned should not suffer.
2. The Universities concerned and the West Bengal State Council of Higher Education, West Bengal College Service Commission and the West Bengal Joint Entrance Examinations Board are hereby advised to amend their relevant Statutes/ Regulations/ Ordinances/ rules/ by-laws etc, in this regard in due course.

By order of the Governor,

SD/- M. Ray
Secretary
Higher Education Department

**GOVERNMENT OF WEST BENGAL
HIGHER EDUCATION DEPARTMENT
(INTEGRATED LAW CELL)
BIKASH BHABAN, SALT LAKE
KOLKATA-700091**

No. 274 -ILC/ OM-131L/15

Date: 07.12.2015

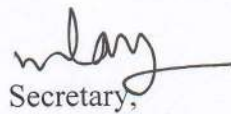
MEMORANDUM

With reference to the Higher Education Department's No. 08-ILC/OM-131L/15 dated 13.01.2016 on the subject of Child Care Leave, several representations have been received from the affected employees of some Higher Educational Institutions to the effect that they are unable to avail of the benefit of Child Care Leave due to the fact that some Universities and other Statutory Bodies under this Department have not yet amended their Statutes/ Rules/ Regulations suitably in this regard.

It may be recalled that this Department in its Order No. 08-ILC/OM-131L/15 dated 13.01.2016 have advised the State-aided Universities and other Statutory Bodies under this Department to amend their relevant Statute/Regulation/ Ordinance and to incorporate the provisions of Child Care Leave in that Statute/Regulation/ Ordinance, etc. in due course.

Considering the fact that some state-aided Universities/ Statutory Bodies have failed to suitably amend their Statute/Regulation/ Ordinance for incorporation of the provisions of Child Care Leave, which is causing hardship to the regular whole-time female employees of the Universities/ Statutory Bodies seeking such leave, the Governor is pleased to clarify that the grant of Child Care Leave to the eligible female employees may be effected based on the Department's Order No. 08-ILC/OM-131L/15 dated 13.01.2016 while the State-aided Universities/ Statutory Bodies take steps to amend the Statute/Regulation/ Ordinance suitably. Of course, the interest of the institute should be seen as paramount while considering the grant of Child Care Leave to the concerned employees, duration of the leave and number of spells, etc.

By Order of the Governor,


Secretary,
H. E. Department

Government of West Bengal
Department of Higher Education, Science and Technology & Biotechnology
C.S.Branch
Bikash Bhavan, Salt Lake, Kolkata-700091

No.103 - Edn(CS)/2L-34/2016

Date: 7th February, 2017

M E M O R A N D U M

Sub: Grant of Paternity- Cum-Child care Leave

Pursuant upon the issuance of Finance department Memo No. 1100-F(P) dated 25.02.2016, the state govt. in the department of Higher Education, Science and Technology & Biotechnology has decided to extend the benefit of grant of Paternity-Cum-Child care Leave to the regular male employees with less than 2(two) surviving children of state-aided non-govt. colleges under the administrative control of this department for a maximum period of 30(thirty) days in the following manner:-

- i. Such leave may be availed of during child birth and up to the age of 18 years of the child.
- ii. During such leave he will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii. Such leave can be combined with leave of any other kind.
- iv. This will not be debited against the leave account.

The interest of the institution shall be kept in view while deciding grant of such leave, its duration, number of spells, etc.

Necessary amendments in the Statutes of the respective University may be made accordingly.

This order will take immediate effect.

Sd/-

Deputy Secretary to the
Govt. of West Bengal

No.103/1(9) - Edn(CS)/2L-34/2016

Date: 7th February, 2017

Copy forwarded for information and necessary action to:-

1. Principal Account General (A & E), West Bengal.
2. Director of Public Instruction, West Bengal
3. Registrar,.....University,.....
.....
4. Member Secretary, W.B.State Council of Higher Education, 147A, Rash Behari Avenue, Kol-29
5. Finance (Audit) Department, Govt. of West Bengal
6. Computer Cell of this Department for uploading this Memo. To the Departmental Website.
7. P.S. to the Hon'ble MIC of this Department.
8. Sr. P.S. to the Principal Secretary of this Department.
9. Guard File

Heras

Deputy Secretary to the
Govt. of West Bengal

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH**

No. 1100- F(P)

Dated : 25.02.2016

MEMORANDUM

Sub : Grant of Paternity-cum-Child Care Leave for 30 days to the male State Government employees and employees of Panchayat Raj & other Local Bodies, Boards, sponsored/non-Govt. aided Schools & Colleges, State aided Universities and Companies, Corporations, Undertakings etc.

Introduction of Paternity-cum-Child Care Leave to the male State Government employees and such employees of Panchayat Raj & other Local Bodies, Boards, sponsored/non-Govt. aided Schools & Colleges, State aided Universities and Companies, Statutory Bodies, Undertakings and Corporations which are funded wholly or partially by the State Government was under active consideration of the Government for some time past.

2. Now, after careful consideration of the matter the Governor has been pleased to decide that all male State Government employees as well as such employees of the bodies, boards, educational institutions, entities etc. as above with less than two surviving children will be allowed Paternity-cum-Child Care Leave for 30 days in the following manner.

- i) Such leave may be availed of during child birth and upto the age of 18 years of the child.
- ii) During such leave he will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii) Such leave can be combined with leave of any other kind.
- iv) This will not be debited against the leave account.

3. Necessary amendment in the West Bengal Service Rules, Part-I will be made in due course. In case of Panchayat Raj & Local Bodies, Boards, sponsored/non-Govt. aided Schools & Colleges etc. as above, the concerned Administrative Department will take steps for amendment in the relevant leave rules or regulations or bye-laws as applicable.

4. This order will take immediate effect.

Sd/- H. K. Dwivedi
Principal Secretary
to the Govt. of West Bengal

No. 1100/1(300)-F(P)

Dated : 25.02.2016

Copy forwarded to :

- 1) The Principal Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata- 700 001.
- 2) The Addl. Chief Secretary/ Principal Secretary/ Secretary, _____ Department, Government of West Bengal.
- 3) The Divisional Commissioner, _____ Division.

- 4) The District Magistrate/District Judge, _____
- 5) The Superintendent of Police, _____
- 6) The Sub-Divisional Officer, _____
- 7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700 073.
- 9) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, 1st Floor, Salt Lake, Sector-III, Kolkata-700 106.
- 10) The Treasury Officer, _____
- 11) Sri Sumit Mitra, Network Administrator, Finance Department, for uploading this in the Finance Department Website.
- 12) Guard file.

Ans 23/2/16
OSD & E.O. Joint Secretary to the
Government of West Bengal



**Government of West Bengal
Department of Higher Education
College Sponsored Branch
Bikash Bhavan, 6th Floor, Salt Lake, Kolkata-700091**

No. 10-Edn (CS)/2L-01/2022

Dated: 04th January, 2022

Notification

Whereas, in consequence of the presence of an infectious disease in the family or household of a regular & whole-time Teaching and Non-teaching Staff of all Government-aided Colleges in the State of West Bengal or at his/her place of duty, residence or sojourns, his/her attendance at his/ her office is considered as hazardous to the health of other co-employees, such regular & whole-time Teaching and Non-teaching Staff of Government-aided Colleges may be granted quarantine leave.

(2) Quarantine Leave is a leave of absence from duty necessitated by order not to attend office in consequence of the presence of infectious disease in the family or household of such employees as stated above. Such leave may be granted on the basis of a certificate of a Public or Municipal Health Officer or Registered Medical Practitioner for a period not exceeding 21 days, or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave, which is not debited to leave account, may be combined with any other kind of leave except casual leave.

(3) Such employee, as stated above, on quarantine leave will be treated as absent from duty with full pay and allowances, when he/ she is ordered by the Head of the Institution of the Government aided College and in case of the said Head of Institution by the President or Administrator of the Governing Body of the College, as the case may be.

(4) With the passage of time, outbreak of some other diseases in the country had been considered to be infectious of which COVID-19 has been declared Pandemic by WHO.


(5) Now, after careful consideration and taking the valued opinion of Health & Family Welfare Department of this Government, the undersigned is directed to include the following five diseases in the list of infectious disease under Leave Rule 22 (b) under annexure of G.O. No. 44-Edn (U) Dated 28.01.2008, read with 762-Edn(CS)/2L-10/08 dated 03.12.2009 and the Leave Rules as incorporated in the Statutes of all the State-aided Universities, applicable

to the existing diseases as specified therein:

- a. SARS
- b. MARS
- c. COVID-19
- d. Avian Influenza (H5N1) / Novel Influenza
- e. Crimean Congo Haemorrhagic Fever (CCHF)

(6) Concerned State-aided Universities will make amendments in their Statutes where necessary for incorporation of the provisions of this Notification.

This is issued in terms of the powers under Section 18 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and with the concurrence of the Finance Department, vide U.O. No. Group P2/2021-2022/0469 dated 04.01.2022.

 04/01/2022
Deputy Secretary

No. 08/1(9)-Edn (U)

Dated: 04th January, 2022

Copy forwarded for information and necessary action to:-

- 1) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata- 700 001;
- 2) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata- 700 001;
- 3) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, II, III;
- 4) The Directorate of Treasuries & Accounts; Mitra Building (3rd floor), Lyons Range, Kolkata- 700 001;
- 5) The Vice-Chancellor, _____ University (All State-aided Universities);
- 6) The Registrar, _____ University (All State-aided Universities);
- 7) The Assistant Secretary, Finance Department, Group P1;
- 8) The Private Secretary to Hon'ble Minister-in-Charge of this Department;
- 9) Sr. P. S. to the Principal Secretary of this Department.

 04/01/2022
Deputy Secretary

Government of West Bengal
Department of Higher Education, Science &
Technology and Biotechnology
C.S. Branch
Bikash Bhawan, Salt Lake, Kolkata – 700 091.

No.375-Edn(CS)

dated : 13/04/2017

NOTIFICATION

The proposal for allowing the benefits of Leave Travel Concession for the regular Teachers, Librarians and Physical Instructors and Graduate Laboratory Instructors of State aided Universities and Govt. aided Colleges of West Bengal was under active consideration of the Government for sometime past.

The Government, after careful consideration is now pleased to allow the following benefits to the regular and whole time teachers, including Librarians and Physical Instructors and Graduate Laboratory Instructors of the State-aided Universities and Government-aided colleges in the manner stated below :-

(A) Entitlement of the benefit:

- a) The teachers of State-aided Universities and Government-aided Colleges of West Bengal may be allowed the benefit of leave travel concession once in their service career to visit any place within the country, but the benefit may be availed of by them after completion of 10(ten) years of regular service
- b) They also may be allowed the benefit of leave travel concession once in their service career to visit any place in the neighbouring countries, namely, Thailand, Singapore, Malaysia, Myanmar, Sri Lanka, Bangladesh, Pakistan, Nepal, Bhutan and Maldives, but the benefit may be availed of by them only after completion of 20 (twenty) years of regular service.

(B) Kinds of Journeys admissible:

The teachers, who will be entitled to the leave travel concession as per paragraph (A) above, will be granted the concession for the following kinds of journeys:

- a) For journeys to any place in India and back.

Continued... pg 2

b) For journeys to any place in the neighboring countries and back as per sub para(b) of paragraph (A) above.

(C) 'Family' for the purpose of leave travel concession:

a) The leave travel concession, sanctioned hereby, will be admissible to the members of the family of the teachers and for this purpose the term 'family' means 'a teacher's wife (but not more than one wife) or husband, as the case may be, residing with the teacher and legitimate children and stepchildren residing with and wholly dependent on the teacher including parent, stepmother, unmarried sisters and minor brothers residing with and wholly dependent on the teacher'.

b) When the teacher is entitled to leave travel concession, the family members need not compulsorily accompany the teacher, they will get the concession independently irrespective of whether the teacher avails himself/herself of it or not. The members of the family may either travel together or separately in different groups as may be convenient to them. The teacher and/or member(s) of his/her family may visit the same place or different places of their choice.

c) Where a teacher and his family perform journeys separately, in different groups at different times, there may be no objection to their presenting separate claims, provided the journeys are performed during the currency of the period during which it is due.

(D) Declaration of place of visit:

When the concession to visit any place in India or in foreign countries as stated above is proposed to be availed of by a teacher or any member of the family of such a teacher, the intended place of visit will have to be declared by the teacher in advance to his/her Controlling Authority. The declared place of visit may be changed before the commencement of the journey with the approval of his controlling authority, but it may not be changed after the commencement of the journey except in exceptional circumstances where it is established that the request for change could not be made before the commencement of the journey owing to circumstances beyond the control of the concerned teacher.

(E) Mileage Allowance and Class of accommodation:

a) For journeys to any place of India and back on leave travel concession, the teachers will be entitled to undertake journeys by rail in the A.C-II class 2 tire sleeper.

- b) For journeys to any place of neighbouring countries and back on leave travel concession, the teachers will be entitled to undertake air journey from the international airport in India nearest to his/her headquarter/place of posting in economy class by National carrier or private carrier of the country having direct flight to the country of visit and in the absence of which by a foreign carrier having direct flight to the country of visit.
- c) For journey to Agartala in Tripura, since surface routes are circuitous and troublesome, the teachers who will select that place for visit on leave travel concession, will be allowed to travel by air in economy class subject to the condition that the journeys will have to be performed by a national carrier or the actual fare for the journeys performed by private Airlines, whichever is less.
- d) For journeys to place like Port Blair in the 'Andaman and Nicobar Islands' and 'Laskhadweep' Group of Islands, journey shall be performed by Ships operated by the Shipping Corporation of India, in First/ 'A' Cabin Class of accommodation.
- e) For journey to place in India including popular hill stations which are not connected by rail and so in such cases where road journey is unavoidable, besides the railway-fare as will be admissible, public transport from the rail-head to the actual destination may be availed of subject to the condition that reimbursement will be limited to the fare for the cheapest mode of transport available for such road journeys.
- f) For journeys to any place in India including port Blair in the Andaman and Nicobar Islands and Laskhadweep Group of Islands, the teachers may be allowed to avail air Journeys by National carrier or private Airlines in the lowest class of accommodation, but re-imbursement will be limited to entitled class of accommodation by rail or ship, as the case may be and by the shortest route available for the declared place of visit.
- g) The leave travel concession will not be admissible if the journeys are made through some package tour agencies or by a private car or vehicle, owned by private operators. However, if the journey is performed by vehicles owned and operated by Tourism Development Corporations' in Public Sector, State Transport Corporations and Transport Services run by other Govt. or local bodies to visit the declared place, the reimbursement will be either the actual hire charges or the amount reimbursable on the journey to the declared place of visit, had the journey been undertaken by entitled class by rail by the shortest direct route, whichever is less.

(F) Admissibility of leave travel concession in case of the spouse of the teachers:

The benefit of leave travel concession in case of the spouse of the teacher will be regulated in the following manner:-

- i) If the spouse of the teacher is not employed, the benefit may be drawn as per the provisions made hereby in this notification.
- ii) If the spouse of the teacher is also a teacher of State aided Universities and Government aided Colleges of West Bengal, the benefit may be enjoyed by both husband and wife together as a one family unit in the teacher's family and in that case the spouse will give an undertaking that he/she will not prefer any claim in this behalf to his/her employer in future and that fact should be recorded in his/her Service Book.
- iii) When the spouse of the teacher is employed in the State Government/Central Government/Central PSUs/State PSUs/Corporation/ Autonomous Body which provides LTC facilities to its employees and their families, the teacher if enjoyed the benefit as a member of the family of the spouse will not be entitled to enjoy the benefit of LTC hereby sanctioned.
- iv) When the spouse of the teacher is employed in the State PSUs/Corporation/Non-Government aided Institutions/Autonomous Body where the facility of LTC does not exist, the spouse of the teacher may be allowed to enjoy the benefit along with the concerned teacher as a member of the family subject to furnishing a declaration to his/her controlling authority that in future he/she will not enjoy the benefit of LTC, if the benefit is extended to the organization/institute in future by the Government and the said declaration should be recorded in his/her Service Book.

(G) Reimbursement:

Reimbursement under the leave travel concession facility will not cover incidental expenses and expenditure incurred on local journeys.

Reimbursement for expenses of journey shall be allowed on the basis of a point to point journey on a through ticket over the shortest direct route.

(H) Claim for reimbursement:

The claim for reimbursement in respect of leave travel concession under the provisions of this notification will have to be made in the usual T.A. Bill Form and the claims would have to be preferred within 3 (three) months of completion of journey along with Railway/Air/Ship/Bus tickets in original. Any claim if detected to be fraudulent, will be dealt with according to rule.

The Controlling Officer for such sanction of LTC will be the Joint Secretary (University Branch), Deptt. of Higher Education, Science & Technology and Biotechnology and Director of Public Instruction, West Bengal in respect of Stated-aided Universities and Govt.-aided colleges respectively.

The charge will be debitable to the head, "31-01-Salary grants" under the respective salary heads of the Stated-aided Universities and Govt.-aided colleges.

This benefit will take effect from 1st February, 2017.

This is issued with the concurrence of the Finance Deptt. Group P2 vide their U.O. No. Group P2/2016-2017/0531 dt. 14/02/2017.

By order of the Governor,


Secretary

No.375/1(46)-Edn(CS)/3L-01/2017

dated : 13/04/2017

Copy forwarded for necessary information to

1. The Principal Accountant General (A&E), Treasury Bldgs, Kolkata-.1.
2. The Accountant General (Audit-I), West Bengal, 4, Brabourne Road, Kolkata-1.
3. The Accountant General (Audit – II), West Bengal, MSO Buildings, CGO Complex, 5th Floor, DF Block, Salt Lake, Kol -91
4. Director of Treasuries and Accounts, West Bengal,
New India Assurance Building, 4, Lyons Range, Kolkata - 700001
5. Pay and Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2 Phears Lane,
Kol - 700012.
6. Pay and Accounts Officer, Kolkata Pay & Accounts Office – II,
P-1, Hyde Lane, Jahar Building, Kol- 700073.
7. Pay and Accounts Officer, Kolkata Pay & Accounts Office – III,
IB Market, IB Block, Salt Lake Sector III, Kolkata – 700091.
8. The Registrar, University....(All)
9. Finance Department, (Group – N) of this Government.
10. Finance Department, (Group – P) of this Government.
11. Finance Department, (Group –B) of this Government.
12. Finance Department, (Group – T) of this Government.
13. The Director of Public Instruction, West Bengal.
14. The Joint Secretary (University Branch) of this department.
15. P.S. to MIC of this department.
16. P.A. to the Principal Secretary of this Department.
17. Budget Branch of this Department.
18. Statistical Cell of this Department
19. Guard File.


Secretary