



Ref. No: CUPB/CC/14/Notification/4667

Dated: 22.12.14

NOTIFICATION

In pursuance to Item No. EC:11:2014:13 of the Minutes of the 11th Meeting of Executive Council of Central University of Punjab, approval of the Executive Council is hereby conveyed to the recommendations of the Academic Council (as recommended in its 5th meeting) for grant of Professional Leave in favour of the faculty members to attend orientation/refresher course(s) as detailed below:

1) General Rules Relating to Leave:

- a. No teacher can claim leave as a matter of right and when the exigencies or service so demand, leave of any description may be refused or revoked by the leave sanctioning authority.
- b. In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as binding and compulsory in all cases.
- c. Except as otherwise provided in these rules, leave shall be earned by period spent on duty only.
- d. No teacher shall avail leave of any kind, except in case of emergency or for reasons beyond his/her control, unless the leave has been sanctioned by the competent authority. Provided further that application for leave must reach the competent authority in advance giving sufficient time to grant or deny the leave.
- e. As a general rule, the Professional leave can be availed from the commencement of the academic session and no teacher would be permitted to proceed on long leave while the academic session is in progress and continuing.

2) Professional Leave:

- a) A whole time permanent teacher may be granted Professional Leave of such duration as may be considered necessary by the sanctioning authority for career progression as per UGC guidelines.
 - I. Attending the orientation/Refreshers' Course of the national level bodies on behalf of the University or with the permission of the University.
- b) Professional Leave may be granted on full pay without any other financial compensation.
- c) Professional Leave will not be combined with any other leave except medical leave.

This is issued with the approval of the Competent Authority


Registrar (Officiating)

Copy to:

1. PRO(T): for kind information of the Vice Chancellor
2. Dean Academic Affairs for information
3. Concerned Deans/CoCs/OICs for information and circulation among the faculty members
4. SMCC for information and uploading on the University website
5. Accounts Officer for information
6. Concerned file