



डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर-470003(म.प्र.)

(केन्द्रीय विश्वविद्यालय)

Doctor Harisingh Gour Vishwavidyalaya, Sagar-470003 (M.P.)

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NO/DoFA/2026/ 875

Date: -10/08/2026

Notification

Consequent upon the approval of the Competent Authority on the recommendation of the Committee the leave admissible to the Contractual Faculty are as follows:-

(A) Earned Leave:

1. Earned Leave shall be credited at the rate of 2½ days for every completed calendar month of service, in accordance with the DoPT Office Memorandum No. 12016/3/84-Estt. (L) Dated 12.04.1985.
2. In case of resignation or termination of contract during service, Earned Leave shall be regulated strictly in accordance with the provisions of Office Memorandum No. 12016/3/84-Estt. (L) Dated 12.04.1985.
3. Fractions of a day shall be rounded off to the nearest day while calculating Earned Leave.
4. **Encashment of Earned Leave** shall not be admissible to teachers appointed on contract basis.

(B) Casual Leave:

A teacher appointed on contract basis may be granted Casual Leave up to a maximum of eight (08) days in an Academic Year.

(C) Maternity Leave:

Eligible women teachers appointed on contract basis may be granted paid maternity leave up to 26 weeks during the tenure of their contractual engagement, subject to the conditions prescribed in the UGC Letter No F.25-4/2007(CU) Pt.file-1 dated 12.09.2018, including the condition relating to the number of surviving children and other eligibility criteria.

(D) Others Leave:

The teachers appointed on contract may not be granted Duty Leave, Special Casual Leave or summer /Winter Vacation as admissible to regular teachers in terms of UGC Regulations 2018.

By Order


Registrar 04/08/2026

Copy to:

- Teachers appointed on Contract.
- All School & Administrative Deans/Directors and All HoDs.
- PS to VC- for information of the Hon'ble VC.
- PA to Registrar.
- In charge- IT Section - for upload on university website.



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- Guard File.
- Committee Section for reporting in EC.

Satish Kumar

Deputy Registrar

Faculty Affairs