

PU/P/2013-14/

May 14, 2014

**Office of the President**

**Office order about summer leave**

The hon'ble President has directed the undersigned to issue this notification to clarify that the faculty members and non teaching staff shall be entitled to summer leave, for the number of days stated hereunder:

- a) Faculty Members : 21 days
- b) Non Teaching Staff: 7 days

- The holidays and Sundays falling in between the summer leave applied, shall be counted in the days of the leave except when these would be falling towards the beginning or the end of the leave period.
- This leave can be availed between May 01 to July 31, 2014 either together or in piecemeal as permitted by the respective Heads of the Institute or the Deans of the Faculty or the Heads of the Administrative Division sanctioning the leave.
- Leave is no right. So, it may be availed after prior sanction of the sanctioning authority. Leave would be sanctioned only if no work of the institute is likely to suffer on account of availing the leave.

Appreciation letters would be issued to all such members of the faculty/staff who would display higher work engagement by forgoing the leave entitlements.

**(Maheep Gahlot)**

**Executive Secretary to the President**

Copy to

1. The Registrar
2. All the Heads of the Institute
3. All the Heads of Administrative Division
4. Guard File

**(Maheep Gahlot)**

**Executive Secretary to the President**