

N0:- HPS/OS/49/WS-1

DATE: 21.01.2014

CIRCULAR

Vacation staff (Teachers) are not entitled for:

- (1) Earned Leave
- (2) Sick Leave / Medical Leave;

They are entitled for 20 Half Pay Leave (HPL) or 10 Commuted Leave in lieu of Half Pay Leave on the following conditions-

- (i) Half pay leave account shall be credited with half pay leave in advance, in two intallments of ten days each on the first day of January and July of every calendar year.
- (ii) HPL / Commuted Leave is granted on medical certificate, however the authority competent to grant leave may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding 3 days at a time.
- (iii) Twice the amount of commuted leave granted is debited in the leave account against half pay leave due.

Zakia Majid Siddiqui
(Zakia Majid Siddiqui)
Officiating Principal.