

DELEGATION OF POWERS IN REGARD TO GRANT OF LEAVE

Sr. No.	Designation of officer/ official 1	Kind of leave 2	Recommending Authority 3	Sanctioning Authority 4	Remarks/ Guidelines 5
1.	Deans, Professors, Readers designated as Heads of Schools, Registrars, COF, COE, Chief Engineers, Principal IGIT, OSD to VC and other officers directly reporting to Vice Chancellor	All types of leave provided in Leave Rules	--	Powers continue to remain with Vice Chancellor or the Board of Management as specified in the Leave Rules	--
2.	Lecturers, Assistant Registrars and above (other than at Sr. No.1 above)	Study Leave, Sabbatical Leave, Extra-Ordinary Leave, Leave not due	Dean/ Heads of Deptts./ Branches	Vice Chancellor or the Board of Management as specified in the Leave Rules	--
3.	Lecturers, Assistant Registrars and above (other than at Sr. No.1 above)	Earned Leave, Half Pay Leave, Commuted Leave	Deans/ Heads of Deptts./Branches	Registrar upto 30 days	Powers to sanction leave beyond 30 days shall continue to remain with Vice Chancellor. In case leaving the country during this period, sanction of the Vice Chancellor will be required, irrespective of the leave duration
4.	Lecturers, Assistant Registrars and above (other than at Sr. No.1 above)	Maternity Leave/ Paternity Leave/ Adoption leave	Dean/ Heads of Deptt./ Branches	Registrar (full power)	--
5.	All employees (Teaching & non-Teaching)	Special Casual Leave	Dean/ Heads of Deptt./ Branches	Vice Chancellor	--
6.	Employees below Assistant Registrars and Lecturers	Leave of any kind due other than Special Casual Leave	Deans, Heads of Deptts./ Branches	Registrar. Full powers subject to the condition in Column 5	Power to sanction E.O.L. or Leave not due, beyond 90 days will continue with the Vice Chancellor

- Note :**
- i) Casual Leave for officers included in S.No.1 will be sanctioned by the Vice Chancellor and records will be maintained in the Vice Chancellor's Sectt.
 - ii) Casual Leave of the other staff will be sanctioned by Dean/ Heads of Deptt./ Branch and the records will be maintained by their respective offices.

Yours faithfully,

Registrar