

## DELEGATION OF POWERS TO SANCTION LEAVE TO ACADEMICS/TEACHERS

### CADRES APPLYING FOR LEAVE AND AUTHORITY TO SANCTION LEAVE

S.No.	Kind of Leave	Directors	Professors/Reader/Associate Professor/Assistant Professor	Regional Director	Deputy Director/ Assistant Director in the Divisions	Deputy Director/ Assistant Regional Director
1.	CL/RH	PVC – Full	Director – Full	Director (RSD) – Full	Director – Full	Regional Director – Full
2.	EL/HPL/Commuted Leave/ Maternity Leave	PVC – 30 days VC – Full	Director – Full	Director (RSD) – Full	Director – Full	Regional Director – Full
3	LND/EOL	VC – Full	Director – 30 days Director (ACD) – 60 days VC – Full	Director (RSD) – 30 days Director (ACD) – 60 days PVC – Full	Director of Division – 30 days Director (ACD) – 60 days PVC – Full	Director (RSD) – 30 days Director (ACD) – 60 days PVC – Full
4	Spl. CL/Academic leave	PVC – Full	Director – Full	Director – Full	Director of Division – Full	Director of Division Full
5	Study/Sabbatical Leave	VC – Full	VC – Full	VC - Full	VC – Full	VC – Full
6	Any Other Kind of Leave	VC – Full	As per Leave Ordinance	As per Leave Ordinance	As per Leave Ordinance	As per Leave Ordinance
7	Child Care Leave	PVC – Full	Director – Full	Director (RSD) – Full	Director – Full	Regional Director – Full

CL- Casual Leave; RH – Restricted Holiday; EL- Earned Leave; HPL – Half Pay Leave; LND – Leave Not to Due; EOL – Extra Ordinary Leave; Spl. CL – Special Casual Leave.

VC – Full powers on the recommendation of the Study Leave Committee.