

F.No. 14-7/2011-Acad.(Misc.)

NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
(Deemed to be University)

17-B, SRI AUROBINDO MARG, NEW DELHI-110016

September 13, 2022

NOTIFICATION

Subject: Duty Leave – regarding.

It is notified for information of all Faculty Members/ Group 'A' Officers, other than Faculty Members that the Institute has revised its Memorandum of Association and Recruitment Rules and Service Regulations 2020 and implemented.

SR 4 Adoption (Clause 1 & 2 states as under):-

1. Faculty members and other personnel of the Institute on University Grants Commission's grades of pay shall draw salary and allowances in such Pay matrix as per 7th CPC have been prescribed by the University Grants Commission and be subject to such conditions of service as may be laid down from time to time by University Grants Commission in the case of corresponding categories of personnel in Central Universities. In the case of Consultants, remuneration/professional fee will be negotiable.
2. Group 'A' officers, other than faculty members and those on UGC grades of pay, Groups 'B' and 'C' employees shall draw salary and allowances in such Pay Matrix as per 7th CPC may be applicable to the corresponding categories of Central Government/Deemed to be University employees and be subject to such conditions of service as are or may be applicable to Central Government/Deemed to be University approved by UGC/Govt. of India employees of their level from time to time.

SR 17.2.1 about Duty Leave states as under :-

17.2.1 Duty Leave

- i. Duty leave upto 30 days in a year may be granted for the following purposes (which will include to and fro journey period):
 - a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the Institute or with the permission of the University;
 - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the Institute, and accepted by the Vice-Chancellor;
 - c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the University;

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- d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC or other such Apex Bodies, a sister university or any other similar teaching body; and
- e) For performing any other duty assigned to him/her by the Institute.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.
- v. Teachers on Training Programme/Workshop etc. outside the Institute will be treated as on Duty Leave.
- vi. However, actual travelling period would be treated as on duty and shall not be counted in 30 days.

According to above, no provision exists for Academic Leave(s).

All cases/applications submitted by Faculty Members & Group 'A' Officers, if any, will be treated as Duty Leave from this year onwards.

It is requested that all such requests/notes be submitted for Duty Leave. Revised form on this account shall be uploaded.

Issued with the approval of Competent Authority.


(Dr. Sandeep Chatterjee)
Registrar

To

All Faculty Members – Professors/Associate Professors/ Assistant Professors & Group 'A' Officers, other than Faculty Members.

Copy to:

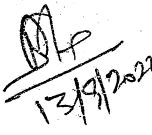
Sr. PS to VC

PA to Registrar

Administrative Officer (I/C)

Finance Officer

✓ Systems Analyst – with the request to upload Notification along with revised form for Duty Leave.


13/09/2022


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