



**UNIVERSITY OF HYDERABD**

P.O. Central University, Prof. C.R. Rao Road, Gachibowli, Hyderabad-500 046  
(Telangana State), India

Lr. No. UH/E-I/A1/F.No.207/7431

01/08/2022

**CIRCULAR**

**Sub:** Credit of 1/3<sup>rd</sup> period of Earned Leave for discharging duties by the teachers (Deans of the Schools and the Heads of the Departments/Centres) during vacation periods – Non submission of request for credit within 15 days after the vacation – Reg.

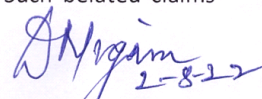
**Ref:** 1) Circular No.UH/E-I/F.207/2018/1279 dated 23/07/2018.  
2) Vice-chancellor's orders dated 27/06/2022.

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In accordance with the provisions of clause 5 (i) (a) of Chapter X VI of the Ordinances concerning leave rules applicable to teachers, Earned Leave admissible to a teacher shall be 1/30<sup>th</sup> of the actual service including vacation, plus 1/3<sup>rd</sup> of the period, if any, during which he/she was required to perform duty during vacation.

It has been observed that many of the teachers are submitting their claims for compensatory credit of EL after lapse of more than 2 to 10 years or on the eve of retirement to meet the threshold limit of 300 days for encashment of EL, thereby putting the administrative machinery to strain. To avoid such difficulties, the teachers who discharged duties during vacation periods are requested to submit their requests for credit of leave, within 15 days from the date of commencement of the semester after vacation, giving details of the days on which, they had availed themselves of vacation and the particulars of the in-charge arrangements made by them in their absence on vacation, if any.

In view of the audit objections, all the teachers of the University are advised to strictly adhere to the above-mentioned time schedule and if they fail to submit their claims within 15 days after completion of vacation, their claims will lapse. Such belated claims **will not** be entertained henceforth.

  
(Dr. DEVESH NIGAM)  
Registrar

**To**  
All the teachers of the University.

**Copy to:**

- 1) All the Deans of the Schools and Head of Departments/Centres.
- 2) The Finance Officer; 3) The Controller of Examinations; 4) The Internal Audit Officer;
- 5) OSD to the Vice-Chancellor; 6) PS to the Pro-Vice-Chancellor; 7) PA to the Registrar;
- 8) The President, UHTA; 9) The Webmaster – to post the office order on the University Website; 10) The Director, CNF – to forward the Circular to all users of intra-webmail;
- 11) Master File.