



**GENERAL INSTRUCTION NO 03 DATED 04 MAY 2017**

**LEAVE PROCEDURE OF ALL TEACHING AND NON-TEACHING STAFF**

1. **Introduction:** There is an urgent need to have a uniform procedure to be adopted by all the Depts/Offices as far as grant of leave of staff (Teaching/Non-Teaching) is concerned. The very purpose of the issuance of this General Instruction is create general awareness amongst the staff about the leave related methodology in SMIT with a view to ensure that the functional efficiency of the Depts/Offices is not adversely affected. Further appropriate course of action can also be ensured from the documentation point of view by all affected staff.

**Leave Application**

2. Leave application should be submitted online at least two working days in advance unless it is emergency.
3. In all cases of ex-post-facto sanctions, application will be on green form.
4. All types of leave of all faculty members will be recommended by HOD and sanctioned by Director. Leave of all Non-Teaching Staff members will be sanctioned by HODs and HOOs concerned.
5. Emergency cases should not be repeated with an unreasonable frequency unless it is medical emergency. Such cases will be marked 'A' till applications are received.
6. HODs/HOOs will devise their mechanism to ensure that leave in such cases is positively applied by the faculty/staff with no lapses of any kind whatsoever.
7. All types of leave must be sanctioned online in advance. If a staff member is not present on duty without having got the leave sanctioned in advance, the Attendance Register will be marked 'A' and later converted to leave on receiving the application (green form) with reasons duly justified by HOD concerned.
8. All Leave Applications of all faculty members should be supported by a class adjustment record as per following format that should be uploaded online and also submitted in print to office of Associate Director (A) two days before commencement of leave. For Commuted Leave/Medical Leave, class adjustment slip and medical certificate to be uploaded as one document. The format for class adjustment record is given below :-

S/No	Date on Leave	Subject Name	Class Room No	Class Hours		Name of Relieving Faculty Member	Signature of Relieving Faculty Member	Remarks
				From	To			

Note : One rowline will be used for each class/lab schedule of each subject/lab.

### Leave Records

9. HODs/HOOs will maintain a leave record in respect of all staff members as per the Appendix attached to this instruction. This is in addition to the record maintained by HR Office.
10. Leave Records of all staff members in Attendance Register must be updated at a time. If a cell/row is not signed, it will be marked absent with the letter 'A' and later regularized depending upon the credit of the leave to the individual. In such cases, before crediting the leave to the individual, the employee should give the leave details in the leave form (Hard Copy in green form) duly recommended by HOD and approved by Director which will accordingly be updated in ERP by HR Dept.
11. HR will maintain corresponding records so that any time, the status of leave of each staff member is available.
12. Data on EL and Commuted Leave on credit to each staff member as on 01 Jan of every year will be published by HR and distributed to all HODs and HOOs.
13. A surprise check to reconcile the data maintained at departmental level (Para 9 above) with HR department (Para 10 above) will be undertaken on quarterly basis under the arrangement of Joint Director/Associate Director (A) and report submitted.

### Leave Relief

14. Irrespective of duration of leave, handing/taking over of the faculty member and relieving faculty members will be prepared, signed and submitted to the office of HOD for all faculty members holding any responsibility in addition to teaching.
15. As per procedure being followed, the senior most faculty member available with the Department is given the responsibility to act as HOD-In-Charge as and when the HOD proceeds on leave/official duty. The leave sanction rights to be accordingly transferred to HOD-In-Charge online in the ERP by the concerned HOD. HOD has to necessarily assign rights to HOD-In-Charge before proceeding on leave. HOD-In-Charge will not proceed on leave till the time HOD rejoins the duty thereby ensuring that one of them is present at all times even during vacation. Any deviation on above will need the approval of Director. On rejoining from leave, HOD-In-Charge will transfer the rights back to the HOD online for which facility exists in the ERP.
16. All staff are requested not to leave the office before the office hours of preceding day of the leave commencement day.

### Attendance Registers

17. Attendance Register should be signed by the staff members on the arrival before the office hours start.
18. Entry in Attendance Register will be signatures or initials.
19. As on the day of compiling the attendance for the monthly salary, if the days marked 'A' are not regularized, such days will be counted as Loss of Pay.


20. The attendance register will be put up to Director as and when called for.
21. Attendance Register will be checked between 09.30 AM and 10.00 AM every day in the Office of Director.
22. Movement of Attendance Register from HR Office back to the HOD concerned will be done at 4 PM on the same day. HODs to ensure that this register is kept under their custody and placed in time next day morning.

### Meeting Director

23. HODs will meet the Director at least a day prior to their departure from the college premises and immediately after rejoining the duty on termination of leave/official duty so that important issues pertaining to their respective departments, where the views of HODs are felt inevitable and time bound, can be discussed and addressed promptly. Handing/taking over notes between the incumbents will also forwarded to the Director for perusal if the leave/absent period is more than 03 days.

### Conclusion

24. All the above points are guidelines. It is the responsibility of each staff member to ensure that leave records are correct, complete and updated so that leave entitlement is properly utilized without causing Loss of Pay.
25. Please ensure that the above procedure is meticulously implemented henceforth.

  
 (Dr. A Garg)  
 Director 04 May 17

To,

1. Joint Director
2. All Associate Directors
3. All HODs/HOOs

- HOD/HOO-In-Charge be nominated by each HOD/HOO. Only one of them is to be on leave at one time and all types of leave to be co-ordinated accordingly amongst them unless specifically approved by the Director.

### Copy to :-

1. Hon'ble Vice Chancellor, SMU
2. Registrar, SMU
3. Head HR, SMU

SIKKIM MANIPAL INSTITUTE OF TECHNOLOGY  
 LEAVE RECORD REGISTER FOR THE YEAR 2017  
 DEPARTMENT OF \_\_\_\_\_

NAME :					EMP CODE NO :					DATE OF JOINING :								
Ser No	Date of Appli- cation	No of days	Period		CL		EL		Commuted/ HPL		SPCL/RH		Vacation/O n Duty		CPL		Remarks	Sign of HOD
			From	To	Avail- ed	Bal	Avail- ed	Bal	Avail- ed	Bal	Avail- ed	Bal	Avail- ed	Bal	Avail- ed	Bal		

*Handwritten signature and date*  
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