

Form - 1: S.O.P. for filling of form for Casual Leave (CL)

1. Total Casual Leave available for entire calendar year will be 8 days.
2. Individual appointed and joined in the middle of year may avail of Casual Leave proportionately or otherwise at the discretion of the sanctioning authority.
3. Casual Leave can be availed for Half day also.
4. It can be combined with Special Casual leave and Vacation leave only.
5. CL cannot be prefixed with EL.
6. Sundays /Saturdays and holidays falling during a period of CL are not counted as part of CL
7. It is essentially intended for shorter period. However, it should not be normally granted for more than 5 days at any one time, except under special circumstance.
8. No joining report is required to be submitted after availing CL
9. As per present practice it should be sanctioned by Head of the School after recommendation from the Head of the Discipline/Centre in respect of faculty members and Head of the section in respect of staff.