

Leave Provisions for the Faculty

12th March 2026

Nature of leave & Application Mode	Existing Rules	Approval
Earned Leave (cumulative) through PINGALA	Up to half of unutilised VL in a year (≤ 30 days). Accumulation up to 300 days in the entire service is permissible For Professor Emeritus / Re-Employed / Professor of Practice: Up to half of unutilised VL in a year (≤ 30 days)* on pro-rata basis.	DOFA
Vacation (Non-cumulative) through PINGALA	60 days per year to be availed during the vacation period	DOFA
Half Pay Leave (cumulative) through PINGALA	20 days per year.	DOFA
Commuted Leave (cumulative) through PINGALA	Up to half of half pay leave (for medical reasons).	DOFA
Leave Not Due Application Form	Limited to half pay leave one is likely to earn in future	Recommended by DFAC, forwarded through DOFA Approved by Director
Extraordinary Leave Application Form	Up to 5 years without pay For Professor Emeritus / Professor of Practice: may also be granted without-pay Extraordinary Leave (EOL) on need basis if no more vacation/earned leave is available. During the period of EOL, the honorarium component of the monthly payment of a Professor Emeritus / Professor of Practice will not be paid. The duration of EOL may be considered on a case-by-case basis with recommendation of the Head of the Department	Recommended by DFAC, forwarded through DOFA Approved by Director
Maternity (women) Application Form	180 days each for up to two children	Recommended by DFAC, forwarded through DOFA Approved by Director
Paternity (men) Application Form	15 days each for up to two children	DOFA
Casual Leave - CL (non-cumulative) through PINGALA	08 days per year (cannot be clubbed with any other type of leave) For Professor Emeritus / Re-Employed / Professor of Practice: 08* days per year (cannot be clubbed with any other type of leave) on pro-rata basis	HoD

Nature of leave & Application Mode	Existing Rules	Approval
<u>Special casual Leave – SCL</u> ^s (non-cumulative) through PINGALA	15 days per year for professional services provided to other organizations For Professor Emeritus: 15* days per year for professional services provided to other organizations on pro-rata basis	For Faculty members - HoD For Institute functionaries – Director
<u>Child Care Leave</u> (non-cumulative) Application Form	730 days in life time and 365 days in one stretch	Recommended by DFAC, forwarded through DOFA Approved by Director
<u>Quarantine</u> (non-cumulative) Application Form	Ordinarily 21 days	Director
<u>Sabbatical</u> Application Form	One year; thrice in a career; 3 years bond; cooling off period six years.	Recommended by DFAC, forwarded through DOFA Approved by Director
<u>Leave on Foreign Service Terms</u> (FST) Application Form	Up to six months; cooling off period - one year; {one year bond is required} Up to two years; cooling off period - five years; {three year bond is required}	Recommended by DFAC, forwarded through DOFA Approved by Director
Saturday and Sunday	--	--
Gazetted Holidays through PINGALA	~ 14 +3 designated days per year	--
Restricted through PINGALA	02 days per year (applicable on designated days only)	HoD

* These leave(s) shall lapse at the end of each year without any carry forward/encashment etc. Also, no leave from the pre-retirement period will be carried forward to the post-retirement period.

^s For faculty members need to travel out of the campus for any activity related to professional service as outlined below where the visit is paid by the host organization, SCL may be granted.

- Approvals for travelling out of the country will be approved by the Director for all faculty members.
- In all cases, where the total number of SCL exceeds 15, the travel requests will be reviewed and approval will be granted by the Director.
- SCL may be combined with EL and Vacation Leave.**

REMARKS

- Permission at the appropriate level is essential before going out of station, even if on a holiday or a weekend. Leave is required for LTC.
- Following activities will be considered as **On Duty**
 - To visit conferences, workshop, symposiums either paid through Institute, department project or CPDA, Chair professor funds (fully or partially).
 - To attend meetings related to review of project (paid through project funds); working group meetings for review of project proposals (say DST, CSIR, etc.)
 - To undertake field trip or other visits related to sponsored or consultancy project or research work (paid through project or department funds).


Joint Registrar, Faculty Affairs