

Sangam Laxmibai Vidyapeet

SERVICE & CONDUCT RULES OF EMPLOYEES

CHAPTER 1

Service Rules means the Conduct, Discipline and Appeal rules in case of Regular employees and the applicable Standing Orders in case of employees other than Regular employees.

EXTENT

1.1. Name

The Rules contained in this Administrative Manual shall be called the “**Sangam Laxmibai Vidyapeet, Vinay nagar, Saidabad, Hyderabad-Service Rules 2023**” (Governing the service conditions of all the Employees of the Institutions, all Teaching, Non-teaching and SLV-Administrative staff) and will come into force from the date of acceptance of Managing Committee in the year 2023. These rules supersede all previous rules, orders, circulars or any other amendments made there under till date.

1.2. Application

- a) These Rules shall apply to all the Employees of all constituted institutions of Sangam Laxmibai Vidyapeet, Vinay nagar, Saidabad, Hyderabad.
 - b) In respect of matters not specifically provided for in these Rules, the Managing Committee of the Vidyapeet shall be competent to issue such Directions or Orders as it may consider appropriate and such instructions shall be treated as part of these rules and shall have the same effect.
 - c) Points requiring interpretation or clarification or any cases of doubt shall be referred to the Managing Committee, whose decision shall be final.
 - d) All the Employees are required to familiarize themselves with these rules immediately upon appointment since their services will be governed and regulated by these Rules, in addition to statutory requirements and other conditions which may be spelled out in individual appointment letters or the office orders.
- In these Rules, unless there is anything repugnant to the context, the following words would have the meaning as assigned to hereunder.

Sangam Laxmibai Vidyapeet

CHAPTER 2

DEFINITIONS

“**SLV**” means Sangam Laxmibai Vidyapeet

2.1 “**Institute**” or “**Institutions**” means all constituted institutions of Sangam Laxmibai Vidyapeet, Vinay nagar, Saidabad, Hyderabad

2.2 “**Managing Committee**” means the managing committee of the Vidyapeet and Institute Constituted as per the guidelines of the University Grants Commission/AICTE/ University/Board.

2.3 “**Secretary**” means the Secretary of the Vidyapeet.

2.4 “**Executive Officer**”/“**Chief Executive Officer**” means EO/CEO of Vidyapeet.

2.5 “**Director**” means the Director of the Institute.

2.6 “**Principal**” means the Principal of the Institute.

2.7 “**Employee**” means a person employed by the SLV/Institute as a Faculty member or non-teaching staff.

2.8 “**Headquarters**” means the Headquarters of the Institute i.e. SLV, Vinaynagar, Hyderabad.

2.9 “**Authorities**”, “**Officers**” and “**Professors**” respectively mean the Authorities, Officers and Professors of the Institute and Vidyapeet.

2.10 “**Faculty**” means a member of Teaching Staff of the Institute.

2.11 “**Staff**” means a member of Staff of the Institute.

2.12 “**Appointing Authority**” means the Authority empowered to make the appointment to a post.

2.13 “**Appointment to a post on a regular basis**”: A person is said to be “appointed on a regular basis” to a post, when (in accordance with these Rules or in accordance with the rules applicable at the time, as the case may be) he/she discharges, for the first time, the duties of the post commencing the probation, instruction or training prescribed thereof, after receiving an order from the Secretary.

2.14 “**Appointment to a post on Adhoc or Tenure basis**”: A person is said to be “appointed to a post on Adhoc or tenure basis”, when he/she is appointed as such as mentioned in the order appointing him/ her.

Sangam Laxmibai

Vidyapeet

- 2.15 “**Competent/Discipline Authority**” means
- (a) The Secretary in the case of the CEO/EO/Director/Principal, and
 - (b) The CEO/EO/Director/Principal in the case of all other Employees.
- 2.16 “**Pay**” means the amount drawn monthly by an Employee as :
- (a) The Pay (other than Special Pay granted in view of his/her personal qualifications) which
 - has been sanctioned for a post held by him/her substantively or in an officiating capacity,
 - or to which he/she is entitled by reason of his/her position in a cadre, and
 - (b) Any other emoluments, which may be specially classified as Pay by the Managing Committee.
- 2.17 “**Regular post**” means a post carrying a definite scale of pay sanctioned by the Managing Committee or mentioned in the order of appointment.
- 2.18 “**Probation**” means the time period during which a fresh entrant to the service or a person appointed to a higher post for the first time by promotion is put on test for determining his/her fitness to hold the post in service.
- 2.19 “**Period of Probation**” means the period of probation is 06 months from the date of joining which may further extend for 03 months or mentioned in the order of appointment.
- 2.20 “**Probationer**” means an Employee, who has not completed the period of his/her probation.
- 2.21 “**Special pay**” means an addition to the pay of an employee, granted in consideration of
- (a) the specially arduous nature of duties, or
 - (b) a specific addition to the work of responsibility.
- 2.22 “**Tenure post**” means a post, which an individual Employee holds for a limited period.
- 2.23 “**Time scale of pay**” means Pay which, subject to any conditions prescribed in these rules, rises by periodical increment from a minimum to maximum.
- 2.24 “**Teaching staff**”: The Teaching Staff shall comprise the following categories
- | | | |
|-------------------------|-----------------------|----------------|
| a. Professors | e. Senior Lecture | i. PST teacher |
| b. Associate Professors | f. Lecturer | j. GTT teacher |
| c. Assistant Professors | g. Assistant Lecturer | k. PGT teacher |
| d. Teaching Assistant | h. Junior Lecturer | |
- m. and any other category of post declared by Managing Committee/Management Committee as teaching Staff.
- 2.25 “**Non-teaching staff**”: All employees, other than contingent staff, who do not come under

the category of Teaching staff, shall be deemed to be Non-teaching staff.

CHAPTER 3

CLASSIFICATION OF EMPLOYEES

Employees in SLV are classified into the following categories:

3.1 Adhoc Employees

Employees for whom the tenure (specific period of time) of employment is mentioned in the Appointment Order are called Adhoc Employees. Such Employees shall not have any claim permanency or regularization of their employment in the Institution. Unless they are terminated before the completion of the tenure by giving one month's notice or by paying one month salary in lieu thereof, such appointment will automatically come to an end at the expiry of the tenure (the specific period of time mentioned in the appointment order) and no notice is required and no compensation will be paid.

3.2 Regular Employees

A person who is appointed against a regular post carrying scale of pay and who has satisfactorily completed the probation period stipulated in the appointment order or the extended probation period to the entire satisfaction of the management and who has been confirmed is called Regular Employee.

The Appointing Authority has the powers to terminate the services of any regular employee if the retention of that Employee in service is considered undesirable or on medical grounds by giving 01 month notice or by paying 01 month salary in lieu thereof.

3.3 Probationer

An Employee who is provisionally appointed to a Regular Post, and who has not completed the probation period is called a Probationer. If a Regular Employee is

Sangam Laxmibai

Vidyapeet

appointed as a Probationer on any other post, on a promotion he may at any time be reverted to his substantive / original post, during or after the probationary period. The services of a Probationer can be terminated with one month notice on either side or by paying one month salary in lieu thereof.

3.4 Part time Employee

A person who is employed to work for less than the normal period of working hours which is clearly specified in the Appointment Order is called as Part-time Employee. Part-time employees are entitled to only the remuneration mentioned in the Appointment Order and no other benefits.

CHAPTER 4

APPOINTMENTS, PROMOTION POLICIES AND SCALES OF PAY

4.1 Appointments

- a) Management Committee shall have the power to decide whether a particular post is to be filled by open advertisement or by invitation or by promotion from amongst the employees of the Institutions.
- b) Selection Committee for filling Teaching posts by open advertisement shall be constituted by the Management Committee as per the Govt. Rules in vogue.
- c) Selection Committee for Non-teaching posts shall be constituted by the Management Committee.
- d) If the post is to be filled by open advertisement, it shall be advertised by the Secretary.
- e) Applications received shall be scrutinized by the HR team for determining the candidates to be called for Interview and Selection Committee should submit the merit list to Management Committee.
- f) Qualifications required for a post in the Institute shall be such as may be determined by the Management Committee from time to time, taking into consideration the norms prescribed by the UGC/AICTE/University/State board/State Education department.
- g) Secretary shall be the Appointing Authority for all the posts in the Institution.

4.2 Scales of Pay:

Sangam Laxmibai

Vidyapeet

- a) Teaching Posts : Keeping the UGC/AICTE scales in view the Management Committee of the Vidyapeet will decide from time to time the Scales of Pay to be offered to the Teaching posts.
- b) All other Posts : Scales as prescribed by the Management Committee from time to time.

4.3 Allowances:

Dearness Allowance, House Rent Allowance and other allowance shall be adopted as decided by the Management Committee of the Vidyapeet from time to time.

4.4 Fixation of Pay:

A member, who is appointed to a post shall unless otherwise stated be eligible to draw pay at the minimum of the time scale of pay of that post. A member, who is holding a post in a time scale and is promoted to a higher post shall be entitled to draw pay in the time scale of pay of the higher post at the stage next above his/her pay in the lower post after allowing an increment in the lower post. Where, however, he/she had reached the maximum of the scale of the lower post at the time of such promotion, his/her pay in the higher post will be fixed in the same manner giving notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

4.5 Increments:

- a) All services in a post on a time scale of pay shall count for increments in that time scale, unless and otherwise specifically mentioned contrarily.
- b) Leave other than leave without pay shall count for increments in the time scale applicable to the post, which the Employee holds, and on the post on which he/she holds lien, provided, however, that the HR team shall have the power to direct that the leave without pay shall be counted for increments, if it is satisfied that such leave was taken on account of illness or for any other cause considered by the Management Committee as proper and reasonable.
- c) Where the probation of an Employee is extended, the authority which extended the probation shall decide whether the second increment shall be allowed to be drawn or kept in abeyance until the Employee concerned completes the period of extended probation and is ultimately confirmed by the HR team.
- d) The quantum of increment will be decided as per the guidelines in force which are issued by the Management Committee from time to time.
- e) The Secretary shall be the Authority to sanction the drawl of increment by the Director/Principal and other employees.

Sangam Laxmibai

Vidyapeet

- f) For teaching employee of Under Graduate course offering institutes will be evaluate on Academic – 50%, Reach Consultancy (R & D) – 10%, Administration – 20%, Extension – 10% and discipline – 10%.

4.6 Withholding of an increment

When an increment of an Employee is withheld as a disciplinary measure, the Authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments i.e. with or without cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave before the period is completed.

4.7 Reduction of pay in time scale:

When the pay of an Employee is reduced by the Competent Authority to a lower stage in time scale, that authority shall specify in the order the period for which such reduction shall be effective and that the period shall be exclusive of any interval spent on leave. And on special cases if an employee will retain in the organisation after reaching the upper age limit, for them the calculate gross pay (without pay scale) will be 40% of the current gross pay. They are eligible for yearly dearness allowance/management proposed increment whichever is lower.

4.8 Advance increments

The Management Committee shall be the authority competent to sanction advance increments in deserving cases to the candidates selected for appointment. However, in respect of new appointees, the Secretary/Director/Principal may offer a higher start taking into consideration the pay structure of the existing Employees and report to the Management Committee through HR team. Advance increments may be sanctioned to the existing employees also as an incentive in special deserving cases.

4.9 Promotion Policies

Promotions to higher position shall be considered on the basis of competency, past performance, qualification, self-profile enhancement, merit, seniority basis and most common university/board qualified. Under normal circumstances the senior most members with self-profile enhancement shall be considered for promotion to the next higher level position, subjected to the vacancy, university/board qualified and requirement. Hence, Promotion is not automatic and cannot be claimed by an employee as a matter of right. The institute will consider the UGC/AICTE/University/State board/State Education department rules and regulations for promotions in case of teaching positions.

**CHAPTER 5
GENERAL CONDITIONS OF SERVICE**

5.1 Photocopy of certificates to be submitted

The Employees shall hand over their Medical Fitness Certificate and other certificates (photocopy) like SSC, Intermediate, Graduate degree, Post Graduate degree, PhD etc to the HR team at the time of joining duty and verify the original physically.

The Management Committee may, however, for sufficient reasons relax the medical requirements in any particular case or cases, or dispense with such medical examination in any particular case or cases, subject to such conditions, if any, as may be laid down by Management Committee.

5.2 Whole-time Employee:

- a) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties, as may be assigned to him / her by the Director/Principal/EO/Secretary even beyond scheduled working hours and on Holidays and Sundays

Sangam Laxmibai

Vidyapeet

b) An Employee of the Institution shall devote his/her whole-time to the service of the Institute

and execute such duties as may be assigned to him/her by the Director/Principal/Secretary. He/She shall not engage directly or indirectly in any trade or business or in private tuitions or any other work, which may interfere with proper discharge of his/ her duties. But the prohibition herein shall not apply to academic work and consultative practice etc., undertaken with the prior permission of the Secretary (through proper channel), which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Management Committee.

5.3 Probation:

- a) All persons appointed to regular posts in the Institutes shall be on probation for a period of six (06) months.
- b) Persons appointed to higher posts by promotion shall also be on probation for three (03) months.
- c) The Appointing Authority shall have the power to extend the period of probation of any Employee of the Institute for such period as may be found necessary.

5.4 Confirmations:

When any Employee completes his/her probation, or extended period of probation, the Appointing Authority shall decide whether his/her probation is completed satisfactorily, and if it is so decided, he/she may be regularized in the post in which he/she completes the probation.

5.5 Termination of Service

- a) Where it is proposed to terminate the employment of a probationer during the period of probation, for any specific reason or on account of his/her unsuitability for the service or on disciplinary grounds, the probationer shall be apprised of the grounds of such proposal and given an opportunity to show cause against it, before orders are passed by the authority competent to terminate the employment on one month's notice.
- b) If any employee is not regularized after the period of probation and his/her probation also is not formally extended, he/she may be apprised of the reasons therefor within 6 months and he/ she shall be deemed to have been continued on a temporary basis and his/her services may be terminated by the Appointing Authority by giving one month's notice.
- c) The Appointing Authority shall have the power to terminate the services of any employee appointed on tenure basis without any notice.
- d) The Management Committee shall have power to terminate the services of any regular employee by giving him/her two month's notice, if the member's retention in service is considered undesirable on medical grounds certified by a Medical Authority nominated by

the Management Committee, and also on the grounds of misconduct, misappropriation, dereliction of duty, inefficiency, etc.

- e) The Management Committee shall have the power to terminate the services of any regular employee on grounds of retrenchment or for reasons of austerity by giving two months' notice in writing to the Employee concerned.
- f) Services of a probationer or a regular employee can be terminated forthwith by paying notice pay in cases under rules (a), (b), (d) and (e) above instead of keeping him/her in service during the notice period.

5.6 Resignation

- a) A member of regular staff may resign from his/her post with the Institute by giving to the Appointing Authority 03 months' notice by teaching employee and 01 month by non-teaching employee or by paying 02 months and 01 month pay respectively in lieu thereof. The vacation/LOP/long leaves enjoyed by such an Employee during the notice period will not be counted as part of the notice period. However, the Appointing Authority may, for sufficient reasons, accept the notice for a lesser period also.
- b) Unless otherwise stated specifically in the terms of appointment an Employee on probation may terminate his/her engagement in the Institute by giving to the Appointing Authority one month notice or by paying one months' salary to the Institute in lieu thereof. The vacation enjoyed by such an Employee during the notice period will not be counted as part of the notice period. However, the Appointing Authority may, for sufficient reasons, accept the notice for a lesser period also.
- c) On termination / resignation of the service, an Employee shall give a proper account of all Identity Cards, Clothing, Reports and Records, Papers, Books, Tools, Instruments and other property of the Institute in his/her possession/custody/charge before the last payment of outstanding salary. The value of all shortages and / or damages to the Institute tools, instruments, and other property in the Employee's possession/custody/charge shall be recoverable from him/her and without prejudice to any other mode of recovery, may be recovered by adjustment against whatever is payable to him/her. The Employee will be required to compensate the Institute for all losses/damages caused by him/her to the Institute premises and all movable property therein. Failure to comply with all or any of the above provisions shall entitle the Institute to withhold the Employee's dues to make appropriate deductions therefrom and to take such other action as may be deemed fit, which also includes the initiation of Legal Proceedings in the Court of Law.

5.7 Applications for outside Appointments:

- a) An employee who is on probation shall not be permitted to apply for Appointment outside the Institute, provided, however, that he/she shall resign before applying for such an Appointment.

- b) The maximum number of Applications from a member of regular staff for appointment outside the Institute shall be restricted to two per Calendar Year.

5.8 Retirement:

The Age of Retirement of all members of teaching staff (faculty) as per affiliated University/Board upper age limit and non-teaching staff shall be 60 years. However, an Employee's services can be terminated by the Management even before his/her superannuation on the grounds of physical or mental infirmity, inefficiency or incapability to work, or if he/she outlived his/her utility.

In view of the rule 5.8, those who already attend the upper age limit of 60 years and above in the year June 2023 are eligible for retirement. The date to exist the organisation is 30th September 2023.

5.9 Seniority:

The seniority of an Employee in a post shall be determined by the date of commencement of his probation in that post. In case of two or more persons selected for appointment at the same time for a category of post, the Appointing Authority shall fix the order of seniority among them having regard to the order in which they have been placed by the Selection Committee, if any, which has included them in that panel.

5.10 Transfer:

Every Employee is liable to be transferred from one Department to another in the Institute and among the constituted institute of Vidyapeet.

CHAPTER 6

Leave Rule

6.1. On Duty

- i. On Duty leave of a maximum of 20 days in an academic year may be granted for the following:
- (a) Attending conferences, congresses, symposia, seminars and other official work on behalf of the Institute or with the permission of the SLV.
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the institute, and accepted by the Secretary.
 - (c) Participating in a delegation or working on a committee appointed by the University/Board, State Government.
 - (d) For performing any other duty for the institute.

ii. The duration of leave should be such as may be considered necessary by the

sanctioning authority on each occasion.

iii. The leave may be granted on full pay. Provided that if the teaching or non-teaching staff

receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned on duty on reduced pay and allowances.

iv. On Duty should be given also for attending meetings in the University, AICTE, UGC, Government bodies etc. where a teaching staff/non-teaching staff invited to share expertise with academic bodies, government or NGO.

6.2. Study Leave

(i) Study leave may be granted for the entry level appointees as Assistant Professor/Assistant

Librarian/Assistant Director of Physical Education and Sports/clerical staff after a minimum

of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the institution or to make a special study of the various aspects of

institute organization and methods of education.

(ii) Subject to the terms contained in this Clause 6.2, in respect of granting study leave for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of one year.

(iii) The study leave will be non-paid salary and not counted in experience, promotion and service certificate.

(iv) Study leave shall be granted by the managing committee on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than one years in one spell, save in very exceptional cases in which the managing committee is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the institute.

(v) Study leave shall not be granted to a staff who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(vi) Study leave may be granted not more than once during one's career.

(vii) No teaching staff, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the managing committee.

(viii) A staff granted study leave shall on his/her return and re-joining the service of the

Sangam Laxmibai

Vidyapeet

institute may not be eligible to the benefit of the annual increment(s) and to receive arrears of increments.

- (ix) Study leave granted to a staff shall be deemed to be cancelled in case it is not availed of within 03 months of its sanction.
- (x) A staff availing himself/herself of study leave shall undertake that he/she shall serve the institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- (xi) The staff shall submit to the Secretary, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave.

6.3. Casual Leave

- (i) Total casual leave granted to a staff shall not exceed 12 days in a calendar year.
- (ii) Casual leave cannot be combined with any other kind of leave.
- (iii) It will not carry forward to next year.

6.4. Compensation Casual Leave

- (i) Compensation casual leave, not exceeding 10 days in a calendar year, may be granted to a staff:
 - (a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions where they didn't draw any remuneration.
 - (b) To inspect academic institutions attached to a statutory board, etc.
- (ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- (iii) Compensation casual leave cannot be accumulated, nor can it be combined with any other kind of leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion. The eligible staff should avail the CCL within one month.

6.5. Earned Leave

Earned Leave is also known as Privilege Leave (PL) or Vacation Leave (VL). This leave type is named Earned because employee 'earns' these leaves for days they worked. It is also known as Annual Leave (AL) or Flexi Holiday.

As the name suggests, Earned Leaves are used for personal reasons such as festivals, vacations, etc. These leaves are usually known as paid leaves. This leave entitlement is calculated as the number of days worked by the employee. The Days worked shall not include holidays & weekends.

Sangam Laxmibai

Vidyapeet

Earned leave admissible to all Vidyapeet staffs and non-vacation non-teaching staffs only

- a. Every Vidyapeet and non-vacation non-teaching employee will be credited with 10 days of earned leave for every year of completed service.
- b. An Employee will, however, cease to earn such leave when the Earned Leave due accumulates to 180 days.
- c. Leave earned by each Employee during any calendar year will be finalized and credited to his/her Earned Leave account only at the end (that is on 31st December) of the year, if, there total working days are 240 days in the calendar year. Therefore, the leave earned in any year can be availed of only during subsequent years.
- d. The grant of Earned Leave at a time shall not exceed 120 days.
- e. The Earned Leave can only be availed by the Employee while he/she is in service that too after prior sanction.
- f. The employee can encashment either in service or at the time of leaving the service because of resignation or retirement or any other reason.
- g. Un-availed Earned leaves will be carried forward to the subsequent year.
- h. Earned leave can be availed with study leave, maternity leave, marriage leave, medical leave, half- pay leave and cannot availed with casual leave.

6.6. Half-pay Leave

- a. The half-pay leave admissible to a regular Employee will be 20 days in case of non-vacation employee and 10 days in case of vacation employee for each completed year of service.
- b. The half-pay leave due may be granted to an Employee purely on Medical grounds only when the employee is hospitalized for not less than 24 hours on illness.
- c. Un-availed Half Pay leaves will be debited on every year 31st December.

6.7. Marriage Leave

The marriage-leave grant will be of 03 days in combination of other leaves. Marriage leave is a paid leave. It is allowed only once for the first legal marriage.

6.8. Maternity Leave

- a. Maternity leave is admissible to Regular married Women Employees with at least two years of regular service in the Vidyapeet institutions and can be availed only twice during the service period.
- b. The leave may be sanctioned up to 90 days on half pay.
- c. The leave is not admissible in case of Women Employee who has more than 2 surviving children.
- d. The total duration of Maternity Leave in combination of any other leave or vacation shall not be more than 120 days.

6.9. Paternity Leave

Paternity leave of 07 days may be granted to male employees during the confinement of

their wives, and such leave shall granted only up to two children. The paternity leave will be half pay and it will not combine with any other type of leave.

6.10. Leave Rules for Probationary / Adhoc Employees

Probationary/Adhoc Employees are entitled to the following Leaves only,

Casual leave – 12 days in a calendar year. This leave will be credited to the individual employees' account every month after completing the respective month during the first year and thus Casual Leave cannot be availed in advance. If the Employee joins the Institute in the middle of the Calendar Year, the quantum of Casual Leave admissible to him/her will be on a proportional basis. It may be granted, subject to eligibility, for a period not exceeding 05 days at a time, including Holidays. Un-availed Casual leaves shall lapse with the calendar year.

6.11. Vacation

- a. All Probationary/Adhoc employees are eligible to avail the vacation after completion of one full year of service without any break or loss of pay (depend on the decision of Vidyapeet management). They can avail vacation whenever it is declared as per the guidelines issued.
- b. Permanent employee for teaching staff it will granted full as per university declare vacation or decided by Vidyapeet management. Non-teaching staff are also eligible for 2 weeks (14 days) of vacation in a Calendar Year. They can avail vacation whenever it is declared as per the guidelines issued.
- c. Staff has to take station leaving permission while they went on vacation (any type of vacation either in between the academic session of end session) to their native place or outside from Hyderabad city. Station leaving permission will be provide to an employee by keeping in view of their responsibility, alternative arrangement and designation. There will be no such criteria for reimbursement of any type of TA/DA when you will be call back from the vacation for institute or external work.

6.12. Leave Salary:

Salary during any kind of leave will be paid only on re-joining duty by the employee. An Employee who goes on maternity leave or vacation in combination of any kind of leave as said above should be able to continue in the work immediately after completion of the said leave in the subsequent academic semester without any break to entitle the leave salary of the said leave period.

6.12. SLV leaves (sandwich leave):

The SLV leaves will remain same as it is our tradition. The SLV leave for a calendar year will be for 08 to 10 days as per the feasibility.