



**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**

“(Established by Government of Central Provinces Education Department by Notification No. 513 dated the 1<sup>st</sup> of August, 1923 & presently a State University governed by Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017).)”

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**DIRECTION NO. 34 OF 2025**

**DIRECTION FOR CLARIFICATION REGARDING LEAVES APPLICABLE TO COLLEGE TEACHERS AS PER ORDINANCE No. 24 (College Code) AND ORDINANCE No. 5 of 2016,**

**Whereas,** the Maharashtra Public Universities Act, 2016 (VI of 2017), (hereinafter the Act) has come into force with effect from 1<sup>st</sup> March 2017;

**AND**

**Whereas,** with the commencement of the Act from 1<sup>st</sup> March 2017, the Maharashtra Universities Act, 1994 (Act XXXV of 1994) has been repealed;

**AND**

**Whereas,** the Maharashtra Public Universities has come in force from 1 march 2017 and same is being made applicable the Rashtrasant Tukadoji Maharaj Nagpur University (hereinafter the University)

**AND**

**Whereas,** service conditions of teachers in the university are governed by the ordinance no.122 of the university amended from time to time.

**AND**

**Whereas,** service conditions of teachers in the college affiliated to the privillages of the University are governed by the college code (Ordinance No. 24)

**AND**

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**Whereas**, Government of Maharashtra issues G.R. for giving effect to revised pay for the teachers in the Non-Agriculture Universities from time to time which also provides for service conditions of the teachers

**AND**

**Whereas**, G.R. No. Misc-2018/C.R.56/18/UNI-1 dated 8 March 2019 is the latest G.R. providing for the revised pay applicable to the teachers

**AND**

**Whereas**, leaves applicable to the teachers is one of the service condition/Prevision of all above Ordinances and G.R.

**AND**

**Whereas**, Ordinance No. 82 of 1981 clause 3 has made provision regarding leave applicable to University teachers, college teachers, as given in Ordinance No.122.

**AND**

**Whereas**, there was confusion about no of leaves applicable to the college teachers, as some differences were there in the Ordinance No. 122 and College Code 24 regarding leaves applicable.

**AND**

**Whereas**, to made rules of leave clear a committee was constituted by the Senate under the Chairmanship Dr. Pandurang Dange, former Management Council Member of the University.

**AND**

**Whereas**, the committee has submitted its report on 15.04.2024 the said report was placed before the Management Council in its meeting dt.10.10.2024, where in the report of the committee was accepted.

**AND**

**Whereas**, Direction can be issued in lieu of an Ordinance, but Ordinance making is a time consuming process and this subject matter needed to be resolved at the earlier, necessitating issuance of therefore Direction no. 46 of 2024 was issued.

**AND**

A handwritten signature, possibly 'J.P.', is written above a long horizontal arrow pointing to the right.

Whereas, **DIRECTION FOR CLARIFICATION REGARDING LEAVES APPLICABLE TO COLLEGE TEACHERS AS PER ORDINANCE No. 24 (College Code) AND ORDINANCE No. 5 of 2016** issued by the University has lapsed by virtue of the provisions of proviso to Section 12(8) of the Act, necessitating issuance of a fresh Direction incorporating the provisions of the said lapsed Direction, pending the making of the necessary Ordinance;

Now, therefore, I, Dr. Madhavi Khode Chaware, Vice-Chancellor Rashtrasant Tukadoji Maharaj University Nagpur, in exercise of my powers under section 12 (8) of the Act, do hereby issue the following Directions:

1. This Direction may be called "Direction for clarification regarding leaves applicable to college teachers as per Ordinance No. 24 (College Code) and Ordinance No. 5 of 2016, Direction-2025.
2. The leaves applicable for the college teachers as per the provisions of Ordinance No.24.

**Under Clause 48(1):**

- I. A teacher shall be entitled to get leave in accordance with the rules made by the Governing Body, provided that a teacher who is appointed on a written contract shall be entitled to:
  - a) Casual leave of not more than ten days during an academic year.
  - b) Leave on average pay for not more than ten days for every completed twelve months of service;
  - c) Leave on average pay for one- third of the period for which he has worked during the Winter/Summer Vacation in the case of a teacher who is entitled to such vacation and who is required by the College authorities to work during it;
  - d) Leave on average pay on medical certificate for not more than one month for every completed twelve months of service, subject to maximum period of twelve months;
  - e) Maternity leave (for lady teachers) for not more than six months (of which at least Three Months shall be after delivery), provided that such leave shall not be granted at interval of less than three years and not more than twice during the whole service.

Provided that under clauses (b), (c) and (d) may be accumulated, but leave on average pay may not be granted for more than thirty days at a time and leave on medical certificate may not be granted for more than three months at a time.

Provided further that leave on Medical Certificate may be granted on half pay for such further periods as the Governing Body may consider necessary, for one day of leave two days of such leave shall be counted for the purpose of clause (d).

- II. \*\* Leave cannot be claimed as of right except for the period immediately preceding the date of the retirement. It may be granted taking into consideration the exigencies of the college.



**\*\* Amended by Ordinance No. 5 of 2016.**

3. Details of various leaves taken from Ordinance No. 122 as per Ordinance No. 82 of 1981.

**III. Casual Leaves – applicable to college teachers as**

- (i) Every full time/part time teacher shall be entitled for 10 days casual leave in a calendar year.
- (ii) Casual leave may be taken in one or more installments subject to a maximum of 4 days at a time as the teacher may desire.
- (iii) Casual leave cannot be combined with any other kind of leave.
- (iv) Casual leave may be prefixed or suffixed with Sunday or University holidays, but the total period of absence including holidays does not exceed 10 days.
- (v) If a teacher is absent suffixing and prefixing a Sunday or holidays, the intermittent holiday shall be accounted for purposes of calculating the casual leave.
- (vi) A teacher shall be allowed to avail casual leave in such proportion of 10 days commensurate with the period of duty rendered by him during the calendar year.
- (vii) Any casual leave not availed by a teacher during the year shall lapse at the close of the calendar year.
- (viii) All applications for casual leave of teachers shall be sanctioned by the Principal of the College.
- (ix) Casual leave of the Principal including permission to leave head quarters shall be granted by the management.
- (x) Casual leave account of teachers shall be maintained by the Office of the college concerned.

**IV.**

**DUTY LEAVE**

- (i) College Teachers shall be entitled to duty leave for Conduct of University Examinations of this or other Universities, Boards and Public Examining Boards for attending meeting convened by Government, Universities and other Public Bodies, Seminars and such other duties approved by the Principal not exceeding 15 days in a calendar year. Wherever it will be remunerative work, absence will be treated as casual leave.
- (ii) The rules regarding the grant of casual leave shall mutatis mutandis apply in the case of such Duty Leaves.
- (iii) Whenever College Teachers are deputed by the University for such University work as may be assigned by the competent authority or are appointed delegates to represent the University at the All India Conferences, their absence shall be treated as on duty.

**V.**

**HALF PAY LEAVE**

- (i) College Teacher in permanent employ event, shall be entitled to leave for private work and on medical grounds at the rate of 20 days of each completed year of service.
- (ii) Subject to the exigencies of service, a College teacher may be granted leave on half pay upto the limit of such leave due to him either on for private work or on medical grounds provided that leave granted on medical grounds shall be subject to the production of a medical certificate from a registered Medical Practitioner of the Medical Board of the University and for a period not exceeding that recommended by such medical authority. Teachers availing

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leave on medical grounds must produce fitness certificate from that medical authority on resumption of duty. Such leave shall not be granted as leave preparatory to retirement.

VI. **COMMUTED LEAVE**

- (i) A College teacher may at his option have the half pay leave due converted into half the amount of full pay leave. Such converted leave shall be commuted as commuted leave and shall be granted only on production of a medical certificate from a registered Medical Practitioner or Medical Board subject to a limit of 240 days during the entire service.
- (ii) Commuted leave shall not be granted for more than 120 days at a time, but it can be combined with compensatory leave or vacation (Summer/Diwali) provided the total period of absence shall not exceed 240 days.

VII. **MATERNITY LEAVE**

- (i) As per G. R. No. अरजा-१४०९/प्र.क्र. ८/०९/सेवा-६, dated 24<sup>th</sup> August, 2009 and G.R. No. प्ररजा-२०१५/प्र.क्र.२५/सेवा-६, dated 15 January, 2016. A lady teacher in the permanent service of the College shall be eligible for Maternity Leave on full pay for a period not exceeding 180 days from the date of its commencement, provided that such leave shall not be granted for more than twice during the entire service, including miscarriage.
- (ii) Such leave shall not be granted to a temporary or a probationary teacher who has not put in at least one year of continuous service.
- (iii) Maternity leave may be prefixed or suffixed to 6 weeks Summer, Diwali vacation compensatory leave and half pay leave on production of medical certificate from a registered Medical Practitioner or University Medical Board, Maternity leave shall not be debitible to the leave account.

VIII. **EXTRA-ORDINARY LEAVE**

Extra- Ordinary leave may be granted to a College Teacher in special circumstances(a) when no other leave is admissible under the rules and (b) when other leave is admissible, but the teacher concerned applies in writing for grant of such leave.

IX. **RULES FOR STUDY LEAVE TO COLLEGE TEACHER**

(i) **General :**

Study leave may be granted to a member of the teaching staff of the college to enable him to prosecute higher studies of research of specialized training in his subject either in India or Abroad.

(ii) **Eligibility:**

Study leave on half pay shall be admissible to all full-time teachers on the permanent establishment of the College who have put in not less than three years of continuous service on the date on which such leave is granted.

(iii) **Nature of Leave :**

- (a) Study leave shall be on half-pay without any allowance and it shall not be debitible to the leave account.

  
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(b) The period of study leave shall be counted as on duty for

- (i) Promotion,
- (ii) Annual increments and
- (iii) May be prefixed and/ or suffixed to six weeks Summer Vacation/Diwali Vacation or any other type of leave admissible under the rules except Casual Leave/Duty Leave.

Such leave however, shall not be counted for the purpose of earning any kind of leave.

**(iv) Duration of Study leave :**

Study leave on half pay without any allowance shall not ordinarily be granted for a period exceeding 24 months at a time. The Management Council may at its discretion grant study leave without pay in continuation to 24 months study leave on half pay (without any allowances) not exceeding 36 months.

**(v) Allowances :**

The Management Council in suitable cases may sanction such allowances in addition to the leave on half pay admissible under the rules if the teacher concerned is in receipt of a Stipend/ scholarship/fellowship or any financial help from any agency which is less than his total emoluments drawn before proceeding on study leave.

**(vi) Execution of Bond :**

Teachers availing study leave shall have to execute an agreement bond to serve the College for a minimum period of three years on return if the period of study leave does not exceed 24 months and for five years if the period is more than 24 months but less than 36 months in the event of non-return from study leave either in India or Abroad, the teacher shall be liable to refund the entire amount of salary drawn during the period of study leave together with interest thereon.

**4. Rules regarding availing leaves as taken from clause 35 of Ordinance 122**

- (1) Every Teacher in the University shall be governed by Leave Rules mentioned in Appendix 'C'
- (2) Leave is earned by duty only. Leave cannot be claimed as of right. When exigencies of University Service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant the leave.
- (3) No teacher shall remain absent without previous permission and order in writing from the competent authority and if he does so he may be liable for disciplinary action for misconduct. In case of emergency, however, it is essential that an employee should intimate in writing about his absence to the office on the same day.
- (4) It shall be the duty of the teacher to give his permanent postal address before proceeding on leave and not giving such an address shall amount to misconduct. Any notice or letter dispatched to postal address so given shall be deemed to be sufficient service of such notice or circular on the teacher.



- (5) A leave account in the prescribed form shall be as mentioned by the Registrar in his office for each teacher in terms of all leave granted other than casual leave.
- (6) The leave rules for vacation staff shall be as mentioned in Appendix 'C'  
However, the period of six weeks shall be determined by the competent authority for each academic session and each institution.

All these leave, are available to the college teachers, hence this Direction.

Nagpur.

Date - 21/11/25

(Dr. Madhavi Khode Chaware)  
Vice-Chancellor

J.P.