



ভট্টদেব বিশ্ববিদ্যালয়
বজালী, পাঠশালা-৭৮১৩২৫, অসম
BHATTADEV UNIVERSITY
(A State University established under Assam Act No. XXXVI of 2017)
BAJALI, PATHSALA-781325, ASSAM
OFFICE OF THE REGISTRAR

Prof. Manjit Das
Registrar

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No. Bhatt.U/E&A Sec./2026/8477

Date: 18/08/2026

NOTIFICATION

Bhattadev University Leave Rules, 2025

Pursuant to the Resolutions of the Executive Council Meetings vide No. EC-16/2025/10 dated 27/02/2025, EC-19/2025/21 dated 08/07/2025 and EC-20/2026/18 dated 19/02/2026, the undersigned is pleased to notify the "*Bhattadev University Leave Rules, 2025*".

The said rules shall come into effect from **01 January, 2027**.

This has the approval of the Hon'ble Vice-Chancellor dated 17/08/2026.

Registrar

Bhattadev University

Date: 18/08/2026

Memo No. Bhatt.U/ E&A Sec/2026/8477-A

Copy forwarded to-

1. All Officers, Deans, Associate Deans, Heads of Departments, Bhattadev University
2. All members of Faculty & Non-teaching employees of the University
3. P. S. to the Vice-Chancellor, Bhattadev University
4. Office File.



Manjit Das
Registrar

Bhattadev University

BHATTADEV UNIVERSITY LEAVE RULES, 2025

*(Approved in the meeting of Executive Council of Bhattadev University
held on 08 July, 2025.)*



**BHATTADEV UNIVERSITY
PATHSALA, 781325**

Bhattadev University Leave Rules, 2025

Bhattadev University Leave Rules, 2025



Mayel Dan
Registrar
Bhattadev University, Bajali

1. SHORT TITLE, EXTENT AND COMMENCEMENT

- 1.1 These rules may be called Bhattadev University Leave Rules, 2025
- 1.2 These rules shall apply to the Teaching and Non-Teaching Staff of the Bhattadev University existing on and appointed after the date of its operation.
- 1.3 These rules shall come into force from the date of its notification.

2. INTERPRETATION AND DEFINITIONS

In these rules, unless the context otherwise requires, the terms used shall have the meanings assigned to them as per the definitions below.

- 2.1 'University' means Bhattadev University.
- 2.2 'Dean of Faculty / Head of the Department' for the purpose of these rules means and include the Head of Teaching, Research and any other Faculty / Academic Department of the University.
- 2.3 'Permanent Teaching Staff' means teacher who is appointed by the University and also was appointed by Department of Higher Education, Assam in the erstwhile Bajali College to teach in Undergraduate and Postgraduate classes maintained by the University and it includes Senior Professors, Professors, Associate Professors and Assistant Professors.
- 2.4 'Permanent Non-Teaching Staff' means that group of Officers, Employees of different Grades who are recruited by the University and also who were recruited by the Governing Body of erstwhile Bajali College for its official purpose, not for teaching purpose.
- 2.5 'Leave' means the privilege allowed to an employee of being absent from duty.
- 2.6 'Duty' means what an employee is bound or required to do by the terms of his/her appointment.
- 2.7 'Holiday' means:
 - a. holiday(s) prescribed and notified as such in relation to any employee of the University or other Institutes/Centres of the University or
 - b. A day on which the University or Institutes/Centres of the University is ordered by the Vice-Chancellor to be closed by notice in writing.
- 2.8 'Vacation' means a period of absence from work granted to the employees as per the Academic Calendar of the University.
- 2.9 'Actual Service' of an employee means the period which excludes all periods of leave except Casual Leave / Special Casual Leave / Duty Leave.
- 2.10 'Pay' means the basic pay in respect of a whole time appointment, special pay, personal pay, house allowance and such other emolument as may specifically be provided as pay; but an allowance for holding part-time appointment under the University shall not be included in pay.

3. GENERAL CONDITIONS FOR LEAVE FOR ALL STAFF:

3.1 Right of Leave:

- a) Leave shall be admissible to an employee on actual service only but cannot be claimed by them as a matter of right. If the University is of the opinion that in the interest of the University, if so required, the University has the discretion to refuse in full or in part to grant to an employee any leave which may be due to them under these rules.



- b) The University shall have the discretion at any time to recall to duty any employee of the University who may be on leave or vacation except on Medical Leave. The Head of the Department shall likewise have the power to recall to duty any employee of his/her department subject to the approval of the Vice-Chancellor. When a teacher is so recalled to duty, the Vice-chancellor may grant him/her such travelling expenses as may be admissible under the University Travelling Allowance Rules.

3.2 Commencement and End of Leave:

- (a) Leave generally commences from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.
- (b) Saturdays, Sundays and other holidays or vacation, if any, may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

3.3 Combination of leave

Except as otherwise provided, any kind of leave under these guidelines may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

3.4 Combination of Holiday/s with Vacation

Holiday/s immediately preceding or immediately succeeding a vacation shall be treated as part of vacation for the purpose of these rules.

3.5 Absent without Leave

An employee who remains absent from duty for any period after the end of any leave granted to her/him shall be deemed to be absent without leave during such period and shall not be entitled to any leave or other salary for the period of such absence unless her/his leave is extended by the University so as to cover the period.

3.6 Rejoining Duty on Return from Leave on Medical Ground

No employee who was granted leave on medical ground shall return to duty until he/she produces a certificate of fitness from a Medical Officer of the University or from a registered medical practitioner not below the rank of an Assistant Professor of a recognized Medical College / District Medical Officer / Sub Divisional Medical Officer (SDMO) / Superintendent of Civil Hospital.

3.7 Rejoining Duty before the Expiry of Leave

Unless permitted by the University, an employee shall not return to duty before the end of any leave granted to him / her when such leave exceeds 90 days.

3.8 Leave on termination and Suspension



(a) No leave shall be granted to an employee during the period of the notice of termination of service on any ground whatsoever.

(b) No leave shall be granted to an employee who has been placed under suspension.

3.9 Remunerative Work during Leave or Vacation

No full-time employee shall, while on leave or vacation, accept any salaried appointment or undertake any remuneration work other than works in connection with examinations of any university or of Statutory Board unless the University as the case may be had permitted to him/her to do so.

3.10 Absence without Leave or Overstay

Subject to provisions of Clause- 3.6 above, an employee who absents himself / herself without leave or remains absent with leave after the expiry of the leave granted to him, shall be entitled to no leave allowance or salary for the period of such absence. Such period shall be debited against his leave account as leave without pay unless his leave is extended by the University.

Unless in the consideration of the special circumstances of any particular case, the University decided otherwise an employee shall be deemed to have ceased to be in the service of the university after he/she has been continuously absent from duty for a period of 5 years.

3.11 An employee shall have only one leave account irrespective of his/her holding additional appointment or appointments under this university. In case where such an employee is granted leave in respect of substantive appointment, she/he shall be deemed to be on leave also in respect of the additional appointment(s) held by him/her.

3.12 Every application for leave shall be made in written form using Standard Leave Application Form of the University (Refer Annexure- 1) and should be addressed to the Leave Sanctioning Authority through the Head of the Department concerned.

3.13 No Leave shall be availed before it has been granted by the Leave Sanctioning Authority, provided however, that where an employee is compelled by unavoidable circumstances to be absent from duty before s/he has been granted leave, she/he should forthwith report the full facts of the case to the University and apply for the leave if s/he has not done so till then.

3.14 Refusal of Leave Application

If an employee is absent from duty without having been granted leave or without the prior previous permission of the Vice-Chancellor/Registrar or if s/he defaults without sufficient reason in reporting his/her absence from duty as required by



rule (3.16) above, the Vice-Chancellor/Registrar may refuse any leave s/he may have applied for or may treat the period of such absence from duty as Extra Ordinary Leave without pay.

3.15 Conversion of one kind of leave to another

(a) Leave of one kind taken earlier may be converted retrospectively into leave of a different kind at the request of the official and at the discretion of authority who granted the leave. This, however, cannot be claimed as a matter of right by the official.

(b) If such conversion is granted, all the items (e.g. leave Salary, allowances, etc.) related to the leaves already taken and to be taken shall be recalculated. Refunding may also be considered, if there is any.

3.16 Disciplinary Action

If an employee violates any one of the provisions of these rules without sufficient reason, s/he shall be deemed to have committed an act of indiscipline and shall be liable to such action as may be decided by the University.

4. LEAVE APPLICABLE FOR PERMANENT TEACHING STAFF:

(The Leaves as stated in the Causes- 4.1.1 to 4.1.3 and 4.2.1 to 4.2.12 applicable for Permanent Teachers are as per “UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education”, Dtd 18 July, 2018, except the Clause- 4.2.9 for Child Care Leave as stated in the “**Assam State Government Employees’ Child Care Leave Rules, 2025**” which is a more comprehensive and detailed version compared to the UGC’s Leave Rule for Child care.)

4.1 Duty Leave, Study Leave, Sabbatical Leave

4.1.1 Duty Leave

i. Duty leave up to 30 days in an academic year may be granted to a permanent teacher for the following purposes:

(a) Attending Orientation Programme (OP), Refresher Courses (RC), Research Methodology Workshop, Faculty Induction Programme; and attending and presenting of papers in Conference, Congresses, Symposia and Seminar, as a delegate nominated by the University;

(b) Delivering lectures in institutions and Universities at the invitation of such Institutions or Universities received by the University, and accepted by the University;



- (c) Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the University;
 - (d) participating in a delegation or working on a committee appointed by the Central / State Government, the UGC, a sister University or any other similar academic body; and
 - (e) For performing any other duty assigned to him/her by the University.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
 - iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
 - iv. Duty Leave may be combined with Earned Leave, Half Pay Leave or Extraordinary Leave, or Casual Leave.
 - v. Duty Leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

4.1.2. Study Leave:

- i. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the teachers who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./ Post-Doctoral qualification or for undertaking a research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by the University. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided, that he/she does not take up any other remunerative jobs, like teaching, in the host country.

Notwithstanding anything stated above, the guidelines of the Funding Agencies in such cases shall have to be followed.

- ii. A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or an ad-hoc teaching and research assignment with an honorarium or any other form of assistance, other than the regular employment in an institution either in India or abroad, provided, that the Executive Council of the University may, if it so desires, sanction Study Leave on reduced pay and allowances to the extent of any receipt in this regard, in-lieu of teaching etc., which may be determined by the University.



- iii. The Study Leave shall be granted to an entry-level appointee as Assistant Professor (other than as Associate Professor or Professor of the University who is otherwise eligible for Sabbatical Leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University or to make a special study of the various aspects of University organization and methods of education, giving full plan of the work.
- iv. The Study Leave shall be granted by the Executive Council on the recommendation of the Head of the Department concerned. The leave shall not be granted for more than three years in one spell, save in exceptional cases, in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.
- v. The Study Leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of Study Leave.
- vi. The Study Leave shall be granted not more than twice during one's entire career. However, the maximum period of Study Leave admissible during the entire service shall not exceed five years.
- vii. The Study Leave may be granted more than once, provided, that not less than five years have elapsed after the teacher returned to duty on completion of the earlier spell of Study Leave. For a subsequent spell of Study Leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of Study Leave.
- viii. No teacher who has been granted Study Leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council, in the event the course of study falls short of the Study Leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Executive Council to treat the period of short-fall as Extraordinary Leave has been obtained.
- ix. Subject to the maximum period of absence from duty, on leave not exceeding three years, the Study Leave may be combined with the Earned Leave, Half Pay Leave, Extraordinary Leave of vacation, provided that the Earned Leave at the credit of the teacher shall be availed of at the discretion of the teacher. When the Study Leave is taken in continuation of vacation, the period of Study Leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during the Study Leave, shall be placed in that position and shall get the higher scale only after joining the post.
- x. The period of Study Leave shall count as service for purpose of the retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
- xi. The Study Leave granted to a teacher shall be deemed to have been cancelled in case it is not availed of within 12 months of its sanction, provided, that where the



Study Leave granted has been so cancelled. The teacher may apply again for such leave.

xii. A teacher availing himself/herself of the Study Leave, shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the Study Leave.

xiii. A teacher –

- (a) who is unable to complete his/her studies within the period of Study Leave granted to him/her or
- (b) who fails to rejoin the services of the University on the expiry of his/her Study Leave or
- (c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service or
- (d) who, within the said period, is dismissed or removed from the service by the University shall be **liable to refund** to the University, the amount of the leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

Explanation:

If a teacher asks for extension of the Study Leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under the UGC Regulations (2018).

Notwithstanding the above provision, the Executive Council may order that nothing in these Regulations shall apply to a teacher who, within three years of return to duty from Study Leave is permitted to retire from service on medical grounds, provided further that the Executive Council may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under the UGC Regulations (2018).

xiv. After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University, binding himself/herself for the due fulfilment of the conditions laid down in paragraph (x) to (xiii) above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the University in accordance with paragraph (x) to (xiii) above.

xv. The teacher on Study Leave shall submit to the Registrar of the University six-monthly reports of progress in his/her studies from his/her supervisor or the Head



of the institution. Such report shall reach the Registrar within one month of the expiry of every six months of the period of the Study Leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

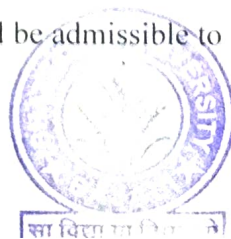
- xvi. The teacher on leave shall submit a comprehensive report on the completion of the Study Leave period. A copy of the research document/monograph/academic paper produced during the period of the Study Leave shall be put in the public domain, preferably on the website of the University.
- xvii. With a view to enhancing the knowledge and skills of the faculty members, especially the junior faculty, at the level of Assistant Professor, the Heads of Universities and their subordinates of the Departments are enjoined to be generous in the award of Study Leave in the interest of faculty improvement, thereby impacting the academic standards of the University in the long run.

4.1.3. Sabbatical Leave:

- i) The permanent, whole-time teachers of the University who have completed seven years of service as an Associate Professor or a Professor may be granted Sabbatical Leave to undertake study or research or any other academic pursuit solely for the object of increasing their proficiency and usefulness to the University and higher education system. The duration of such leave shall not exceed one year, at a time, and two years in the entire career of the teacher.
- ii) A teacher, who has availed himself / herself Study Leave, would not be entitled to the Sabbatical Leave, until after the expiry of five years from the date of the teacher's return from previous Study Leave or any other kind of training programme of duration of one year or more.
- iii) A teacher shall, during the period of Sabbatical Leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on Sabbatical Leave.
- iv) A teacher on Sabbatical Leave shall not take up, during the period of that leave, any regular appointment under another organisation in India or abroad. S/he may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than the regular employment in an institution of advanced studies, *provided* that in such cases the Executive Council may, if it so desires, sanction the Sabbatical Leave on reduced pay and allowances.
- v) During the period of Sabbatical Leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, *provided* that the teacher rejoins the university on the expiry of his/her leave.

4.2 OTHER KINDS OF LEAVE FOR PERMANENT TEACHERS

- (a) The following kinds of leave would be admissible to permanent teachers:



- i) **Leave treated as duty**, viz., Casual Leave, Special Casual Leave, and Duty Leave;
 - ii) **Leave Earned by Duty**, viz., Earned Leave, Half Pay Leave, and Commuted Leave;
 - iii) **Leave not earned by duty**, viz., Extraordinary Leave, and Leave not due;
 - iv) **Leave not debited to leave account**
 - v) **Leave for academic pursuits**, viz., Study Leave, Sabbatical Leave, and Academic Leave
 - vi) **Leave on grounds of health**, viz., Maternity Leave and Quarantine Leave
- (b) The Executive Council may grant, *in exceptional cases*, for the reasons to be recorded, any other kind of leave, subject to such terms and conditions as it may deem fit to impose.

4.2.1. Casual Leave

- (i) The total casual leave granted to a teacher in University shall not **exceed 08 (Eight) days** in a calendar year. However, teachers (termed as Special Cadre in The Bhattadev University Act, 2017) of the University under DHE Treasury Salary mode (Assam) shall be entitled to avail additional Casual Leave for 04 (Four) days, if application is submitted through offline mode.
- (ii) Casual leave cannot be combined with any other kind of leave except Special Casual Leave. However, such Casual Leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.

4.2.2. Special Casual Leave:

- (i) Special Casual Leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - (a) To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
 - (b) To inspect academic institutions attached to a statutory board.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above take place, will be excluded.
- (iii) In addition, Special Casual Leave to the extent mentioned below, may also be granted:
 - (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
 - (b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.



- (iv) The Special Casual Leave shall not accumulate, nor can it be combined with any other kind of leave except the Casual Leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

4.2.3. Earned Leave:

4.2.3.1 Earned Leave for a Teacher in University GIA Salary mode:

(i) Earned Leave admissible to a teacher shall be:

- (a) $1/30^{\text{th}}$ of the actual service, including vacations, plus
- (b) $1/3^{\text{rd}}$ of the period, if any, during which he/she is required to perform duty during the vacation.

For purposes of computation of the period of actual service, all periods of leave except Casual, Special Casual, and Duty Leave, shall be excluded.

- (ii) Earned Leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of Earned Leave that may be sanctioned at a time shall not exceed 60 days. Earned Leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For removal of doubt, it may be clarified:

1. When a teacher combines vacation with Earned Leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
3. Encashment of Earned Leave shall be allowed to members of the teaching staff as applicable to the employees of the Central / State Government.

4.2.3.2 Earned Leave for a Teacher in DHE Treasury Salary mode:

As per the State Govt. existing Rules for Earned Leave.

4.2.4. Half Pay Leave

Half Pay Leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose.

Explanation:

A "completed year of service" means the continuous service of a specified duration



under the University, and includes the periods of absence from duty as well as leave, including the Extraordinary Leave.

Note: Half Pay Leave shall be combined with Earned Leave for calculating the number of Earned Leaves in case the number of Earned Leave is less than 300 for the purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India / State Government.

4.2.5. Commuted Leave

Commuted Leave, not exceeding half the amount of Half Pay Leave due, may be granted to a permanent teacher on the basis of a medical certificate from a registered medical practitioner subject to the following conditions:

- (i) Commuted Leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When Commuted Leave is granted, twice the amount of such leave shall be debited against the Half Pay Leave account; and
- (iii) The total duration of Earned Leave and Commuted Leave taken in conjunction shall not exceed 240 days, at a time;

provided that no commuted leave shall be granted under the UGC Regulations (2018), unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

4.2.6. Extraordinary Leave

- (i) A permanent teacher may be granted Extraordinary Leave when:
 - (a) No other leave is admissible; or
 - (b) Other leave is admissible and the teacher applies in writing for the grant of Extraordinary Leave.
- (ii) The Extraordinary Leave shall always be **without pay and allowances**. It shall not count for an increment except in the following cases:
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the Vice-Chancellor is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;
 - (c) Leave taken for pursuing higher studies; and



- (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary Leave may be combined with any other leave except the Casual Leave and Special Casual Leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the entire service period of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into Extraordinary Leave.

4.2.7. 'Leave Not Due'

- (i) 'Leave Not Due,' may, at the discretion of the Vice-Chancellor, be granted to a permanent teacher 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 than on a medical certificate. Such leave shall be debited against the Half Pay Leave earned by him/her subsequently.
- (ii) 'Leave Not Due' shall not be granted, unless the Vice-Chancellor 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.
- (iii) 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 yet to be earned may be waived by the Executive Council.

Provided that the Executive Council may waive off, in any other exceptional case, for reasons to be recorded in writing, the refund of leave salary for the period of leave yet to be earned.

4.2.8. Maternity Leave:

- (i) Maternity Leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity Leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.



- (ii) Maternity Leave may be combined with any Earned Leave, Half Pay Leave or Extraordinary Leave, but any leave applied for in continuation of the Maternity Leave may be granted if the request is supported by a medical certificate.

4.2.9. Child-care Leave

(The leave rules stated below for Child Care are in accordance with the "Assam State Government Employees' Child Care Leave Rules, 2025".)

A. Child Care Leave for Minor Children

A female employee or a single male employee who has minor children (upto 18 years of age) and has custody of the child may be granted Child Care Leave (CCL) by a competent authority on an application in **Form-I**, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two minor children whether for rearing or to look after any of their needs like examination, sickness etc. subject to the following conditions:-

- (i) The Child Care Leave (CCL) shall not be admissible, if the child is more than eighteen years of age.
- (ii) During the period of Child Care Leave (CCL), a female Government employee and a single male Government employee shall be paid leave salary equal to one hundred percent of the salary drawn immediately before proceeding on leave, for the first three hundred and sixty five days, and at eighty percent of the salary for the next three hundred and sixty five days.
- (iii) The Child Care Leave (CCL) may be availed in more than one spell up to a maximum of 3(three) spells in a calendar year. The sanction of Child Care Leave (CCL) shall be similar to that of Earned Leave or Half Pay Leave.
- (iv) In case of a single female Government employee, the grant of Leave in three spells in a calendar year may be extended to six spells in a calendar year.
- (v) Child Care Leave (CCL) may not be granted for a period less than five days at a time.
- (vi) A separate leave account shall be maintained for Child Care Leave (CCL) by the competent authority similar to that of Earned Leave or Half Pay Leave etc. and it shall not be debited against the leave account of the Government employee.
- (vii) The Child Care Leave (CCL) may also be allowed for the third year as leave not due (without production of medical certificate).
- (viii) The Child Care Leave (CCL) may be combined with leave of any other kind, if due and admissible.
- (ix) Notwithstanding the requirement of production of medical certificate contained in sub-rule (c) of Rule 13 or sub-rule (d) of Rule 13 of the Assam Leave Rules, 1934 as amended, leave of the kind due and admissible (including Commuted Leave not exceeding sixty days and Leave Not Due) upto a maximum of one year, if applied for shall be granted in continuation with the Child Care Leave granted under this rule.
- (x) Child Care Leave (CCL) shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of Child Care Leave (CCL) to the probationer.



Provided that the period for which such leave is sanctioned is minimal.

- (xi) The nature of Child Care Leave (CCL) shall be like the Earned Leave and therefore, all Gazetted Government holidays falling during the period of leave shall also be counted for Child Care Leave (CCL) as in case of Earned Leave.
- (xii) The Child Care Leave (CCL) shall not be demanded as a matter of right and under no circumstances can any employee proceed on Child Care Leave (CCL) without prior sanction of leave by the competent authority.
- (xiii) The period of willful absence or unauthorized absence shall not be converted into Child Care Leave (CCL).
- (xiv) The period of Earned Leave or any other kind of leave already sanctioned or availed shall not be converted into Child Care Leave (CCL) with retrospective effect.
- (xv) An application for grant of Child Care Leave (CCL) by a female Government employee and a single male Government employee already on leave (other than Child Care Leave) within India or outside of India, who submits her or his application for grant of Child Care Leave (CCL), may be considered provided she or he submits the application one month before the expiry of leave. If Child Care Leave (CCL) is not sanctioned by the competent authority before the expiry of leave, she or he shall have to join her or his duty.
- (xvi) In cases, where both the parents are Government employees but are divorced, then only one of them, who has custody of the child, shall be able to avail Child Care Leave (CCL) individually for that child, instead of both the parents availing
- (xvii) The Child Care Leave (CCL) is meant for the care of children, therefore, Leave Travel Concession (LTC) shall not be admissible while on Child Care Leave (CCL).

B. Child Care Leave for Disabled Children

A female Government employee and a single male Government employee who has disabled children of any age and has custody of the child may be granted Child Care Leave (CCL) by a competent authority on an application in Form-I for a maximum period of two years (i.e. 730 days) during their entire service for taking care of the disabled children subject to the following conditions:-

- (i) The Child Care Leave (CCL) shall be admissible for an offspring of any age with disabilities.
- (ii) The Child Care Leave (CCL) for disabled child shall be admissible in case of both of the nature of permanent disability or temporary disability.
- (iii) The Child Care Leave (CCL) shall be admissible only on the dependency of the disabled child on the Government employee and on the submission of the disability certificate issued by the Medical Board constituted by the Government.
- (iv) The disabilities shall be any of visual impairment, locomotor or orthopaedic disability, speech or hearing disability, mental retardation, multiple disabilities or any such disabilities as defined in the Rights of Persons with Disabilities Act, 2016 (Central Act No.49 of 2016).
- (v) The minimum degree of the disability shall be 40%.



- (vi) When the disability is temporary in nature, the applicant requesting for grant of Child Care Leave (CCL) shall submit a valid certificate issued by the Medical Board and the period of leave shall be within the period of validity of the disability certificate.
 - (vii) In such cases where both the parents are Government employees but are divorced, then only one of them, who has custody of the child, shall be able to avail Child Care Leave (CCL) individually for that child, instead of both the parents availing it.
 - (viii) The other conditions shall be same as in rule 3 of these rules.
- **'Female Employee'** means a married or an unmarried or a widow or a divorcee female employee having a minor child or a disabled child.
 - **'Single male employee'** means a widower or a divorcee male Government employee having a minor child or a disabled child.
 - **'Minor child'** means a biological or an adopted child below the age of 18 (eighteen) years of age.
 - **'Disabled Child'** herein means a child of any years of age suffering from any of the disability or disabilities as defined in the Rights of Persons with Disabilities Act, 2016 (Central Act No.49 of 2016).

4.2.10. Paternity Leave:

Paternity Leave of 15 days (at a stretch) may be granted to male teachers during the confinement of their wives, and such leave shall be granted only up to two children.

4.2.11. Adoption Leave

Adoption Leave may be provided as per the rules of the State/Central Government.

4.2.12. Surrogacy Leave

Leave for Surrogacy shall be applicable as per the Rules, Regulations and Norms as laid down by the state / Central Government.

5. LEAVE APPLICABLE FOR PERMANENT NON-TEACHING STAFF

Same as the leaves applicable for State Govt. Employees.



6. AUTHORITIES EMPOWERED TO SANCTION LEAVE:

The authorities specified in column (4) of the table below are empowered to sanction leave to the extent shown in column (5) thereof. Cases for sanction of leave in excess of these limits or of leave not mentioned below shall be submitted to the Vice Chancellor. Before sanctioning the leave, the sanctioning authority shall ensure that the leave asked for is admissible and is at the credit of the employee concerned.

Types of Leave 1	Applicant 2	Forwarding Authority 3	Sanctioning Authority 4	Extent of Authority 5
Casual Leave	Registrar, Academic Registrar, Finance Officer (FO), Controller of Examinations(CoE)	-----	Vice-Chancellor	Full
	Dean, Associate Dean	Registrar		
	HoD, Academic Department	Dean / Associate Dean of Faculty → Registrar		
	Faculty Members	HoD	Registrar	Full
	Other employees*	Section Head	Registrar	Full
Duty Leave	Permanent Teachers and other applicable cadres	Same as that of Casual Leave	Vice-Chancellor	Full
Any Other Leave	All Employees	Same as that of Casual Leave	Vice Chancellor and/or any other competent authority as provided in the Acts/Statute/Ordinance of Bhattadev University	Full

*For PS to VC, prior approval from Vice Chancellor is necessary.

7. REMOVAL OF DIFFICULTIES:

i) Any doubt or dispute about the interpretation of the clause mentioned herein this ordinance shall be referred to the Vice-Chancellor, whose decision shall be final and binding. Notwithstanding anything contained in this ordinance, the Vice-Chancellor shall take such measures as may be necessary for removal of difficulties subject to ratification by the Executive Council.

ii) Notwithstanding the above any other leave applicable shall be as per UGC/ State Government / Central Government norms.



**ANNEXURE- I**

BHATTADEV UNIVERSITY, BAJALI
LEAVE APPLICATION FORM

Application No.....

Received on

To

The
Bhattadev University, Bajali

Sir,

I beg to request to be so good as to grant me Leave for day(s),
from/on to on account of

Leave Address (For Communication)

.....
.....
.....
Mobile No.....
Email ID:.....

Yours faithfully,

Signature:.....
Name:.....
Designation:
Deptt./Section:
Date:

FORWARDING

Date:.....

Signature of Forwarding Authority
Designation:.....

OFFICE NOTE

1. He/ She is a permanent/temporary employee in the Department
Branch Section/Unit.....
2. His/ Her leave record as onare given below

Category of Leave	Leave at Credit (Days)	Leave Prayed From -To -	No. of days	Balance Carried over
Casual Leave				
Earned Leave				
Other/s				

3. He/ She did not avail any Leave within the month / He/ She availed Leave fordays from to

4. Leave fordays fromtounder the rule of Bhattadev University Leave Rules as ammended upto date may be recommended.

Dealing Assistant
Department/Section:.....
Date:.....

5. Leave Record verified. Leave as detailed may be recommended.

6. Certified that the necessary entries have been made at page in the Leave Registrar maintained in theSection.

Supervisory Assistant
Date:.....

LEAVE GRANTED / LEAVE NOT GRANTED

Registrar's Order.

Vice Chancellor's Order



FORM-I
APPLICATION FORM FOR CHILD CARE LEAVE
(FOR EMPLOYEES OF BHATTADEV UNIVERSITY)

- (1) Name of the applicant :
- (2) Designation :
- (3) Gender of the Employee (Male/Female) :
- (4) Status of the Employee (Married/Unmarried/Widow/Widower/Divorcee) :
- (5) Department/Office/Section of the Employee :
- (6) Details of the children of the Employee : Sl. No. Name : Date of Birth :
 (for adopted child , attested copy of (i)
 adoption certificate to be produced) (ii)
- (7) Name of the child for whom Child Care
 Leave is required and applied for
- (8) Date of birth of the child :
 (Attested copy of birth certificate to be enclosed)
- (9) Date on which child shall be attaining 18 years (for minor child) :
- (10) Type/Nature of Disability/Disabilities in case of Disabled Children :
 (Attested copy of Disability Certificate to be enclosed)
- (i) Whether permanent or Temporarily disabled :
- (ii) Percentage of disability :
- (11) Is the child among the two eldest Children : Yes/No
- (12) Period of leave.....days
 Prefix/Suffix of holidays, if any : From to
- (13) Reason(s) for leave applied for :
- (14) Total child care leave availed till date
 (a) In the current year
 (separated for each spell) :
 (b) Cumulative total in service till date :
- (15)(a) Whether permission to leave station
 is required : Yes/No
- (b) If yes, address during leave period :
- (c) Date of return from last leave &
 nature and period of that leave :

Date:

Full Signature of applicant

Remarks of Controlling Officer

Leave recommended or Leave not recommended

Date:

Signature.....

Designation.....

Office.....



Leave Rules Preparation Committee, Bhattadev University

Chairperson

1. Dr. Arup Bharali

Associate Professor, Dept. of Physics, Bhattadev University

Members

2. Dr. Upakul Sarmah

Deputy Registrar, Bhattadev University

3. Dr. Upakul Mahanta

Associate Professor & Head, Dept. of Physics, Bhattadev University

4. Dr. Puranjoy Mipun

Assistant Professor, Dept. Of Botany, Bhattadev University

5. Mr. Manish Kiling

Assistant Professor, Dept. of Commerce & Management, Bhattadev University

