

SMU/REG/2011-132

27 June 2011

**LEAVE RULES: AMENDMENT NO.1**

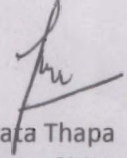
1. Reference SMU Leave Rules issued vide our letter No SMU/REG/2011-128 dated 11 May 2011.
2. The above Leave Rules are amended as under:-
  - (a) Para 16 be resubstituted as under:-

16. For new joinees leave shall be credited from the date of joining, on pro rata basis, for the balance period of the calendar year.
  - (b) Following line be added at the end of para 25:-

However HOIs may permit combining of other leave in exceptional cases at their discretion.
  - (c) Following line be added at the end of para 67:-

Full pay will be authorized during the Commuted Leave except in the contingency described in para 72.
  - (d) Para 68 be resubstituted as under:-

68. Half Pay Leave shall be granted for medical purposes only. However, commuted leave shall be granted for medical as well as academic purposes.
3. This has the approval of the Vice Chancellor.



Namrata Thapa  
Registrar, SMU

## Copy to:

1. Vice Chancellor - for information please
2. Pro VC (Medical) SMU & Dean, SMIMS
3. Pro VC (Tech) SMU & Director, SMIT
4. Director - Distance Education
5. Head HR & General Services
6. Finance Officer, SMU
7. Office copy