



050/SMU/REG/Circular/09/2020

17 July 2020

CIRCULAR

Sub: Treatment of Earned Leave (EL) in view of the circular dated 16th June, 2020 and 1st July, 2020.


For easy facilitation in availing Earned Leave, the following conveniences have been made for a limited period ending June 30, 2021.

1. Earned Leave (EL) can be applied in multiples of 1 day.
2. EL credit of 20 days for 2020 can be carried forward provided total accumulation does not exceed 60 days.
3. EL credited of 20 days during Calendar year 2020, where the employee has an excess of total accumulation of 60 days of EL, this excess can be consumed latest by 30th June, 2021 instead of the earlier time-limit of 31st Dec 2020. However, 75% of EL accrued in 2020 which is in excess of 60 days needs to be consumed by Dec 31, 2020.
4. Special Casual Leaves can be availed for online seminars / conferences / E-lectures / online examinations etc. on approval from HOI.
5. CL can be combined with EL.

This stands effective from 01 July 2020 to till 30 June 2021. All leave approvals to be taken as per regular practice.

All other terms of the Circular dated 16th June, 2020 and 1st July, 2020 remain same.




Prof (Dr) K S Sherpa
Registrar, SMU

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, SMU - For Kind Information Please