



No: SMVDU/Adm/Estt./18/4060-63

Dated: 06<sup>th</sup> June, 2018

**CIRCULAR**

**Sub: Encashment of Earned Leave in favour of Teaching and Non-Teaching Employees of the University.**

Pursuant to the Ordinance governing Leave Rules as applicable to the University Employees (Teaching & Non-Teaching), all concerned are hereby informed as under:

- 1) The Faculty members entitled for Earned Leave of (a) 1/30<sup>th</sup> of the actual service including vacation; (b) plus 1/3<sup>rd</sup> of the period, if any during which he/she is required to perform duty during vacation shall be paid cash equivalent to leave salary in respect of period of Earned Leave in his/her credit at the time of retirement or superannuation.
- 2) The Non-Teaching Staff members entitled for 30 days Earned Leave in a calendar year shall also be paid cash equivalent to leave salary in respect of period of Earned Leave in his/her credit at the time of retirement or superannuation.
- 3) The members of Teaching and Non-Teaching staff appointed in regular scale on regular basis, shall only be eligible for encashment.
- 4) The cash in lieu of leave salary at the time of retirement or superannuation shall be subject to the following conditions:
  - (i) The payment of cash shall be limited to maximum of 180 days.
  - (ii) The cash shall become payable on retirement and will be paid in lump sum as a one-time settlement.
  - (iii) The cash payment will be limited to leave salary admissible for earned leave and dearness allowance admissible as a part of leave salary.
  - (iv) Authority competent to grant leave may withhold whole or part of cash equivalent to Earned Leave in the case of an employee who retires from service on attaining the age of superannuation while under suspension or while disciplinary or criminal proceedings are pending against him if in view of such authority, there is possibility of some money becoming recoverable from him on conclusion of proceedings against him. Such withheld amount after adjustment of dues if any shall become payable on the conclusion of proceedings.
  - (v) The payment of leave salary in the case of deceased employee shall be made as per rules laid down in University Ordinances.

The rest of the provisions of the Ordinance governing encashment of Earned Leave shall be applicable as in vogue.

This issues in pursuance to the approval of the Competent Authority.

  
Registrar

**Copy to:**

- 1) All Deans/Heads/Section Heads for information & circulation among their concerned Faculty/Staff Members.
- 2) Finance Officer, SMVDU for information.
- 3) PS to VC for kind information of Hon'ble Vice Chancellor.
- 4) I/c Website, SMVDU for information and uploading the same on the University Website.
- 5) Concerned file.