दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

Ref.No. Estab.(T)/V/VI/Misc./2013/
Delhi, the 27th November, 2013.

The Dean/Head/ Director/ P.I.C.
Faculty/Department/ Centre,
University of Delhi,
North Campus/ South Campus
New Delhi- 110007/ 110021

Subject: Grant of duty leave and Special Casual Leave as per Leave Rules 2013.

Dear Sir/Madam,

It has been observed that the faculty while proceeding to conferences, symposia and seminar etc., submit the request for grant of Special Casual Leave. As per the leave rule 2013, the Special Casual Leave is allowed for the following purpose:-

(a) To conduct examination of a University/ Public Service Commission/ Board of examination or other similar bodies/ institutions; and

(b) To inspect academic institutions attached to a statutory board, etc.

2. Therefore request of Special Casual Leave can not be considered for attending Conferences etc.

3. However, Leave rules 2013 allows duty leave (upto 30 days in an year) for the purpose of proceeding to conferences, symposia and seminar etc. on behalf of the University and with the permission of University/ Colleges.

4. All the Dean's/ HoD's/ Directors/ P.I.C.'s are requested to identify the conferences, symposia and seminar etc. as per their national / international importance and recognition in their related field, in order to consider the faculty eligible for grant of duty leave on behalf of the University of Delhi for attending the same. It is however clarified that eligibility for duty leave bears no financial liability on the part of the University of Delhi.

5. The Dean's/ HoD's/ Directors/ P.I.C.'s are also requested to endorse their specific recommendation on the application of the teacher that the duty leave is admissible for the said conference / symposia etc., and is without any financial liability to the University. Date of to & fro travel may also be mentioned to enable sanction of total period of duty leave. The same provision is also applicable in the case of teachers appointed in the University as Dean/ Advisor /Deputy Dean/ Deputy Proctor/ Director/ Coordinators etc.

Alka Sharma

REGISTRAR

Diary No. 1777
Dated 5/12/13

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