

**Form - 2: S.O.P. for filling other than Casual Leave (CL) Form**

(Earned Leave, Vacation Leave, Medical leave, Paternity leave, Child care etc.)

1. These leave can be applied for in between holidays also. However, government holidays and week-end holidays if any shall be prefixed and suffixed.
2. This leave can be clubbed with any other kind of leave except Casual Leave. However, prefixing of Half day CL (AN) allowed where official is proceeding on EL from next day onwards as EL for half day shall not be availed.
3. Commuted Leave with Medical Certificate can be availed and Half Pay leave (HPL) with or without medical certificate shall be allowed.
4. Special Casual leave can be combined with any kind of leaves.
5. Vacation leave can be combined with casual leave only.
6. Vacation leave less than 10 days during summer/winter vacation will be considered as EL.
7. Joining report is required to be submitted on come back from leave.
8. Note: At the time of Leave Travel Concession (LTC) EL of 10 days can be encashed irrespective of availing of any kind of leave and duration of leave.
9. Paternity leave of 15 days can be availed at one stretch continuously without any gap.
10. Child care leave may not be availed in more than 3 spells in a calendar year, there is no requirement of minimum period for grant of it, it should not be sanctioned during probation period except in case of certain extreme situations and LTC cannot be availed during this leave.
11. As per present practice Head of Discipline/Centre in respect of faculty members and Head of section in respect of staff is the sanctioning authority.