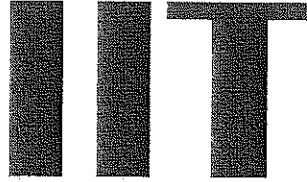


भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

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Ref No. IIT(BHU)/FA/Leave/ 754

Date: 26.07.2018

To

All the Heads of Departments,  
All the Coordinators of Schools,  
IIT(BHU), Varanasi

**Sub: Modified Leave Provisions in respect of faculty members other than regular.**

The Leave provisions of Faculty members other than regular were circulated to all concerned vide letter No. IIT(BHU)/FA/Leave/17851 dated 27.12.2017 on receipt of the First Statutes of the Institute as well as on approval of the Chairman, BoG, vide order dated 19.12.2017.

2. The Board of Governors at its meeting held on 25.05.2018 ratified the above order of the Chairman, BoG and also considered some modifications in the leave provisions vide Resolution No. 7.33.

3. In view of the above, I am directed to notify the following provisions for Faculty members other than regular in the light of BoG Resolution No. 7.33 dated 25.05.2018 to be applicable **with immediate effect** in supersession of our earlier letter No. IIT(BHU)/FA/Leave/17851 dated 27.12.2017:

Sl. No.	Category of Faculty member	Nature of leave admissible
(i)	Institute Professor, Institute Associate Professor, Institute Assistant Professor and faculty members whose term is extended up to session/semester end after superannuation	(a) <u>Casual Leave</u> -08 days in a calendar year.
		(b) <u>Annual Leave</u> -2.5 days for every completed month of work during the period of engagement. It can be accumulated but no encashment of unused leave shall be admissible.
		(c) <u>Special Casual Leave</u> -15 days in a calendar year on similar lines of regular faculty members.
		(d) <u>"On duty"</u> facility on similar lines of regular faculty members.
(ii)	Visiting Faculty (Full time)	(a) <u>Casual Leave</u> -08 days in a calendar year
		(b) <u>Annual Leave</u> -2.5 days for every completed month of work during the period of engagement. It can be

		accumulated but no encashment of unused leave shall be admissible.
		(c) <b>Special Annual Leave</b> - 15 days in a calendar year for the purposes covered under Special Casual Leave and "On duty" provisions for regular faculty members.
(iii)	Emeritus Professor	Leave Provisions: Not applicable
(iv)	Honorary Adjunct Faculty	Leave Provisions: Not applicable
(v)	Adjunct Faculty	Leave Provisions: Not applicable
(vi)	Institute Chair	Leave Provisions: Not applicable
(vii)	Guest Faculty (This is not a position and is for those doing teaching at hourly rates but is included here for clarity)	Leave Provisions: Not applicable
(viii)	Fellows like Ramanujan Fellow, DST-Inspire Faculty, Emeritus Fellow of UGC, etc.	(a) <b>Casual Leave</b> -08 days in a calendar year
		(b) <b>Annual Leave</b> -2.5 days for every completed month of work during the period of engagement. It can be accumulated but no encashment of unused leave shall be admissible.
		(c) <b>Special Casual Leave</b> -15 days in a calendar year on similar lines of regular faculty members.
		(d) <b>"On duty"</b> facility on similar lines of regular faculty members.
		(e) <b>Paternity/Maternity Leave:</b> as applicable to regular faculty members.

4. Casual leave (CL) and Special Casual Leave (SCL)/Special Annual Leave (SAL) of such faculty members will be sanctioned by the concerned HoD/CoS. However, applications for other admissible leave are to be forwarded by the concerned HoD/CoS to the Office of Faculty Affairs for sanction. Further, Annual Leave and Casual Leave cannot be taken together.

Yours faithfully,

  
Assistant Registrar (FA)

Ref. No. IIT(BHU)/FA/Leave/ 754

Date: 26.07.2018

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Copy forwarded to the following for information & necessary action:

1. All the Deans
2. The Registrar
3. The Chairman, Web Management & Email Services Committee
3. The Joint Registrar (Admin)
4. The Dy. Registrar (Accounts)
5. All the Assistant Registrars
6. PS to the Director
7. PA to the Registrar

  
Assistant Registrar (FA)