



# GOUTHAM GROUP OF INSTITUTIONS

Rajajinagar, Bangalore- 560 010  
Phone : 23303737, 23385300 Fax : (091) 080-23118101

**(Form - 1-A) (Revised) & Effected from January 2009**  
**FORM OF APPLICATION FOR LEAVE OR EXTENSION OF LEAVE REVISED 01-01-2009/01-01-2010**

1. Name of the Applicant	:						
2. Post Held	:						
3. Date & Month of Joined this College	:						
4. Department / Office	:						
5. Nature of Leave (Tick appropriate box)	:	CL	EL	OOD	Special Leave	LOP	1:1
6. Period of leave applied for with Date & Day	:						
7. Mention dates if notified Holidays are included	:						
8. Reasons for which leave is applied	:						
9. Date of return from last leave and the nature and period of that leave	:						
10. Address during leave period with phone / Mobie Number	:						
11. Remark and / or Recommendation of the controlling officer / HOD	:						
12. Signature of the Recommendation Officer	:						

Date : .....

Signature of the Applicant

13. Leave Sanctioned as :

**OFFICE USE ONLY**

CL	EL	OOD	Special Leave	LOP	1:1
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STATUS	CL	EL
Leave in credited	_____	_____
Leave availed	_____	_____
Leave available	_____	_____

14. Certified that in the month of.....days from.....to.....sanctioned as per the Institution Leave Rules.

Date :

Signature of Leave Secretary

15. Orders of the sanctioning authority

Date :

Signature of Appointment Authority



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## MEMORANDUM (REVISED)

### AMENDMENT OF LEAVE RULES - AS ON 04-02-2008 & 01-01-2009 / 01-01-2010

The Management is pleased to announce the amended leave rules for Teaching and Non- Teaching Staff, which is as follows.

Year of Service	CL (Jan to Dec.)	EL
First Year	09	NIL
Second Year	10	15
Third Year	12	20
Fourth Year	12	25
Fifth Yr.& Above Yr.	15	30

#### NOTE:

- The above leave rules come into force immediately.
- Leave cannot be claimed as a matter of right.
- Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Principal / Appointing Authority.
- Except in unavoidable circumstances, applications for leave in writing shall be made in advance. A letter or a phone message giving reasons should reach the Principal on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.
- All leave applications of Teaching faculty should be routed through the HM / Principal /Head of the Dept. to the Leave Secretary / Appointing Authority.
- All leave applications of Principals / A.O / PRO / Office Staff / H.M. / Head of the Dept. / have to be submitted directly to the Chairman.
- EL may be accumulated upto 140 days only. No leave Encashment Facilities available, to obtain all CL and EL facilities Employee should have minimum 312 working days present.
- In case the employee resigns or leaves abruptly or is dismissed from the organization before completion of the contract period year of service, the employee is liable to refund the number of paid holidays availed in toto for that particular year.
- Minimum number of EL days is 4 and Maximum number of EL days is 26 days.
- In case of non-availability of CL/EL/LOP, the leave availed will be credited on a 1:1 basis, Any type of leave availed, prior permission is required. Maximum Six (6) loss of pay (LOP) is allowed in one full academic year. For First year Employee only. LOP not Admissible to II Year onwards Employee in case if requires E.L. not admissible.
- Before applying for EL/CL the employee should confirm the availability of the same with the Leave Secretary who has been nominated for the academic year.
- After availing any type of leave the employee should give the joining report through concerned authority.
- PAID HOLIDAY RULES - For availing EL/CL and if there is a general holiday before or after it, the general holiday will be considered as paid holiday. But if EL/CL is approved for both the days before and after the general holiday, then it is not a paid holiday. In case of LOP Sunday/General Holiday also will be considered as deemed holiday.
- Casual leave and OOD cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leaves.
- In case of EL if Sundays / General Holidays fall within the leave period the same will be credited to EL. Check the rules & regulations governing all types of leaves. Those who avail the E.L. facility, Those Employee not Eligible get the LOP facilities.
- Any Form of OOD will be consider in the same month only. OOD cannot be include with any type of Leave/General Holidays.

**Note:** A prescribed application for leave or extension of leave should generally be submitted one day before the date from which the leave or its extension is sought in the forenoon itself. If any employee does not apply within seven days of the expiry of leave for further leave, or has been absent from the College / School without leave for ten consecutive days, the employee may be deemed to have deserted his post.

By Order  
Sd/-

APPOINTING AUTHORITY