



South Calcutta Girls' College

## **METRIC POINT 6.3.1**

*The institution has effective welfare measures for teaching and non-teaching staff*

## **Leave benefits for Teaching Staff (As per the University rules**



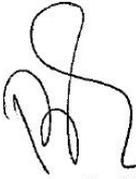
### **UNIVERSITY OF CALCUTTA**

#### **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 22<sup>nd</sup> April, 2013.

  
22.04.2013  
(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.

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**GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HIGHER EDUCATION, SCIENCE &  
TECHNOLOGY AND BIOTECHNOLOGY  
(C. S. BRANCH)  
BIKASH BHABAN, SALT LAKE CITY,  
KOLKATA-700091**

No. 171 -Edn (CS)/ 2L-37/2017

Date: 15.02.2018

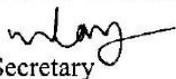
**ORDER**

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 has come into effect from 1<sup>st</sup> April, 2017. The provisions of sub-section (4) of section 10 of the said Act empower the State Government to prescribe the terms and conditions of service of all employees of Government-aided Colleges of West Bengal. Further the provisions of section 22 of the Act have saved all Orders/ Notification/ Rules issued by the State Government which were issued before the enactment of the Act. The provisions of section 21 of the said Act also override any earlier Act which deals with the similar subject matter.

It is now clarified, that the Uniform Leave Rules issued by this Department vide No. 762-Edn (CS) dated 03.12.2008 regulating the leave and related matters of the teachers and other academic staff of Government-aided Colleges are very much effective and there is no need of incorporating the same in the Statutes of the Affiliating Universities, since, the subject matter prescribing terms and conditions of service of the employees of Government-aided Colleges is no longer the subject of the Statutes of the affiliating Universities and the Uniform Leave Rules issued by this Department are in no way inconsistent or contradictory to the provisions of the above mentioned Act.

Hence, in this regard, I am directed to say that all concerned should follow the Uniform Leave Rules prescribed under this Department's Notification No. 762-Edn (CS) dated 03.12.2009 without insisting on the incorporation of the same in the Statutes/ Ordinances/ Regulations of the affiliating Universities.

In this connection, I am also directed to say that all State-aided Universities having provisions for making Statutes/ Ordinances/ Regulations, for prescribing Leave Rules for employees of affiliated colleges, shall remove the provisions from their Statutes/ Ordinances/ Regulations, as the case may be, by way of amending the same, i.e. Statutes/ Ordinances/ Regulations, as the case may be.

By order of the Governor,  
  
Secretary  
Government of West Bengal

**GOVERNMENT ORDER FOR EARNED LEAVE OF 300 DAYS FOR TEACHING  
STAFF**

GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION, SCIENCE & TECHNOLOGY  
AND BIOTECHNOLOGY DEPARTMENT  
(INTEGRATED LAW CELL)  
BIKASH BHABAN, SALT LAKE  
KOLKATA-700091

No. 325 –ILC/OM–167L/2017

Date: 29.12.2017

**ORDER**

Whereas, by means of various Government Orders vide No. 332-Edn (CS) dated 11.03.2002, No. 1039-Edn (CS) dated 27.07.1988, No. 1299-Edn (CS) dated 11.10.2002, No. 426-Edn (CS) dated 11.06.2003, No. 123-Edn (CS) dated 16.02.2009, No. 234-Edn (CS) dated 30.03.2012, and No. 420-Edn (CS) dated 23.05.2014, the Graduate Laboratory Instructors (GLI) of Government-aided colleges have been conferred with 'Teaching Status', and also extended the Scale of Pay equivalent to that of the teachers, and also extended movement in higher scale of pay on certain terms and conditions, and

Whereas, the above mentioned Orders were issued by the State Government in compliance of an Order passed by the Hon'ble Apex Court, and now thus become irrevocable under any circumstances, and

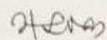
Whereas, the provisions of sub-section (xxi) of section 3 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 defines the Graduate Laboratory Instructor as the teacher of Government-aided Colleges, and thus confirmed the proposition set forth in the above mentioned Government Orders, and

Whereas, it is evident that the teachers and non-teaching employees of Government-aided colleges are enjoying the benefits of Leave encashment at their superannuation for a maximum period of 300 days since long, and

Whereas, it is considered expedient the Graduate laboratory Instructors of Government-aided colleges, who are at present considered to be 'dying cadre' and more or less 150 in numbers, be allowed the benefits of Leave Encashment at their usual superannuation, or died-in-harness, or otherwise up to a maximum of 300 (three hundred) days similar to that of the teachers and non-teaching employees of Government-aided colleges, and

Therefore, in exercise of the powers conferred by section 18 of the West Bengal Universities and colleges (Administration and Regulation) Act, 2017, the Governor is, hereby, pleased to direct that the Graduate Laboratory Instructors (GLI) of Government-aided Colleges shall be allowed to enjoy Leave Encashment at their retirement by means of superannuation or otherwise, in similar terms and conditions as are presently enjoying by the teachers and non-teaching employees of Government-aided Colleges in usual course with effect from the said date from which the teachers of the colleges have become eligible to enjoy this benefit.

By order of the Governor,

  
(Harisadhan Das)  
Deputy Secretary

## LEAVE RULES FOR GOVERNMENT AIDED COLLEGE TEACHERS

| SL NO | TYPES OF LEAVE  | DAYS/PERIOD | REMARKS   |
|-------|-----------------|-------------|---|
| 1     | Casual leave    | 14 days     | Casual Leave cannot 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.   |
| 2     | Earned Leave    | 30 days     | <p>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.</p> <p>iii) Earned leave can be combined with any other kind of leave except casual and quarantine leave.</p> <p>iv) Earned Leave is admissible with full pay and allowances.</p>  |
| 3     | Earned leave    | 15 days     | First seven years of service  |
| 4     | On duty absence |             | <p>(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.</p> <p>(ii) On duty absence is admissible with full pay and allowance.</p> |

|    |                     |  |   |
|----|---------------------|--|---|
| 5. | Study leave         | <ol style="list-style-type: none"> <li>1. 12 months</li> <li>2. 24 months</li> </ol> | <p>1. 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 her/her return from such leave. 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.</p>                            |
| 6  | Special study leave | 12 months  | <p>(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, 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.</p> <p>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.</p> |

|   |                  |  |   |
|---|------------------|--|---|
| 7 | Maternity leave  | <p>i. 6 months</p> <p>ii. as per prescribed norms of govt. rules</p> | <p>(i) Maternity leave with full pay and allowances may be granted to a whole time lady teacher on full pay (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.</p> <p>(ii) 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.</p> <p>(iv) Maternity leave shall not be debited to leave account.</p> <p>(v) In case of <b>legal adoption</b> 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.</p> |
| 8 | Quarantine leave | <p>i. 21 days</p> <p>ii. 30 days</p>                                 | <p>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 infections 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.</p>  |

|    |                  |          |  |
|----|------------------|----------|--|
| 9  | Medical leave    | 20 days  | <p>(i) This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs.</p> <p>(ii) Half Pay Leave may be combined with any other kind of leave except casual and quarantine leave.</p> <p>(iii) Maximum period of accumulation of such leave will be 720 days.</p>  |
| 11 | Half pay leave   |          | <p>(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.</p>   |
| 12 | Commutated leave | 180 days | <p>Provided that when commuted leave is granted, twice the 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.</p> <p>(iii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.</p> |

|    |                          |   |  |
|----|--------------------------|---|--|
| 13 | Extraordinary Leave      |   | <p>(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.</p> <p>(ii) Except in case of a permanent teacher, the duration of extraordinary leave shall not exceed 3 months on any one occasion.</p> <p>Provided that</p> <p>(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.</p> |
| 14 | Compensatory leave       |   | <p>(i) A 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.</p>  |
| 15 | Child care leave         | Maximum 730 days during entire period of service. | Only Female Govt. employee for taking care of upto two children upto 18 years of their age.  |
| 16 | Leave not due            | 360 days  | Leave not due with half pay may be granted for 360 days during entire period of time.  |
| 17 | Special disability leave | 24 months   | Disability by injury   |
| 18 | Paternity leave          | 30 days   | Only for the male staff  |

**GOVERNMENT ORDER FOR LEAVE RULE FOR STATE AIDED COLLEGE  
TEACHERS**



**Government of West Bengal  
Department of Higher Education  
College Sponsored Branch  
Bikash Bhavan, 6th Floor, Salt Lake, Kolkata -700 091**

No. 819-Edn(CS)/1363/SACT/2021

Date: 12.08.2021

**ORDER**

Service conditions and other benefits for Government approved Part Time Teachers (PTTs), Government approved Contractual Whole Time Teachers (CWTTs) and Guest Teachers engaged in different Government / Government aided colleges in the State of West Bengal up to 13.07.2019 have been restructured under **Memorandum No. 2081-Edn(CS)/10M-83/2019 dated 23.12.2019** in supersession of all previous orders in this regard and nomenclatures of such teachers have been changed to State Aided College Teacher (SACT).

Whereas the above mentioned G.O. is devoid of benefits of (i) **Leaves** like casual leave, medical leave, maternity leave, study leave and (ii) **Swasthya Sathi Scheme** which had earlier been enjoyed by the erstwhile Government approved Part Time Teachers, Contractual Whole Time Teachers, the State Government in the Department of Higher Education have no objection to allow SACTs leaves as described here below in supersession of all previous orders in this regard.

**Casual Leave**

State Aided College Teachers (SACTs) of Government / Government aided Colleges are entitled to avail of 14 (fourteen) days casual leave in a calendar year with full remuneration.

**Medical Leave**

State Aided College Teachers (SACTs) of Government / Government aided Colleges are entitled to avail of 20 (twenty) days medical leave with half ( $\frac{1}{2}$ ) remuneration in a calendar year on production of medical certificate from a registered medical practitioner.

Such medical leave with half ( $\frac{1}{2}$ ) remuneration can be commuted to and in that case SACTs are entitled to avail of 10 (ten) days commuted medical leave with full remuneration in a calendar year on production of medical certificate from a registered medical practitioner.

Unutilised medical leave with half ( $\frac{1}{2}$ ) remuneration or commuted medical leave with full remuneration in a calendar year, shall be allowed to be carried forward to the following year, subject to accumulation of a maximum of sixty days (with half remuneration) or thirty days (with full remuneration), and the accumulated medical leave may be utilised from time to time depending on the type of medical need but not exceeding thirty days at a time (with full remuneration), subject to submission of medical documents to the satisfaction of the college authority.

### **Maternity Leave**

State Aided College Teachers (SACTs) of Government / Government aided Colleges are entitled to avail of maternity leave as admissible under Government rules.

### **Study Leave**

Considering the necessity of acquiring higher degrees by SACTs towards improvement of the quality of teaching in the State's higher educational institutions, the State Government is pleased to order that the SACTs shall be entitled to avail themselves of Study leave, to be granted by the Governing Body of the college and subject to approval of the State Government, for the purpose of pursuing further studies and acquiring higher degrees for a maximum period of 12 months in one spell and for a period not exceeding 24 months in their entire service period, provided the concerned teacher has put in at least three years of service and is not due to retire 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 State Government is further pleased to order that a SACT when granted study leave shall, upon his / her return and rejoining the institution, shall be eligible for receiving the monthly remuneration accrued during the said leave period (and periodical enhancement of remuneration notionally), as admissible, which he/she would have earned in course of time if he/she had not proceeded on study leave. On return from the study leave, he / she will submit a certificate from the competent authority relating to satisfactory completion of higher degree or submission of thesis etc., to the satisfaction of the college authority. The said leave period will count towards their total length of service for calculating the admissible service benefits.

Further, before proceeding on the study leave, the concerned SACT will be required to execute a Bond / Undertaking that he/she will serve the institute for at least three years after acquiring the higher degree. However, the concerned SACT may be permitted during the bond period to join any Government College or Government -aided college in the event of selection by the West Bengal Public Service Commission or the West Bengal College Service Commission, as the case may be. The study leave granted to a SACT shall be deemed to have been cancelled in case it is not availed of within twelve months of sanction.

### **Group Health Insurance Scheme named "Swasthya Sathi"**

The issue of providing a comprehensive Health Insurance Scheme to the serving SACTs of Government Colleges and Government-aided Colleges of West Bengal has been considered by the State Government with a view to providing such persons and their families' protection from the financial consequences of ill health.

2. The State Government is pleased to extend the benefit of the Group Health Insurance Scheme namely "Swasthya Sathi" as contained in Finance Department's Notification no. 1104-F(P) dated 25.02.2016 to the serving SACTs of Government Colleges and Government-aided Colleges of West Bengal.

3. The main features of the Scheme are:

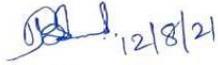
i. The Scheme will have basic health cover for secondary and tertiary care up to Rs. 1.5 Lakhs per annum.

ii. There will be no cap on the family size.

iii. Critical illness like, Cancer, Neuro Surgeries, Cardiothoracic Surgeries, Liver diseases, Blood disorders etc. will be covered up to Rs.5.0 lakh.

- iv. All pre-existing diseases will be covered.  
v. The entire premium will be borne by the State Government with no contribution from the beneficiaries.
4. The Scheme will be implemented by the Department of Health and Family Welfare, Government of West Bengal.
5. The Scheme for the aforesaid category of teachers/employees will be effective from the date of issuance of this order.

This is issued with the concurrence of Finance Department (Group-P<sub>1</sub>), vide their U.O. No. Group-P<sub>1</sub>/2021-2022/0083 dated 26.06.2021. This will be effective from the date of issuance of this order.

  
Deputy Secretary,  
Higher Education Department.

**No. 819/1(9)-Edn(CS)/1363/SACT/2021**

**Date: 12.08.2021**

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A & E), West Bengal
2. Finance Department (Group-P<sub>1</sub>) of the State of West Bengal
3. Vice Chancellor, .....(all State aided Universities)
4. Director of Public Instructions, West Bengal
5. Principal / Vice Principal / Teacher-in-Charge, .....(all Govt. & Govt. aided Colleges)
6. PS to Hon'ble Minister-in-Charge, Higher Education Department
7. Sr. PS to the Principal Secretary, Higher Education Department
8. IT Cell of this Department for uploading in the departmental website
9. Guard File.

  
Deputy Secretary,  
Higher Education Department.

**LEAVE RULE FOR STATE AIDED COLLEGE TEACHERS**

| SL NO | TYPES OF LEAVE  | DAYS/PERIOD   | REMARKS   |
|-------|-----------------|---|---|
| 1     | Casual Leave    | 14 days   | Avail 14 days of casual leave with full remuneration.   |
| 2     | Medical Leave   | 20 days   | <p>10 days of medical leave with full remuneration and 20 days of medical leave with half remuneration.</p> <p>Unutilised medical leave with half (1/2) remuneration or commuted medical leave with full remuneration in a calendar year, shall be allowed to be carried forward to the following year, subject to accumulation of a maximum of sixty days (with half remuneration) or thirty days (with full remuneration), and the accumulated medical leave may be utilised from time to time depending on the type of medical need but not exceeding thirty days at a time (with full remuneration), subject to submission of medical documents to the satisfaction of the college authority.</p> |
| 3     | Maternity Leave | entitled as admissible as per Govt. rules                             | Entitled as admissible as per Govt. rules   |
| 4     | Study Leave     | (i) 12 months in one spell<br>(ii) 24 months in entire service period | For the purpose of pursuing higher studies and acquiring a higher degree.   |

**Leave benefits for Non-Teaching Staff (As per the University rules)**

**THE CALCUTTA UNIVERSITY  
FIRST STATUTES, 1979**



(with upto-date amendments)

UNIVERSITY OF CALCUTTA

2013

(h) Extraordinary leave will not count towards increment but the authorities concerned may, in any case in which they are satisfied that the extraordinary leave was taken on account of illness or for any other reason beyond the employees' control, direct that the whole or any portion of such leave may count for increment in the time-scale of the post on which that employee holds a lien.

(i) When an employee carries on, in addition to his own duties, the duties of a post belonging to a category higher than that on which he holds a substantive appointment, he will draw as additional pay one-fifth of the minimum of the scale of pay of that post, provided that he carries on such duties for a period not less than one month.

(j) A building owned or taken on lease by the college or any portion thereof may, by general or special order of the Governing Body, be allowed to be used as a residence of any employee on such terms and conditions as it may fix.

(k) An employee of a department or branch discharging the duties of another employee belonging to the same classification shall not be entitled to any remuneration for such duties.

(l) The employees of a college shall be entitled to such allowances as may be sanctioned by the Governing Body of the college from time to time.

8. Lien : An employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

#### 9. Leave and Leave Salary

(a) Leave cannot be claimed as of right. When the exigencies of service so require discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

(b) Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which duty is resumed. Holidays may be prefixed or affixed or both prefixed and affixed to Casual and Quarantine Leave.

(c) Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays, but cannot both be prefixed and affixed to holidays. When leave (except casual and quarantine leave) is combined

with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.

(d) An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority which sanctioned the leave.

(e) No person who has been granted leave on medical certificate for infectious diseases shall return to duty without producing a medical certificate of fitness.

(f) Unless extension is granted, a person who remains absent after the end of his leave is entitled to no leave salary for the period of such absence. Wilful absence from duty after the expiry of leave may be treated as misconduct calling for disciplinary action.

(g) Subject to the foregoing general principles the following kinds of leave may be granted to the employees :-

- (i) Casual leave
- (ii) Earned leave
- (iii) Half-pay leave
- (iv) Commuted leave
- (v) Medical leave
- (vi) Leave in extraordinary circumstances
- (vii) Maternity leave
- (viii) Hospital leave
- (ix) Quarantine leave
- (x) Leave preparatory to retirement
- (xi) Special disability leave.

(h) Casual leave for short periods not exceeding five days at a time or twelve days in a financial year, may be granted to an employee. Casual leave cannot be combined with any other kind of leave or vacations and the balance will not be carried from one year to another. An employee on casual leave will be treated as on duty.

(i) Employees of a college shall be treated as working in non-vacation institutions and all whole-time employees shall earn as earned leave one-eleventh of the period spent on duty provided that a person shall cease to earn such leave, when the earned leave due amounts to 120 days. 120

(j) All whole-time employees may be granted leave on half-pay for twenty days for each completed year of service subject to a maximum period of 180 days during the entire period of service on medical grounds on production of medical certificate ;

Provided that a permanent employee will be entitled to commute the half-pay leave that he has earned to full-pay leave and such full pay leave shall not exceed 90 days in the whole period of service.

Provided that no commuted leave may be granted unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry.

(k) If no leave is due on any account, an employee may be granted leave for a period not exceeding 180 days as special leave during the whole period of service for medical treatment of the employee concerned. Such leave may be debited against the half-pay leave which the employee may earn subsequently. Before sanctioning such leave, the appointing authority should satisfy himself that the employee concerned is likely to return from leave and continue in service for a sufficient period to earn the leave granted.

(l) When no other leave is by rule admissible, a permanent employee, in extraordinary circumstances may be granted leave without pay for such period as may be determined by the college authorities, but an employee shall not be allowed to enjoy such leave for more than 90 days at a time.

(m) An employee who is disabled by injury accidentally sustained in course of the due performance of his official duties or by illness resulting from the performance of any particular duty which has the effect of causing or aggravating his illness or causing injury beyond the ordinary risk attaching to the post may be allowed special disability leave for a maximum period of twenty four months.

(n) Maternity leave may be granted to a female whole time employee for a period not exceeding 135 days and the application of such leave shall be supported by a certificate from a registered medical practitioner.

(o) An employee may, on production of a certificate from hospital, be allowed hospital leave for a period up to three months during any period of three years, while undergoing treatment in hospital for illness or injury caused or sustained in course of his official duties if, such illness or injury be caused or sustained because of risks directly involved in the performance of such official duties.

(p) Quarantine leave may be granted on the basis of a medical certificate for a period not exceeding 21 days, or, in exceptional circumstances, 30 days. Any leave necessary for quarantine in excess of these limits will be treated as ordinary leave. Quarantine leave is not debitable to leave account and may be combined with other kinds of leave. An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

(q)(i) Leave at the credit of an employee in his leave account shall lapse on the date he compulsorily retires. An employee, if he applies at least six weeks before the date of proceeding on leave may be granted leave preparatory to retirement for a maximum period of 120 days provided that he has at his credit in his leave account earned leave for such a period.

(ii) An employee retained in service after the date of compulsory retirement shall earn 'earned' leave during the extended period at the rate as admissible under Clause (i).

(r)(i) An employee on earned leave is entitled to leave salary equal to the greater of the amounts specified below :

The substantive pay on the day before the leave commences, or in respect of the first sixty days of the earned leave the average monthly pay earned during the 12 completed months preceding the month in which the leave commences ; and thereafter the average monthly pay earned during the 36 complete months preceding the month in which the leave commences.

- (ii) An employee on half-pay leave will be entitled to leave salary equal to half the substantive pay as on the day before the leave commences.
- (iii) An employee on medical leave is entitled to leave salary at the same rate as admissible on half-pay leave.
- (iv) An employee on leave in extraordinary circumstances is not entitled to any leave salary. such leave shall not count towards increment.
- (v) A female employee on maternity leave is entitled to draw full pay at the rate she was drawing at the time of proceeding on such leave and the said leave is not debatable against the leave account.
- (vi) An employee on hospital leave shall be allowed to draw leave salary equal to either the average monthly pay earned during the 12 complete months preceding the month in which the leave commences or half of such average monthly pay, as the authority granting it may consider proper.
- (vii) An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.
- (viii) If an employee applied for leave preparatory to retirement at least six weeks before the date of proceeding on leave and such leave is refused by the college authority he shall be granted, after the date of his retirement, leave salary for the period of leave applied for and refused.
- (ix) An employee on special disability leave shall be entitled to leave salary for the first four months at the average monthly pay earned during the 12 completed months preceding the month in which the leave commences and for the remaining period at half such average pay.
- (s) For each employee, a leave account in the prescribed form shall be maintained.
- (t) Compensatory allowance should ordinarily be drawn by an employee on duty but college authorities may prescribe the conditions under which an employee on leave may draw such allowance.

(u) Generally, the Principal of a college is competent to sanction leave and leave salary to any non-teaching employee. An employee not satisfied with the decision of the Principal in this regard, shall have a right to appeal to the Governing Body or its equivalent.

(v) The Governing Body or its equivalent may, for manifest reasons which it may consider to be adequate, vary, revise or cancel any other pertaining to any kind of leave issued by itself or by the Principal.

(w) Unless the Governing Body, in view of the special circumstances of a case, otherwise determines, a permanent employee, in the event of his continuous absence without leave, for a period of two years at a stretch shall be deemed to have resigned his post and shall accordingly cease to be in employment of the college.

#### 10. Working Hours and Attendance :

(a) The normal working period will be of 7 hours' duration 'with a recess of half-an-hour on week days and on Saturdays it will be of 3.5 hours' duration without recess. The commencement of duty is to be based on fixed routine, but variations may occur if exigency arises.

(b) Each employce, while reporting for duty, shall sign the attendance register.

(c) Late attendance beyond 15 minutes, without previous permission, for five days within one month shall entail forfeiture of one day's leave. No one will be allowed to attend office if he is late by 1.5 hours or more in a day, except without prior permission of the Principal or the Superior Officer concerned.

(d) No employee shall leave the place of work during working hours without permission from the person in charge of the office or department concerned except on official business.

(e) In special cases clauses (c) and (d) above may be relaxed by the appropriate authority.

(f) All absence from duty shall be covered by a prior application or intimation in writing. For absence under unavoidable circumstances, application for condonation of absence should be submitted as early as possible.

**GOVERNMENT ORDER FOR EARNED LEAVE OF 300 DAYS FOR NON-TEACHING STAFF**

GOVERNMENT OF WEST BENGAL  
HIGHER EDUCATION, SCIENCE & TECHNOLOGY  
AND BIOTECHNOLOGY DEPARTMENT  
(INTEGRATED LAW CELL)  
BIKASH BHABAN, SALT LAKE  
KOLKATA-700091

No. 325 -ILC/OM-167L/2017

Date: 29.12.2017

**ORDER**

Whereas, by means of various Government Orders vide No. 332-Edn (CS) dated 11.03.2002, No. 1039-Edn (CS) dated 27.07.1988, No. 1299-Edn (CS) dated 11.10.2002, No. 426-Edn (CS) dated 11.06.2003, No. 123-Edn (CS) dated 16.02.2009, No. 234-Edn (CS) dated 30.03.2012, and No. 420-Edn (CS) dated 23.05.2014, the Graduate Laboratory Instructors (GLI) of Government-aided colleges have been conferred with 'Teaching Status', and also extended the Scale of Pay equivalent to that of the teachers, and also extended movement in higher scale of pay on certain terms and conditions, and

Whereas, the above mentioned Orders were issued by the State Government in compliance of an Order passed by the Hon'ble Apex Court, and now thus become irrevocable under any circumstances, and

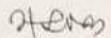
Whereas, the provisions of sub-section (xxi) of section 3 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 defines the Graduate Laboratory Instructor as the teacher of Government-aided Colleges, and thus confirmed the proposition set forth in the above mentioned Government Orders, and

Whereas, it is evident that the teachers and non-teaching employees of Government-aided colleges are enjoying the benefits of Leave encashment at their superannuation for a maximum period of 300 days since long, and

Whereas, it is considered expedient the Graduate laboratory Instructors of Government-aided colleges, who are at present considered to be 'dying cadre' and more or less 150 in numbers, be allowed the benefits of Leave Encashment at their usual superannuation, or died-in-harness, or otherwise up to a maximum of 300 (three hundred) days similar to that of the teachers and non-teaching employees of Government-aided colleges, and

Therefore, in exercise of the powers conferred by section 18 of the West Bengal Universities and colleges (Administration and Regulation) Act, 2017, the Governor is, hereby, pleased to direct that the Graduate Laboratory Instructors (GLI) of Government-aided Colleges shall be allowed to enjoy Leave Encashment at their retirement by means of superannuation or otherwise, in similar terms and conditions as are presently enjoying by the teachers and non-teaching employees of Government-aided Colleges in usual course with effect from the said date from which the teachers of the colleges have become eligible to enjoy this benefit.

By order of the Governor,

  
(Harisadhan Das)  
Deputy Secretary

**Retirement benefits for Teaching Staff (As per the University rules)**

**THE CALCUTTA UNIVERSITY  
FIRST STATUTES, 1979**



(with upto-date amendments)

UNIVERSITY OF CALCUTTA

2013

(i) Any other duty which may be assigned to the Principal by the Governing Body.

104. (1) A whole time teacher of a college enjoying University Grants Commission scale of pay, shall retire from service with effect from the afternoon of the last day of the month in which he attains the age of Superannuation, that is, 60 years.

(2) Omitted

(3) Omitted

#### Minimum Emoluments.

105. (1) Omitted

(2) Omitted

#### Fixation of Initial Salary in Certain Cases.

106. Omitted

107. Omitted

#### Temporary Teachers not to be deprived of Vacation Salary in Certain Cases.

108. Omitted

#### Service Book

109. Omitted

#### Other Employment.

110. No teacher (including the Principal and the Vice-Principal) of a colleges shall be permitted to engage himself either in private tuition or in any other remunerative assignment not authorised by the University :

Provided that—

(a) no whole-time teacher (including the Principal and the Vice-Principal) of an affiliated college shall be permitted to do part-time teaching work without the approval of the University ; but this provision shall not apply in the case of whole-time teachers of affiliated colleges who are part-time teachers of the University

**Government order for age of superannuation for teaching staff from 62 years to 65 years**

**GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HIGHER EDUCATION  
UNIVERSITY BRANCH  
BIKASH BHAVAN, SALT LAKE, KOLKATA -700 091**

No. 104-Edn (U)/OM-7L/2019

Date. 24/01/2019

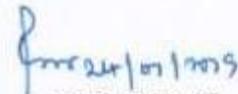
**NOTIFICATION**

In exercise of the power conferred by section 4 of the West Bengal Universities (Control of Expenditure) Act, 1976 (West Ben. Act XVII of 1976), the Governor is hereby pleased to direct that the age of retirement of full-time regular Teachers and Principals as well as Librarians and Graduate Laboratory Instructors (GLI) (enjoying teaching status and equivalent scale of pay), holding a substantive post and enjoying Government approved regular scale of pay, in all State aided Universities and Government-aided Colleges, who are in service on 1<sup>st</sup> January, 2019 i.e. scheduled to retire on or after 31<sup>st</sup> January 2019, shall be enhanced from sixty-two (62) years to sixty-five (65) years with immediate effect.

The Governor, in this regard is also pleased to direct that all other rules/orders/notifications regulating service terms and conditions of service terms and conditions of such Teachers, Principals, Librarians and Graduate Laboratory Instructors, including rules relating to Death-cum-Retirement benefits and the rules regarding voluntary retirement shall stand modified to the above extent.

This order is issued with the concurrence of the Finance Department vide U.O. No. Group P2/2018-2019/0906, dated 17.01.2019 and approval of the competent authority in the State Government.

By Order of the Governor,

  
(S. BASURAY)

Special Secretary

**THE CALCUTTA UNIVERSITY  
FIRST STATUTES, 1979**



(with upto-date amendments)

UNIVERSITY OF CALCUTTA

2013

(g) If an employee being present at the place of his duty, abstains from work without permission or refuses to work at any time during the prescribed hours of work on any day, he shall, in addition to being liable to such disciplinary action as may be taken against him for dereliction of duty, be deemed to be absent without leave for such day and shall not be entitled to draw any pay or allowance for such day.

#### 11. Compulsory Retirement :

(a) An employee shall retire on completing the age of 60 years:

Provided that the college employees who are already in service on the date of the commencement of these Statutes, may, if they so opt, continue in service for such period as was admissible to them under their respective college rules or practice already in existence, but shall not do so after attaining the age of 60 years subject to existing contractual obligations, if any.

(b) The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he attains such age.

(c) A permanent employee must be given at least three months' notice or three months' pay in lieu thereof, before his appointment is terminated by abolition of his post. Similarly, a college employee in permanent service must give the college at least three months' notice if he wants to resign his appointment in the college.

(d) A temporary employee shall be given at least one month's notice or One month's pay in lieu thereof, before termination of his appointment.

#### 12. Discipline and Conduct :

A. The following penalties may, for reason of :

- (a) neglect of duty,
- (b) want of due diligence in the performance of duties,
- (c) violation of orders regarding attendance and office discipline,
- (d) misappropriation and defalcation,
- (e) insubordination or disregard or violation of the orders of the superior authority,