

SMU/REG/2011-133

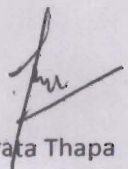
27 June 2011

To

1. Pro VC SMU (Medical)  
& Dean SMIMS
2. Pro VC SMU (Technical)  
& Director SMIT

**CONVERSION OF LOP LEAVE IN CASE OF NEW JOINEES**

1. Reference amendment No 1 to Leave Rules issued vide our letter No. SMU/REG/2011-132, dated 27 June 2011.
2. All employees who have joined the SMU or its constituent units on 01 Jan 2011, or thereafter, may please be given the benefit as per para 16 (amended) of the Leave Rules.
3. *Employees who were forced to take LOP Leave, in the first two months after joining, may please be given the option to convert the LOP leave, into any other type of leave authorized and held to their credit. Wherever it is so done, Finance Department (Payroll Section) be informed to reimburse the pay & allowances deducted earlier, against LOP Leave.*
4. This has the approval of the Vice Chancellor.

  
Namrata Thapa  
Registrar, SMU

Copy to:

1. Vice Chancellor - for information please
2. Director - Distance Education
3. Head HR & General Services
4. Finance Officer, SMU