



GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
'A+' Grade NAAC accredited



NOTIFICATION

The Vice-Chancellor, exercising his powers under Section 11(5) of the University Act in anticipation of approval of the Executive Council, is pleased to grant approval to implement the following provisions of Casual Leave to the Contractual Teachers as well as Temporary Teachers/ Tutors(engaged on fixed emoluments) in University Teaching Departments:-

- (a) **Casual Leave to Contractual Teachers already working in the University as well as Temporary Teachers/ Tutors(engaged on fixed emoluments) in University Teaching Departments during a calendar year shall be admissible as under:-**

Sr.No.	During a calendar year	Male	Female
1	Already appointed till date	15 days	22 days

- (b) **Casual Leave during the calendar year in which he/she is recruited shall be admissible as under:-**

Sr.No.	If service is joined	Male	Female
1	Before 30 th June	10 days	22 days
2	Between 30 th June and 30 th September	05 days	11 days
3	After 30 th September	02 days	05 days
4	After 30 th November	01 days	02 days

- (c) In case of temporary teachers appointed on fixed emoluments for a specified period, one day casual leave per month for male teachers and two days casual leaves per month for female teachers shall be admissible subject to upper ceiling of 10 days per year for male and 22 days per year for female teachers.
- (d) In case of temporary teachers appointed on hourly basis, no casual/ other leave are admissible.

In case the contractual teacher and Temporary Teacher/ Tutor(engaged on fixed emoluments) as elaborated in (a), (b) and (c), resigns in the midway of the above mentioned period and already availed in excess of the proportionate casual leave, excess leave may be treated/ decided as leave(without pay) and salary may be deducted/ recovered from the emoluments of last month.

REGISTRAR

Endst.No.F-III/2026/ 1946-1980

Dated : 22-06-2026

A copy of the above is forwarded to the following for information and necessary action:

1. Dean Academic Affairs, GJUS&T, Hisar.
2. All the Deans of Faculties, GJUS&T, Hisar.
3. All the Chairpersons/ Directors, University Teaching Departments/ Haryana School of Business/ Center for Distance and Online Education, GJUS&T, Hisar with the request to circulate it among Contractual Teachers as well as Temporary Teachers/ Tutors (engaged on fixed emoluments) working under their control.
4. Director, PDUIC, GJUS&T, Hisar. He is requested to get it uploaded on the University website.
5. Finance Advisor (Internal Audit Cell), GJUS&T, Hisar.
6. Joint Director (Audit), GJUS&T, Hisar.
7. OSD to Vice-Chancellor (for kind information of the Vice-Chancellor), Guru Jambheshwar University of Science & Technology, Hisar.
8. P.A. to Registrar (for kind information of the Registrar), Guru Jambheshwar University of Science & Technology, Hisar.


 Assistant Registrar(Faculty)