

PU/P/2014-15/955 - 977

April 11, 2015

**Office of the President**

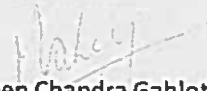
**Circular**

The Hon'ble President has directed the undersigned to notify that all the faculty members shall be entitled to avail 15 Casual Leaves in an Academic Session and 15 Summer Leaves. Summer leave can be availed only after prior sanction, at least one week in advance. The Head of the Institute would grant summer leave only in phases in a way which does not hamper the admission and other important works. It should be sanctioned in such a way that large numbers of faculty members do not become unavailable on the same days. If required Summer Leave may be granted in two slots to ensure smooth conduct of institutional work. A longer span may also be allowed for availing Summer Leave, so that, all the faculty members do not avail the leave during the same span of days. Heads of Institute may prescribed the span within which the Summer Leave may be availed.

**Maheep Chandra Gahlot)**  
**Executive Secretary to the President**

Copy to:

1. All the Deans and Directors of the Pacific Group
2. Guard File

  
**(Maheep Chandra Gahlot)**  
**Executive Secretary to the President**