

RKGIT LEAVE RULES

(Effective From 1st July 2026)


30/6/2026


30.6.2026



LEAVE RULES

1. SHORT TITLE:

These Leave Rules shall be called the RKGIT Leave Rules.

2. DEFINITIONS:

In these rules, unless the context otherwise requires "Institute Means"
Raj Kumar Goel Institute of Technology, Ghaziabad

"UNIVERSITY" means Dr, A.P.J. Abdul Kalam Technical University, Lucknow."

"VICE-CHANCELLOR" means Vice-Chancellor of the University

"STATE GOVERNMENT" means the State Government of U.P.

"MANAGEMENT BOARD" means Governing Board/Council of the RKGIT.

"CHAIRMAN/VICE-CHAIRMAN" means Chairman/Vice-Chairman of Management Board

"DIRECTOR" means the Director of RKGIT.

"HEAD OF DEPARTMENT" means Head of Academic Department of RKGIT

"SECTION IN-CHARGE" means an Officer In-charge of the section duly nominated by the
Chairman/ Director.

"EMPLOYEE" means a person serving in RKGIT whether regular or temporary or contract and
drawing salary in a month.

"FACULTY MEMBER TEACHER" means an employee who is appointed for teaching
students of RKGIT.

"NON-TEACHING SUPPORTING STAFF" an employee serving in a laboratory and assists
faculty members for functioning of laboratory

"COMPETENT AUTHORITY" The Director will be the Competent Authority for all
employees of RKGIT. However, Director at his discretion may delegate sanctioning power to the
Dean and/or any officer of RKGIT for a particular group of employees. In case of Director, the
competent authority will be the Chairman /Vice-Chairman of the management board

"FORWARDING AUTHORITY" The Head of Department/ Section In-charge will be the
forwarding authority for employees of his/her Department/ Section respectively. If the Head of
Department/ Section In-Charge is not available the faculty member authorized by Director/HOD
will be the forwarding authority present on that day.

"LEAVE" means an authorized absence from the duty.

"ACADEMIC YEAR" means the academic year of RKGIT commencing from 1st July of
present year to 30th June of the successive year.

"CALENDAR YEAR" means a year from 1st January to 31st December.

“MONTH” means a calendar month of the year.

3. GENERAL:

Leave cannot be claimed as a matter of right. It may be sanctioned, refused, curtailed, revoked, or postponed according to exigencies of the work.

3.1. A leave application online/offline form shall be submitted/applied in the prescribed format well in advance with proper arrangement of classes/assigning duties and should be sanctioned before availing it.

3.2 An employee shall be required to observe scheduled hours of work, during which he/she is supposed to be present at the place of his/her duty.

3.3. Except for valid reasons and for unforeseen contingencies, no employee shall be absent from duty without prior permission. In such cases, intimation for absence along with reasons shall be communicated to the Competent Authority at the earliest opportunity.

3.4 No employee shall leave the station without prior permission of the Competent Authority/Reporting Authority, even during leave or vacation.

3.5. Only earned leaves can be encashed after adjusting 10 leaves.

3.6 The gazetted holidays of the institute shall be as per the rules of the state government.

3.7 For availing more than 05 days leave (all types) in a month, he/she needs the permission of the Director / Competent Authority in hard copy.

3.7. 1st and 3rd Saturdays will be considered as off days.

3.8. Management has the right to change the existing leave rules accordingly as per their discretion.


3.9. Any Holiday or Vacation will be treated as paid leave only if the employee is present immediately before and after the Saturday/ Sunday weekend, or has obtained approved Casual leave (CL) or Half Casual Leave (HCL).

4. KINDS OF LEAVES ADMISSIBLE TO EMPLOYEES:

The following kinds of leaves shall be admissible to an employee:

- (i) Casual Leave (CL)
- (ii) Compensatory Leave (CPL)
- (iii) Short Leave and half day leave
- (iv) Leave Without Pay (LWP)
- (v) Duty Leave
- (vi) Earned Leave (EL)
- (vii) Medical Leave (ML)
- (viii) Maternity Leave
- (ix) Study Leave
- (x) Special Disability Leave
- (xi) Special Leave
- (xii) Vacation Summer/Winter Break

5. CASUAL LEAVE:



- 5.1. All employees (teaching and non-teaching staff) will be eligible for availing 12 days Casual Leave in an academic year.
- 5.2. Holidays or Sundays falling within the period of Casual Leave shall not be counted as casual leave.
- 5.3. Casual Leave will lapse after expiry of the academic year (i.e. 1st July to 30th June).

6. COMPENSATORY OFF:

- 6.1. An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day (subject to minimum present in duty 05 hours) assignment Compensatory Leave may be granted at the discretion of the Competent Authority. The Compensatory Leave should preferably be availed within four months. If extra remuneration is paid for such duties then no Compensatory Leave will be allowed.

7. SHORT LEAVE/ HALF DAY LEAVE/ LATE ATTENDANCE:

- 7.1. During the scheduled hours of work an employee must be present at the place of his/ her duty. Coming late or leaving early will be considered an act of indiscipline.
- 7.2 Total late of 30 minutes is allowed in a month after that half leave per day will be deducted and half-day of salary will be deducted for two late days in the absence of leaves in employee account.
- 7.3. A Short Leave of 01 hour can be availed once in a month either in morning or evening by the approval of the competent authority.

8. LEAVE WITHOUT PAY:

- 8.1. If the leave applied for is not due but it is availed with due permission of the Competent Authority shall be treated as Leave Without Pay.
- 8.2. If the Competent Authority finds that the employee has absented intentionally to avoid duty assigned to him or he/she is in the habit of abstaining himself without due sanction of leave, then, that period of unauthorized absence will be treated as break in service.
- 8.3. Any employees who remains absent or LWP for 7 consecutive days shall be deemed to have a break in service, unless otherwise approved by the Competent Authority.

9. DUTY LEAVE:

- 9.1. Duty Leave may be granted for:-
- i. Attending conference/ seminar and workshop.
 - ii. Delivering lectures at other colleges or universities on invitation.
 - iii. Attending meeting at the Affiliating University.
 - iv. Conducting any examination work or any other duty assigned by the AKTU.
 - v. Conducting Examination of Ph.D. dissertation/Viva voce.
 - vi. Official work assigned by the Chairman/Vice Chairman/ Director in the interest of RKGIT.
 - vii. Duty leaves cannot be accumulated and are valid for the current year.

- 9.2. The duration of duty leave will be such as may be considered necessary by the Competent Authority on each occasion. However, Duty Leave up to a maximum period of 15 working days on full pay will normally be admissible in a semester.
- 9.3. Duty Leave can only be availed with prior approval of the Director / Competent authority.
- 9.4. Duty Leave will be granted subject to the condition that the academic programme of the Institute is not adversely affected by the absence of the concerned person. The Forwarding Authority shall ensure that alternative arrangement is made before forwarding the application for the duty leave.

10. EARNED LEAVE:

- 10.1. 10 Days Earned Leave will be provided to the all teaching staff of the Institute. 5 days EL will be credited on 1st of July and the remaining 5 days on 1st of January of the academic year.

Earned Leave may be accumulated upto 10 days for the teaching employees. The leaves credited more than 10 days on the due dates will be in cash every year on basic salary as on 30th June. Maximum 10 days EL will be carried forward to next academic year.

- 10.2. 6 Days Earned Leave will be provided to all Non- Teaching staff of the Institute. 3 days EL will be credited on 1st of July and the remaining 3 days on 1st of January of the academic year.
- 10.3. Earned Leave cannot be availed before 6 (six) months of service.
- 10.4. An employee, who wishes to avail Earned Leave, will have to apply in advance and will proceed on leave only after it has been sanctioned. Outstation address and contact numbers must be provided in the application. The employee is required to hand over charge to another employee nominated by the Head of the Department/Section In-charge.
- 10.5. EL cannot be combined with CL.
- 10.6. Holiday or Sunday falling within the period of EL will be counted as EL.

11. MEDICAL LEAVE:

- 11.1. An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave usually will not be permissible. However, the Competent Authority will examine seriousness of incidence and his/her decision will be final.
- 11.2. 6 days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital.
- 11.3. The employee will be required to submit his/her fitness certificate at the time he/she resumes his/her duty.
- 11.4 Medical leave cannot be availed before 06 months of service in institution.
- 11.5 Holiday or Sunday falling within the period of ML will be counted as ML.
- 11.6 ML will be lapse after expiry of academic year.

11.7. Sundays, holidays and off days falling before and after the leave shall not be counted as a part of the Medical Leave.

12. MATERNITY LEAVE:

12.1. A female employee shall be eligible for 3 months Maternity Leave with fullpay in case of delivery on production of certificate from a hospital or registered medical practioner.

12.2. Maternity Leave shall be admissible for only two occasions in total service period. The interval of 2 year must be maintain for availing 2nd Maternity leave.

12.3. Maternity Leave facility will be admissible to only those female employees who have completed three years of service in the institute. Those who do not fulfill this condition may proceed on LWP for the maternity period of three months.

12.4. A female employee who has been on Maternity Leave /LWP shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.

12.5. A female employee will also have to sign a bond certificate to serve the institute for at least two years after availing such leave.

12.6. One and half month pay will be paid on resuming her duty and one and half month pay after two years from the date of resuming duty.

13. STUDY LEAVE:

13.1. A faculty member shall be eligible for Study Leave for: -

(a) Pursuing regular Ph.D. programme from a Govt./reputed private university

(b) Pursuing part-time Ph.D. Programme needing leaves to credit pre-Ph.D. courses and to discuss with supervisor or to perform experimentation or otherrelated work for short-time as and when needed.

13.2. Study Leave shall be admissible to a faculty member on completion of three years of service for regular Ph.D. Programme.

13.3. Study Leave for two years can be granted for regular Ph.D. programme.

13.4. Full pay Study Leave will be admissible for a faculty member for pursuing part –time Ph.D. Programme up to the extent of 90 days.

13.5. A faculty member shall have to sign a bond on a Rs 100 non-judicial stamp paper to serve the Institute for at least three years to avail Study Leave for regular/part-time Ph.D. programme.

13.7. A faculty member will be required to submit application for higher study from any university/institution through proper channel duly recommended by the concerned Head of the Department and the Director. On receiving acceptance for admission, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.

13.8. Study Leave shall be counted as the duty leave for the purpose of annual increment, promotion and other benefits.

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13.9 Study leave can only be availed on prior approval of the Director or competent authority.

14. SPECIAL DISABILITY LEAVE:

14.1. Special Disability Leave may be granted to an employee under special circumstances when there is no leave due and the disability is such that it is not reasonably possible for the employee to attend his/her duty.

14.2. Special Disability Leave can be granted up to a maximum of 180 days with or without pay as the Director or competent authority decides.

15. SPECIAL LEAVE:

15.1. Any leave as may be sanctioned and approved by the Director and the Competent Authority.

16. VACATION:

16.1. A teaching faculty member (other than Director/Principal/Dean's/HR) will be entitled for a Vacation of 7 days summer or winter vacation in an academic year.

16.2. Non-Teaching member will be entitled for 3 days of summer or winter vacation in an academic year.

16.3. A minimum of one-year service will be needed in the Institute to avail summer or winter Vacation.

16.4. Availing Vacation is not a right of a faculty member. Head of the Department can recommend detention of any faculty member. The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of Institute.

16.5. All faculty members in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members in batches such that during Vacation adequate faculty members will always be available for Institute/Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA/NAAC/NIRF preparation etc.

16.6. Faculty members shall be paid full pay for their Vacation period.

Note: - Other Employees like Gardeners, Drivers, Helpers, Electricians, Generator Operators, PSOs, Electrician helper, Plumbers, Warden, Caretakers, Medical Officer, Compounder, Counsellor, Some Specific Class IV & Gym Instructor Leave rule separately attached.



Summary of Leave Rule for Other Staff

As per existing leave policy for Other Staff are entitled to following leave/off days/holidays.

S.NO	Rule no: - I	Total	Rule no: - II	Total	Rule no: - III	Total
1	Casual Leave	12	Casual Leave	06	Casual Leave	06
2	EL	06	EL	-	Off 2 Per Month	24
3	Medical Leave	06	Medical Leave	-	Medical Leave	03
4	Summer or Winter Vacation	03	Summer or Winter Vacation	-	Summer or Winter Vacation	07
5	Gazetted Holidays	19	Gazetted Holidays	07	Gazetted Holidays	-
6	Saturdays	24	Saturdays	-	Saturdays	-
7	Sunday	52	Sunday	52	Sunday	-
	Total	122		65		40

Rule No: - 1

All Non- Teaching Staff (P.A. to HOD, Office Assistants, Lab Assistants, Lab Attendants, Attendants, Peons, Administrative, Office Executives and all trainer) shall strictly follow and comply with the leave policy under Rule No. 01. The leave rules, regulations, and procedures mentioned in Rule No. 01 shall be applicable to all above-mentioned staff members without exception.

Rule No: - 2

All Staff Gardeners, Drivers, Helpers, Electricians, Generator Operators, PSOs, Electrician helper, Plumber and Some Specific Class IV shall strictly follow and comply with the leave policy under Rule No. 02. In addition to the leave policy, the following public holidays shall be granted to the above-mentioned staff members:

Eid Holidays, 15th August (Independence Day), 26th January (Republic Day), Holi, 2nd October (Gandhi Jayanti) & Diwali. All concerned employees are required to comply with the rules, regulations, and procedures defined under Rule No. 02.

Rule No: - 3

Warden & Caretakers shall strictly follow and comply with the leave policy under Rule No. 03.

Dispensary – Medical Officer, Compounder & Counsellor

The institute members duty hours are from 10:00 am to 01:00 pm. They will be entitled to all Sunday and 12 Casual Leave. EL and Medical Leave are excluded.

Gym Instructor

Gym Instructor spends approximately 5 to 6 hours a day (morning & evening). The Gym Instructor shall be entitled to 7 days of Summer or Winter Vacation in an Academic year, along with 12 Casual Leave. No other leave, benefit, or paid absence shall be permissible beyond the leaves specifically mentioned herein.