



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

F.No.1-61/2014-Admn. / 252

29/04/2019

Circular No. 06/HR/2019-20

Subject: Policy regarding compensatory leave for Non-Teaching Staff.

Reference: Approval of Hon'ble Vice-Chancellor dated 02/04/2019.

By the directions of the competent authority, all non-teaching staff are hereby informed that the policy for compensatory leave will be as under with immediate effect:-

1. All non-teaching staff will be sanctioned compensatory leave in lieu of working on Saturdays/Sundays/Public holidays.
2. There will be no limit up to which compensatory leave is allowed but not more than two days compensatory leave to be allowed at a time.
3. Compensatory leave should be granted within three months of becoming due.
4. Compensatory leave will not be the matter of right. It will be sanctioned by keeping in view the workload of the School/Department/Centre.
5. Compensatory leave shall not be granted to any Non-Teaching without prior approval from the sanctioning authority.

Alok CHM
Registrar (Offg.)

Copy to:

1. All Non-Teaching Staff (By Email)
2. All Deans/HoD/Section in-charge (**For strict implementation**)
3. ICT (For uploading on University website)
4. Circular file
5. Guard File



एक कदम स्वच्छता की ओर

सेक्टर-29, गांधीनगर-382030,

फोन नं - 07923977407, फेक्स-07923260076

Sector-29, Gandhinagar,

Phone No. 07923977407, Fax-07923260076

Email: registrar@cug.ac.in website: www.cug.ac.in



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CELEBRATING
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