



**SMU** SIKKIM  
MANIPAL  
UNIVERSITY

Established under Govt. of Sikkim, Act 9 of 1995, recognised under 2(f) of the UGC Act, 1956

050/SMU/REG/Circular/07/2020

DEAN ADM OFFICE  
RECEIPT NO. 116  
DATE 17/6/20  
RECEIVED BY [Signature]  
June 16, 2020

### CIRCULAR

#### **PREAMBLE**

The COVID-19 lockdown has caused considerable strain on Institutions and stakeholders such as employees, vendors, students, parents & guardians. The impact on economic factors has been extraordinary at both local, national and international levels. As such, extraordinary situations calls for extraordinary measures to be adopted by Institutions. SMU (part of the Manipal Group) has ensured that salaries and benefits to employees have continued without disruption during this critical period that the nation is going through. The management thanks all employees for their support and cooperation during this critical time.

As part of our conservation measures, you are requested to note decision on Vacation Leave and Earned Leave for the calendar year 2020.

#### **VACATION LEAVE**

Vacation leave for the calendar year Jan 2020 to Dec 2020 for all vacation departments to be offset against suspension of workplace attendance due to the COVID-19 lockdown.

Such vacation leave will not be converted to earned leave or allowed any carry forward to the next calendar year.

#### **EARNED LEAVE**

Earned leave for the calendar year Jan 20 to Dec 20 will be restricted to 20 days against authorized 30 days for both Teaching and Non-Teaching staff.

Earned Leave for the calendar year Jan 2020 to Dec 2020 of 20 days for both Teaching and Non-Teaching staff is to be consumed during the current calendar year.

Such leave is to be availed post approvals from the concerned authorities who will approve such leave keeping in mind work requirements for both teaching and non-teaching personnel.

There will be no carry forward or encashment of this earned leave.

All are requested to cooperate and comply with this notification.

*copy to all  
HWs*

*amw  
17/6/20*



(Prof (Dr) K S Sherpa)  
Registrar, SMU

RECEIVED BY  
DATE  
RECEIPT NO  
DEAN ADM OFFICE

To,

1. Director, SMIT
2. ~~Dean SMIMS~~
3. Medical Superintendent, CRH
4. Director, SMUDDE
5. Principal, SMCON
6. Principal SMCPT
7. Head-HR, SMU
8. Head-GS, SMU
9. Head, SMUIT
10. Senior Finance Officer, SMU
11. Prof & Head, Medical Biotechnology, SMU
12. Coordinator, H&SS
13. Coordinator, MHA
14. Dy. Controller of Examination (Medical), SMIMS
15. Dy. Controller of Examination (Tech), SMIT

Copy to:-

Hon'ble Vice Chancellor

- For kind information please.

