

GOVERNMENT OF ODISHA
DEPARTMENT OF HIGHER EDUCATION

No. HE-NCET 2-MISC-0021-2020: 16449/HE Dated, Bhubaneswar the 21st May 2020

To

All Principals-cum-Secretaries, Governing Bodies
of Non-Govt. Aided Colleges (488 category)
All Regional Directors of Education

Sub:- Sanction of leave in favour of employees of Non-Govt Aided Colleges (488 category colleges)

Madam/Sir,

The leave granted to the employees of the Aided Educational Institutions are governed by the **Odisha Education (Leave of Teachers and Other Members of the Staff of Aided Educational Institutions) Rules 1977** (hereafter referred to as the Rules). These rules mention about different kinds of leave admissible to the employees, the power to sanction leave etc. Under these Rules, the authority/s to sanction of various kinds of leave have been prescribed and nowhere the power of the Director, Higher Education to sanction leave has been mentioned.

It is seen that the Principals of Non-Govt. Aided Colleges are submitting proposals for sanction of leave in favour of the employees to the Director, Higher Education. This not only delays the matter, it causes inconvenience to the employees. Besides it also leads to unproductive work in the erstwhile Directorate (and now in the Department after merger of the Directorate with the Department).

Therefore, it is clarified that all leave matters (except study leave which requires prior approval of Government) shall be dealt in the college by the college authorities as per the provisions of the above mentioned Rule without referring the same to the Department / Director.

However while sanctioning leaves exceeding 300 days, prior permission of this Department shall be sought for.

In order to avoid irregular sanction of leave and proper maintenance of leave accounts of the employees, the following instructions are issued.

P. T. O.

1. The leave account of all employees should be maintained correctly in a register as per the proforma prescribed in the appendix of the Rule.
2. The details of the leave sanctioned to an employee (other than CL or Spl. CL), should be reflected in the Service Book of the employee.
3. Separate Casual Leave Register should be maintained for the employees.
4. Leave statement should also be appended to the service books of the employees.
5. The Principals shall certify the correctness of the leave account on the body of form of leave account of all employees in the month of January of each year. The President of the Governing Body shall certify the correctness of the leave account on the body of form of leave account of the Principal in the month of January of each year.
6. The Principals shall be responsible for correctness and proper maintenance of leave account and any irregular sanction of leave. Colleges are strongly advised not to deviate from the rule while sanctioning the leave. In case of irregular sanction of leave, the Principal shall be held responsible.
7. While sanctioning leave of any nature, the genuineness of grounds should be properly examined and decisions be taken.

In case of any doubt, the same may be referred to Department of Higher Education for clarification.

The Regional Directors, the Dy. Directors in the office of the RDEs and District Nodal Officers in Department of Higher Education will conduct test check of leave account and proper sanction of leave of at least 3 colleges in a year on random basis. They shall, during their normal visit to colleges, also randomly verify the leave account of at least two employees.

Regarding sanction of Study Leave, College authorities are required to send proposal to Government as per earlier practice.

This guideline will be applicable to aided employees belonging to a common cadre, i.e. employees who are receiving grant in aid as per 1994 GIA Order.


Commissioner-cum-Secretary

Memo No. 16450 //HE Dt. 21.05.2020 //

Copy to all Nodal Officers / Section Officers of NCET-II & NCE(NT-B) of this Department for information and necessary action.


Director, Higher Education