



**NOTIFICATION**

**Subject: Procedure for sanction of leave to Non-Teaching Staff**

The Board of Management in its 31<sup>st</sup> meeting held on 25.05.2021 approved the procedure for sanction of leave of Non – Teaching Staff of the University, which is as under:

Sl.No.	Type of Leave	Category of Staff / Level	Authority to Grant Leave
1.	Casual Leave/ Restricted Leave	Upto Level 13	Dean/ Registrar/ CoF
		Above Level 13	Vice Chancellor
2.	Earned Leave/ Half Pay Leave/ Commutated Leave	Upto Level 13	Registrar
		Above Level 13	Vice Chancellor
3.	Maternity Leave/ Paternity Leave	All Non-Teaching Staff	Registrar
4.	Extra Ordinary Leave/ Leave not due/ Child Care Leave/	All Non-Teaching Staff	Vice Chancellor
5.	Special Casual Leave		
6.	Station Leave	Upto Level 13	Registrar
		Above Level 13	Vice Chancellor
7.	Study Leave/ Any other kind of leave	All Non-Teaching Staff	Vice Chancellor

**Note:**

- i. Staff having more than one charge, will take the sanction from one of the Reporting Officer prior to proceeding on leave under intimation to other Reporting Officers. A copy of approval of Reporting Officer shall also be marked to Registrar Officer / VC Office for records before proceeding on leave.
- ii. Leave cannot be claimed as a matter of right. Leave should always be applied for in advance and the sanction of the Cometent Authority is obtained

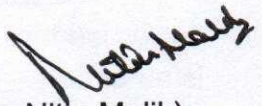
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before it is availed of, except in cases of emergency and for satisfactory reasons. An employee should not leave station till the order sanctioning leave as been issued.

2. This notification shall be in supersession of earlier notification / order, if any, issued in this regard.

  
(Dr. Nitin Malik)  
Registrar

Copy to:

- 1) Office of the Vice Chancellor, Dr. B. R. Ambedkar University Delhi
- 2) Office of the Registrar, Dr. B. R. Ambedkar University Delhi
- 3) All Deans of Schools/ Divisions
- 4) Controller of Finance / Librarian / Proctor
- 5) Directors of Centres / Director, IT Services
- 6) All Deputy Registrars / Assistant Registrars / System Administrators
- 7) Executive Engineer (Civil)
- 8) Webmaster – For uploading on AUD's website & intranet
- 9) Notification File | Guard File
- 10) Notice Board | Office Copy