



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY
AMARKANTAK (M.P.)

(A Central University established by an Act of Parliament)

Application form for Casual Leave for CL/RH/(Compensatory Off -for staff)

1. Name of the Applicant _____
2. Designation _____ 3. Department/Section _____
4. Period of Leave _____
5. Purpose of Leave _____
6. Contact No. _____
and Address (During the period of leave) _____
7. Holidays when attended _____
Office against which compensatory off is requested. _____
7. The following official has agreed to look after the work in my absence for the period From
to
(i) Name (ii) Designation Sign.

Date _____

Signature of the Applicant _____

For Office/Department Use

Number of days of leave at credit (opening) : _____ Leave requested for.....

Entry verified and noted in Holiday Register for _____
availing the compensatory Off, if applicable _____ Balance (closing).....

Dealing Assistant _____

Note :

- i The individual has to submit this Form duly verified by the designated Official in the Dept. concerned for indicating leave at credit / balance for forwarding the same to the concerned Head / Dean for sanction.
- ii All columns should be filled-in including the date

Signature of the recommending Official _____

(Name & Designation) _____

Signature of the Sanctioning Authority with date _____

(Name & Designation) _____

NOTE: After the approval, the application shall be sent to the respective Office/Department for entry in the Sectional leave Registers with concerned Deans / Departmental Heads.

Form No A 1: Standard Operating Procedure (SoP) for filling the Form for Casual Leave (CL/RH)

Part 1:-

1. The Casual leave and RH record is decentralized and maintained by the respective Deans of Faculty and by the authorized Offices in respect of Non-teaching.
2. As the form is designed to capture all the relevant information, no other covering letter is required.
3. Total Casual Leave available in a calendar year is 8 days and Restricted Holidays is 2 days. Any two RH can be availed in a calendar year combined with CL or separately.
4. Individual appointed and joined in the middle of year may avail of Casual Leave proportionately.
5. Casual Leave can be availed for half (½) day also.
6. It can be combined only with Special Casual leave and Vacation leaves.
7. CL cannot be prefixed or suffixed with EL.
8. Sundays /Saturdays and holidays falling during a period of CL are not counted as part of CL
9. It is essentially intended for shorter period. However, it should not be normally granted for more than 5 days in a single spell, except under special circumstance.
10. No joining report is required to be submitted after availing CL
11. Maximum two CPL can be availed at a time within 30 days of earned compensatory leave (applicable for Group B & Group C staff only).
12. Since this leave is sanctioned by the concerned Head/Dean in respect of teaching staff and concerned Departmental Head in respect of non-teaching staff, the concerned Offices are responsible for maintaining the relevant records.

Part II : Guidelines to regulate Compensatory Leave/ Off by the staff in Group C and Group B (in and less than the Grade Pay of Rs) - reg

1. Leave is not a matter of right and cannot be claimed without the explicit consent of the sectional head and approval of the Departmental Head under any circumstances.
2. In exceptional circumstances, compensatory leave may be granted by the concerned Head of the Department at his discretion subject to the following conditions :
 - i Staff who falls in the category of Group C and Group B in the Grade Pay of Rs or less
 - ii One who performs the duty for full working day on Saturdays, Sundays or any other notified/declared public Holidays.
 - iii Attending such duties shall be with prior consent or orders of the concerned HoD,
 - iv The attendance on Holidays shall be noted in the Central Register meant for the purpose indicating the "chek-in" and "chek-out" time with date duly countersigned by the Office Head.
 - v The Compensatory leave must be availed within 2 months from date of such attending duties on holidays, failing which it will lapse.
 - vi The request for Compensatory leave must be applied in the prescribed form through the concerned Departmental Heads indicating the date of working on holidays.
3. As and when the Compensatory Leave is availed, entry thereof shall be made in the Central Register to cancel the duties performed on holidays after the recommendations by the Sectional duly sanctioned by the Departmental Head.