



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

No. Estab(T)/V/VI/001/2022/1222
Delhi; the 4th October, 2022
11th

NOTIFICATION

It is notified for information to all concerned that henceforth the leave sanctioning authority for leaves admissible to the Academic Staff members of the University shall be as under:-

S. N.	Type of leave	Approving/Sanctioning Authority
1.	Study Leave	Vice Chancellor
2.	Sabbatical Leave	Vice Chancellor
3.	Extra Ordinary Leave	≤ 30 days Pro-Vice Chancellor > 30 days Vice Chancellor
4.	Earned Leave	≤ 15 days Head of Department > 15 days Registrar > 30 days Pro-Vice Chancellor
5.	Station Leave	≤ 15 days Head of Department > 15 days Registrar
6.	Permission to leave the country	Registrar
7.	Half Pay Leave/Commutated Leave	Registrar
8.	Leave Not Due	≤ 30 days Pro-Vice Chancellor > 30 days Vice Chancellor
9.	Child Care Leave	≤ 45 days Pro-Vice Chancellor > 45 days Vice Chancellor
10.	Maternity Leave/Adoption Leave	Pro-Vice Chancellor
11.	Paternity Leave	Registrar
12.	Surrogacy Leave, Duty Leave, Casual Leave, Special Casual Leave & Restricted Holiday	Head of Department

The leave in respect of Dean/Head/Director/Professor In-charge of the Departments the permission will be sanctioned / approved by the Pro-Vice Chancellor/Vice Chancellor.

Accordingly, all the teaching staff shall apply their leave only through Samarth Portal of the University from the date of issuance of this notification. No leave shall be considered through offline mode.


ASSISTANT REGISTRAR (ESTAB. T)