

# DALGOMA ANCHALIK COLLEGE

A UGC Recognised (2f & 12 B) Institute under Gauhati University

P. O.: Matia, Dist.: Goalpara (Assam), PIN: 783125

Ph: 03663-288032 (Office) / Cell: 9707212628/ 7002901373

Email: [dalgomacollege1993@gmail.com](mailto:dalgomacollege1993@gmail.com)

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## FIRST CYCLE NAAC ACCREDITATION 2022

### Criterion VI

#### Governance, Leadership and Management

6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff



## NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Group Insurance Scheme (Proof page, Deduction/Recoveries)


GIS Deposit Forma

BILL/202324/GLPHE011/00018 dated 01-07-2023

DEDUCTION / RECOVERIES

Sl	Employee Name & PFAN	Designation	Items adjustable by Accountant General's Office										Items to be transferred credited by Treasury Office								Contri- tion for Relief Fund	Total Deduction	Net Amount				
			NPS		HBA	HBA	MCA	OCA	Festival Adv.	Other	GIS	License Fee/ House Rent	P-Tax	I-Tax	Interest on Loans				Other Rec								
			Subsid	Refund		HUDCO									HBA	HUDCO	MCA	OCA									
1	Deepa Rav Das 201324270011724	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
2	Dak Das 201324270011731	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
3	Dr. Shanta Khator 201324270011728	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
4	Gurukul Bane 201324270011726	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
5	Hemant Kumar Sarma 201324270011730	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
6	Mali Dhan 201324270011728	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
7	Mr. Abu Shama Ahmed 201324270011732	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
8	Mr. Sakul Al 201324270011721	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
9	Major Ramesh 201324270011723	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
10	Nandu Nam 201324270011729	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
11	Ramnarayan Katar 201324270011725	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
12	S.M.Abu. Faris 201324270011732	ASST. PROFESSOR	10678	0	0	0	0	0	0	0	0	400	0	208	7000	0	0	0	0	0	0	0	0	0	0	18286	94362
TOTAL :			128136									4800		2496	84000											215432	1122344

Rupees: Eleven Lakh Thirty Two Thousand Three Hundred and Forty Four only

  
Principal  
Dalgoma Anchalik College

Maternity Leave and Paternity Leave (Proof of Leave page Approved)

To

The Principal,  
Dolgoma Anchalik College,  
Dolgoma, Dist. Goalpara (Assam)

Through the Head of the History Deptt.

Dt. 21/12/2019


Sub Extension of leave period. (CCL)

Sir,

With reference to the subject cited above, I have the honour to inform you that I have required another 15 (fifteen) days special Child care leave for my baby, because my baby was delivered pre matured and low birth weight with effect from 21/12/2019 to 04/01/2020 ( fifteen days)

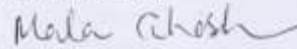
Therefore, I request your honour kindly extend my leave and allow me to avail the leave for care of my baby and thus oblige.

Approved

  
21/12/19

Principal  
Dalgoma Anchalik College

Yours Faithfully.



( Mala Ghosh )  
Asstt. Professor,  
Dolgoma Anchalik College,  
Dolgoma, Goalpara.

To

The Principal,  
Dalgoma Anchalik College,  
Dalgoma, Dist. Goalpara (Assam)

Through the Head of the History Deptt.

Dt. 03/04/2019

Sub: Leave for child care.

Sir,

With reference to the subject cited above, I have the honour to inform you that I have required special Child care leave for my baby, because my baby was delivered pre matured and low birth weight with effect from 04/04/2019 to 28/06/2019 ( eighty six days)

Therefore, I request your honour kindly grant my leave and allow me to avail the leave for care of my baby and thus oblige.

Yours Faithfully.

*Mala Ghosh*

( Mala Ghosh )  
Asstt. Professor,  
Dalgoma Anchalik College,  
Dalgoma, Goalpara.

A

*Approved*  
*[Signature]*  
*24/4/19*

Principal  
Dalgoma Anchalik College

Medical certificate  
here with enclosed.

*[Signature]*  
*03/04/19*

To

The Principal,  
Dolgoma Anchalik College,  
Dolgoma, Dist. Goalpara (Assam)

Through the Head of the History Deptt.

Dt. 21/12/2019

Sub: Extension of leave period.(CCL)

Sir,

With reference to the subject cited above, I have the honour to inform you that I have required another 15 (fifteen) days special Child care leave for my baby, because my baby was delivered pre matured and low birth weight with effect from 21/12/2019 to 04/01/2020 ( **fifteen days**)

Therefore, I request your honour kindly extend my leave and allow me to avail the leave for care of my baby and thus oblige.

*Approved*

*[Signature]*  
21/12/19

Principal  
Dalgoma Anchalik College

Yours Faithfully,

*Mala Ghosh*

( Mala Ghosh )  
Asstt. Professor,  
Dolgoma Anchalik College,  
Dolgoma, Goalpara.

National Pension Scheme (proof 2 pages)

NPS Subscription Form

Format of schedule of Government servant's contribution towards Tier-I of the  
New Pension Scheme for the month of June, 2020  
(To be attached with the Pay Bill)

[c.f. para 32,33 & 35]

Head of Accounts : 8342-00-117-0001-000-00 OTHER MISC. DEPOSIT

Name of DDO/Code No. : HE/011

SL No	Permanent Pension Account No. in 16 digits allotted by DOAT	Name of the Government Employees	Designation	Pay Band	Grade Pay	Dearness Allowance	Total (5+6+7)	Contribution under Tier-I
1	2	3	4	5	6	7	8	9
1	2013242700510724	Deepa Rani Das	ASSTT. PROFESSOR	69200	6000	31584	106784	10678
2	2013242700510731	Dipli Das	ASSTT. PROFESSOR	69200	6000	31584	106784	10678
3	2013242700510725	Dr. Shajeda Khatun	ASSTT. PROFESSOR	69200	6000	31584	106784	10678
4	2013242700510726	Gunada Boro	ASSTT. PROFESSOR	69200	6000	31584	106784	10678
5	2013242700510730	Hemanta Kumar Sama	ASSTT. PROFESSOR	69200	6000	31584	106784	10678
6	2013242700510728	Mala Ghosh	ASSTT. PROFESSOR	69200	6000	31584	106784	10678
7	2013242700510727	Md. Abu Shama Ahmed	ASSTT. PROFESSOR	69200	6000	31584	106784	10678
8	2013242700510721	Md. Eakub Ali	ASSTT. PROFESSOR	69200	6000	31584	106784	10678
9	2013242700510723	Motior Rahman	ASSTT. PROFESSOR	69200	6000	31584	106784	10678
10	2013242700510729	Nazrul Islam	ASSTT. PROFESSOR	69200	6000	31584	106784	10678

**Domain Email account for all Staff**

Name	ID number/Aadhar number (not mandatory)	Email
DR. Gangeswar Kalita	DAC/EM/P/01	<a href="mailto:gangesh4ever@gmail.com">gangesh4ever@gmail.com</a>
Motior Rahman	DAC/EM/T/01	<a href="mailto:motiorrahmandac@gmail.com">motiorrahmandac@gmail.com</a>
Deepa Rani Das	DAC/EM/T/02	<a href="mailto:diparanidas12@gmail.com">diparanidas12@gmail.com</a>
Dr. Shajeda Khatun	DAC/EM/T/03	<a href="mailto:khatunshajeda75@gmail.com">khatunshajeda75@gmail.com</a>
Gunada Boro	DAC/EM/T/04	<a href="mailto:borogunada85@gmail.com">borogunada85@gmail.com</a>
Dr. Md. Eakub Ali	DAC/EM/T/08	<a href="mailto:eakubali1565@gmail.com">eakubali1565@gmail.com</a>
S. M. Abu Hanifa	DAC/EM/T/09	<a href="mailto:hanifasmabu@gmail.com">hanifasmabu@gmail.com</a>
Md. Shajim Uddin Khan	DAC/EM/T/10	<a href="mailto:sukhanglp@gmail.com">sukhanglp@gmail.com</a>
Dr. Nazrul Islam	DAC/EM/T/05	<a href="mailto:nazrul.is2999@gmail.com">nazrul.is2999@gmail.com</a>
Hemanta Kr. Sarma	DAC/EM/T/06	<a href="mailto:hemantaeco@gmail.com">hemantaeco@gmail.com</a>
Rajmohan Kalita	DAC/EM/T/07	<a href="mailto:rajmohankalita357@gmail.com">rajmohankalita357@gmail.com</a>
Dipti Das	DAC/EM/T/11	<a href="mailto:diptidas2255@gmail.com">diptidas2255@gmail.com</a>
Mala Ghosh	DAC/EM/T/12	<a href="mailto:mala22ghosh@gmail.com">mala22ghosh@gmail.com</a>
Missiruddin Ahmed	DAC/EM/T/13	<a href="mailto:missiruddinahmed@gmail.com">missiruddinahmed@gmail.com</a>
Md. Abu Shama Ahmed	DAC/EM/T/14	<a href="mailto:abushamaahmed03@gmail.com">abushamaahmed03@gmail.com</a>
Dr. Rubul Chandra Nath	DAC/EM/T/15	<a href="mailto:rubulnath34@gmail.com">rubulnath34@gmail.com</a>
Dr. Md. Shahjahan Ali	DAC/EM/T/16	<a href="mailto:shahjahanali12@gmail.com">shahjahanali12@gmail.com</a>
Dr. Hadayet Ahmed	DAC/EM/T/17	<a href="mailto:hadayetahmed42@gmail.com">hadayetahmed42@gmail.com</a>
Abul Kalam Azad	DAC/EM/T/18	<a href="mailto:abulkalamazad3626@gmail.com">abulkalamazad3626@gmail.com</a>
Naba Kumar Das	DAC/EM/T/19	<a href="mailto:aliakbarsheikh846@gmail.com">aliakbarsheikh846@gmail.com</a>

**Performance Appraisal System**

**Name of the Institution:**

**PBAS Proforma for Promotion under CAS**

1. Name (In Block Letters) :
2. Father's Name/Mother's Name :
3. Department :
4. Educational Qualification :
5. Current Designation and Grade Pay :
6. Date of Last Promotion :
7. Which position and grade pay are you an applicant for under CAS? :  
Date of Eligibility for Promotion :
8. Date and Place of Birth :
9. Sex :
10. Marital Status :
11. Nationality :
12. Indicate whether belongs to SC/ST/OBC category :  
Address for correspondence (with PIN code). :
13. Permanent Address (with PIN code) :  
Dist. :  
Telephone No. :  
Email :

**14. Academic Qualifications (HSLC till Post Graduation):**

Examination	Name of the Board/ University	Year of Passing	Division/ Class/Grade	Subject
HSLC				
HS (10+2)				
B.A./B.Sc./B.Com/ B.Mus/Others				
M.A./M.Sc./M.Com/ M.Mus/Others				



15. Research Degree (s)

Degrees	Title	Date of Award	University
M. Phil.			
Ph.D/D.Phil.			
D.Sc./D. Litt.			

16. Appointment held prior to joining this institution

Designation	Name of Employer	Date of Joining		Salary with Grade	Reason of leaving
		Joining	Leaving		

17. Posts held after appointment at this Institution

Designation	Department	Date of Actual Joining		Grade
		From	To	

[Note: Worked as lecturer (Non-provincialized) in the department of Economics from .... to ...]

18. Period of teaching experience:

P.G. Classes (in years) : --

U.G. Classes (in years) :

19. Research Experience excluding years against in M.Phil./Ph.D. (in years) : Nil

20. Field of Specialization under the Subject/Discipline (If Any) : Nil

a.....

b.....

Academic Staff College Orientation/Refresher Course/Summer School/any other course attended

Name of the Course	Place	Duration	Sponsoring Agency

**CATEGORY: II**

**CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES**

(From 01-01-2013 to 31-12-2013)

Sl. No.	Type of Activities	API Score	
	i) Extension, Co-curricular field based activities		
	<b>Total (Max: 20)</b>		
	ii) Contribution to Corporate Life and Management of the Institution	Yearly/Semester wise responsibilities	API Score
	<b>Total (Max: 20)</b>		
	iii) Professional Development Activities		
	<b>Total(Max: 25)</b>		
	<b>Total Score (i+ii+iii)</b>		

**CATEGORY: III**

**RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS**

A) Published Papers in Journals

Sl. No.	Title with page Numbers	Journal	ISSN/ ISBN No.	Whether peer reviewed impact factor, if	No. of co-authors	Whether you are the main author	API Score

				any			

B (i) Articles/Chapters published in Books

Sl. No.	Title with page Nos.	Book Title, editor & publisher	ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
1							

i) Full Papers in Conference Conferences Proceedings

Sl. No.	Title with page Nos.	Details of Conferences publication	ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
2							

(iii) Books published as single or as editor

Sl. No.	Title with page Nos.	Type of Book & authorship	Publisher & ISSN/ISBN No.	Whether peer reviewed	No. of co-authors	Whether you are the main author	API Score
1							

(C) (i & ii) Ongoing and completed Research Project and Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	API Score
1					

(C) (iii & iv) Completed Project/Consultancies

Sl. No.	Title	Agency	Period	Grant/Amount Mobilized (Rs. Lakh)	Whether Policy document/patent as outcome	API Score
1						

(D) Research Guidance

Sl. No.	Number Enrolled	Thesis Submitted	Degree Awarded	API Score

M. Phil. or equivalent				
Ph.D. or equivalent				

(E) (i) Training Courses, Teaching-Learning-Evaluation technology programmes, Faculty Development Programmes (not less than one week duration)

Sl. No.	Programme	Duration	Organized by	API Score
1				

E (ii) Paper presented in Conferences, Seminars, Workshops, Symposia

Sl. No.	Title of the paper presented	Title of conference/ seminar	Organized by	Whether International/ National/State/ regional/college or university	API Score

E (iii) Invited Lectures and Chairmanships at national or international conference/seminar etc

Sl. No.	Title of Lecture/ Academic Session	Title of Conference/ Seminar etc	Organized by	Whether National/ International	API Score
1					

E (iv) SUMMARY OF API SCORES

Sl. No.	Criteria	Last Academic Year	Total-API Score for assessment period	Annual av. API Score for Assessment Period
i	Teaching, Learning and Evaluation related activities			
ii	Co-curricular, Extension, professional development etc.			
	Total I+II			
iii	Research and Academic Contribution			

#### PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

Sl. No.	Details (Mention Year, Value, etc. where relevant)

**LIST OF ENCLOSURES:**

(Please attach copies of certificates, sanction orders, papers etc. wherever necessary)

- 1.
- 2.
- 3.

I certify that the information provided is correct as per records available with the college and/or documents enclosed along with the duly filled PBAS proforma.

Place:

(Name)

Date:

Assistant Professor

All the documents submitted by Mr/Mrs/Miss ....., Assistant Professor, Dalgoma Anchalik College are verified and found authentic. The API scores mentioned above are correct.

Principal  
..... College

Coordinator, IQAC

N. B. The individual PBAS proformas for CAS promotion duly filled along with all enclosures will be duly verified by the DPC and shall be placed before the Screening cum Evaluation Committee or Selection Committee for promotion.

88888

Leave Rule:

**THE LEAVE RULES, 1934**  
(updated with different amendments and corrections)  
**(FOR INFORMATION ONLY)**

1. These rules may be called the Leave Rules, 1934. They shall come into force with effect from 1st March, 1934.
2. Subject to the exception hereinafter contained, these rules, shall apply to the following classes of persons employed in a service whose domicile is Asiatic or who, if their domicile is non-Asiatic, have not been specially recruited overseas for service in India and who are under the rule-making control of the Governor of Assam:-
  - (i) all persons who enter or have entered or are or have been employed in Government service, whether in a permanent or other capacity, on or after 1st March, 1934;
  - (ii) persons who were in service whether in a permanent or other capacity on 1st March, 1934, if there is break in their service after that date;
  - (iii) persons who were in service whether in a permanent or other capacity on 1st March, 1934, and who elect within six months from the said date to come under these rules. Such election, when once made shall be final;
  - (iv) persons in Class IV service who were subject to the leave rules in the Fundamental Rules on the 30th September, 1956 and elected these rules with effect from the 1st October, 1956, the leave on average pay to his credit on the 30th September, 1956 shall, subject to the appropriate limits specified in Rule 9, be deemed to be the earned leave to his credit on that date.
3. In these Rules —
  - (i) "Leave" includes earned leave, half pay leave on private affairs and medical certificate, commuted leave, leave not due and extraordinary leave;
  - (ii) "Earned leave" means leave earned as per provisions of Rule 9 of these rules;
  - (iii) "Half pay leave" means leave earned in respect of completed years of service;
  - (iv) "Earned leave due" means the amount of earned leave to the credit of an officer on the 30<sup>th</sup> September, 1956, under the rules in force on that date plus the amount of earned leave, calculated as prescribed in Rules 9, and 12, as the case may be, diminished by the amount of the earned leave taken after the 30<sup>th</sup> September, 1956;
  - (v) "Half pay leave due" means the amount of half pay leave calculated as prescribed in Rule 13, for the entire service, diminished by the amount of leave on private affairs, and leave on medical certificate taken before the 1st October, 1956 and half pay leave taken on or after that date;
  - (vi) "Commutated leave" means leave taken under sub-rule (c) of Rule 13;
  - (vii) "Officer in permanent employ" means an officer who holds substantively a permanent post or who holds a lien on a permanent post or who would hold a lien on a permanent post had the lien not been suspended;
  - (viii) "Completed years of service" and "one year's continuous service" means continuous service of the specified duration under the State Government and includes periods spent on duty as well as on leave including extraordinary leave.
4. Leave cannot be claimed as of right. Discretion is reserved to the authority empowered to grant leave to refuse or revoke leave at any time according to the exigencies of the public service.
5. Unless the Governor shall otherwise determine, after five years' continuous absence from duty - elsewhere than in Foreign service in India, whether with or without leave, a Government servant shall be removed from service after following the procedure laid down in the Assam Services (Discipline and Appeal) Rules, 1964.

## TYPES OF LEAVE

### Casual Leave:

### Earned Leave:

- (i) Government employees are entitled to Earned Leave for 30 days in a calendar year. The maximum accumulation of Earned Leave is allowed upto 300 days;
- (ii) Earned Leave is credited to leave account of employees in two instalments of 15 days each on 1st January and 1st July every year;
- (iii) Government employees serving in vacation departments are entitled to 10 days' Earned Leave in lieu of 20 days Half Pay Leave. The maximum accumulation of Earned Leave for such employees is allowed up to 150 days.

### Half Pay Leave:

20 days Half Pay Leave is admissible for every completed year of service to a Government employee in permanent and temporary capacity.

### Commuted Leave:

Commuted Leave is granted only on medical grounds not exceeding half the amount of Half Pay Leave to the credit of an employee on the following conditions: -

- (i) He/She has to complete one year of service at the time of proceeding on leave;
- (ii) When Commuted Leave is availed of, twice the amount of such leave shall be debited against the Half Pay Leave

### Extraordinary Leave:

Extraordinary Leave may be granted to a Government employee without allowances in the following circumstances:-

- (i) In cases where no other leave is admissible by rule;
- (ii) Although other leave is admissible, the Government employee concerned applies for Extraordinary Leave;  
Except in the case of permanent employment, the duration of Extraordinary Leave on any occasion shall not exceed the following limit:-
  - (i) 3 (three) months;
  - (ii) 6 (six) months in cases where an employee has completed 3 (three) years of continuous service on expiry of leave of any kind due and has requested for such leave supported by a medical certificate;
  - (iii) 18 (eighteen) months Special Leave for undergoing treatment for (a) Pulmonary Tuberculosis (b) Leprosy and (c) Cancer.

### Special Disability Leave:

120 days Special Disability Leave is admissible to a Government employee who is disabled by injury caused during his duty or in consequence of his official position.

### Maternity Leave:

- (i) A female Government servant (including an apprentice) with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 135 days from the date of its commencement.
- (ii) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (iii) Maternity leave not exceeding 6 (six) weeks may also be granted to a female Government servant (irrespective of number of surviving children) in case of miscarriage, including abortion on production of Medical certificate.
- (iv) Maternity Leave shall not be debited to the Leave account.
- (v) Maternity Leave may be combined with leave of any other kind.

### Study Leave:

24 (twenty four) months Study Leave with leave salary is admissible if duly certified to be in the interest of public service on completion of 5 years' service by the Government employee.

- (b) The leave at the credit of Government servant at the close of the previous half year shall be carried to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.
- (c) (i) Where a Government servant not in permanent employ is appointed without interruption of service substantively to a permanent post his leave account shall be credited with the earned leave which would have been admissible if his previous duty had been rendered as a Government servant in permanent employ diminished by any earned leave already taken.
- (ii) Where a Government servant had availed of leave on half pay or extraordinary leave since the date of permanent appointment such leave may, subject to the provisions of Rule 6, be converted into earned leave to the extent it is due and admissible as a result or recasting of his leave account.
- (d) A period spent in foreign service shall count as duty for purpose of this rule, if contribution towards leave salary is paid on account of such period.
- 9.2.** Subject to the provisions of the rule, the maximum earned leave that may be granted at a time shall be —
- (i) 180 days, in the case of any Government servant employed in India, Provided that earned leave granted as preparatory to retirement shall be subject to a maximum of 240 days; or
- (ii) 150 days, in the case of a Government servant mentioned in the Exception to sub-rule (1).
- 9.3.** Earned leave may be granted to Government servant in Class I or Class II Service or to a Government servant mentioned in the Exception to sub-rule (1), for a period exceeding 120 days or 150 days, as the case may be, but not exceeding 180 days if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Ceylon, Nepal and Pakistan :
- Provided that where earned leave for a period exceeding 120 days, or 150 days, as the case may be, is granted under this sub-rule, the period of such leave spent in India shall not in the aggregate exceed the aforesaid limit.
- 9.4.** (a) Earned leave shall be credited to the leave account of a Government servant at the rate of 2½ of days for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed.
- (b) The credit for the half year in which a Government servant is due to retire or resigns from the service shall be afforded only at the rate of 2½ of days per completed calendar month up to the date of retirement or resignation.
- (c) When a Government servant is removed or dismissed from service or dies while in service, credit of earned leave shall be allowed at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies while in service.
- (d) If a Government servant has taken extraordinary leave in a half year, the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by 1/10<sup>th</sup> of the period of extraordinary leave availed of during the previous half year, subject to the condition that the reduction so made is limited to the maximum period of 15 days.
- 9.5.** The order sanctioning earned leave/half pay leave to a Government shall indicate the balance at his credit.



10. deleted.

11. deleted.

12. (a) A Government servant serving in a Vacation Department shall be entitled to 10 (ten) days earned leave in lieu of 20 (twenty) days half Pay Leave as admissible under Rule 13 (a)(i) of the Revised Leave Rules, 1934. Government servant earned such earned leave will cease to earn half-pay leave as provided under Rule 13 (a)(i)
- (b) In respect of any year in which a Government servant avails himself of a portion of the vacation, he shall be entitled to earned leave in such proportion of 30 days, or 45 days when governed by the Exception to sub-rule (1) of Rule 9, as the number of days of vacation not taken bears to the full vacation: Provided that no such leave shall be admissible to a Government servant not in permanent employ in respect of the first year of his service\*.
- (c) Whether the earned leave is taken in combination with or in continuation of other leave or not, it shall not exceed the amount of earned leave due and admissible to the officer at a time under Rule 9 :  
Provided further that the total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed 240 days.
13. (a) (i) The half-pay leave admissible to an officer in permanent and temporary employ in respect of each completed year of service is 20 days.  
(ii) No half-pay leave may be granted to a temporary Govt. Servant unless the authority competent to sanction leave has reason to believe that he will return to duty on expiry of leave.  
(iii) For the purpose of calculating half-pay leave due, in the case of Government servant eligible for the Department leave under S.R. 136 each completed year of service shall be construed as 12 months of actual duty.
- (b) (i) The half-pay leave due may be granted to an officer on Medical certificate or on private affairs.  
(ii) Half pay leave up to a maximum of 180 days shall be allowed to be commuted during the entire service without production of medical certificate where such leave is utilised for an approved course of study i.e. a course which is certified to be in the public interest by the leave sanctioning authority.
- (c) Commuted leave not exceeding half the amount of half pay leave may be granted to a Government servant on medical certificate only subject to the following conditions that -  
(i) he has completed one year of service at the time he proceeds on commuted leave;  
(ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;  
(iii) no commuted leave may be granted under this rule, unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.
- (d) Save in the case of leave preparatory to retirement, leave not due may be granted to an officer in permanent employ for a period not exceeding 360 days during his entire service out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave will be debited against the half pay leave the officer may earn subsequently.

- 14.1.** Extraordinary leave without allowance may be granted to any officer in special circumstances —
- (a) when no other leave is by rule admissible; **or**
  - (b) when other leave is admissible, but the official concerned applies in writing for the grant of extraordinary leave.
- 14.2.** Except in the case of an officer in permanent employ the duration of extraordinary leave on any one occasion shall not exceed the following limits —
- (i) 3 (three) months;
  - (ii) 6 (six) months, in cases where the Government servant has completed three years continuous service on the date of expiry of leave of the kind due and admissible under the rules [including three months extraordinary leave under (i) above and his request for such leave is supported by a medical certificate as required under the rules;
  - (iii) 18 (eighteen) months where the officer is undergoing treatment for —
    - (1) pulmonary tuberculosis in a recognised sanatorium, **or**
    - (2) tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil Surgeon, **or**
    - (3) leprosy in a recognised leprosy institution or by a Civil Surgeon or a specialist in leprosy recognised as such by the State Administrative Medical Officer concerned.
  - (iv) 24 (twenty four) months where the leaves is required for the purposes of prosecuting studies certified to be in the public interest, provided the Government servant concerned has completed three years' continuous service on the date of expiry of leave of the kind due and admissible under the rules including three months extraordinary leave under (i) above.
- 14.3.** Where a Government servant who is not in permanent employee fails to resume duty on the expiry of the maximum period extraordinary leave granted to him or where such a Government servant who is granted a lesser amount of extraordinary leave than the maximum amount admissible, remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit up to which he could have been granted such leave under sub-rule (2) he will unless the Governor in view of the exceptional circumstances of the case otherwise determines be deemed to have resigned his appointment.
- 14.4.** The Government servants belonging to the Scheduled Castes / Scheduled Tribes may, for the purpose of attending the pre-examination training at the Centre notified by the Govt. of India from time to time be granted extraordinary leave by Heads of Departments in relaxation of the provisions of sub-rule 2(1).
- 14.5.** The authority empowered to grant leave may commute retrospective periods of absence without leave into extraordinary leave.
- 15.1.** A Government servant who proceeds on earned leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.
- 15.2.** An Officer on half-pay leave or leave not due will be entitled to leave salary equal to half the amount specified in sub-rule (1)
- 15.3.** An officer on commuted leave will be entitled to leave-salary equal to twice the amount admissible under sub-rule (2).
- 15.4.** An officer on extraordinary leave is not entitled to any leave-salary.

FORM No. 2  
[Subsidiary Rule 73]  
APPLICATION FOR LEAVE

**Note:-** Items 1 to 9 must be filled in by all applicant whether Gazetted /or non-Gazetted.  
Item 12 applies only in the case of Gazetted Officers.  
Items 13 and 14 apply only in the case of non-Gazetted Officers.

1. Name of applicant : .....
2. Leave Rules applicable : .....
3. Post held : .....
4. Department or office : .....
5. Pay : .....
6. House Rent Allowance,  
Compensatory Allowance or other  
compensatory allowances drawn in  
the present post : .....
7. Nature and period of leave  
applied for on date from which  
required : .....
8. Ground on which leave is  
applied for : .....
9. Date of return from last leave,  
and the nature and period of that  
leave : .....

10. I undertake to refund the difference between the leave-salary drawn during leave on average pay/commuted leave and that admissible during leave on half average pay/half pay leave, which would not have been admissible had the proviso to F.R. 18(b)(ii)/Rule 13(c)(iii) of the Revised Leave Rules, 1934 not been applied in the event of my retirement from service at the end or during the currency of the leave.

Date:

\_\_\_\_\_  
Signature of Applicant

Leave Address:-

<b>11. Remarks and /or recommendation of the Controlling Officer:</b>	
Date:	Signature:
	Designation:

<b>12. Report of the Audit Officer</b>	
Date:	Signature:
	Designation:

<b>13. Statement of leave granted to applicant previous to this applicant:</b>			
Nature of Leave	In current year	During past year	Total
Privilege on average pay/ earned			
On average pay / on M.C. Commuted			
On half average pay / half pay Not due			
On quarter average pay Extraordinary			

<b>14. Certified that leave on average pay/earned leave / _____</b> for _____ months and _____ day/days from _____ to _____ is admissible under Rule _____ of the _____.	
Date:	Signature:
	Designation:

<b>15. Orders of the sanctioning authority:</b>	
Date:	Signature:
	Designation:

## TYPES OF LEAVE

### Casual Leave:

### Earned Leave:

- (i) Government employees are entitled to Earned Leave for 30 days in a calendar year. The maximum accumulation of Earned Leave is allowed upto 300 days;
- (ii) Earned Leave is credited to leave account of employees in two instalments of 15 days each on 1st January and 1st July every year;
- (iii) Government employees serving in vacation departments are entitled to 10 days' Earned Leave in lieu of 20 days Half Pay Leave. The maximum accumulation of Earned Leave for such employees is allowed up to 150 days.

### Half Pay Leave:

20 days Half Pay Leave is admissible for every completed year of service to a Government employee in permanent and temporary capacity.

### Commuted Leave:

Commuted Leave is granted only on medical grounds not exceeding half the amount of Half Pay Leave to the credit of an employee on the following conditions: -

- (i) He/She has to complete one year of service at the time of proceeding on leave;
- (ii) When Commuted Leave is availed of, twice the amount of such leave shall be debited against the Half Pay Leave.

### Extraordinary Leave:

Extraordinary Leave may be granted to a Government employee without allowances in the following circumstances:-

- (i) In cases where no other leave is admissible by rule;
- (ii) Although other leave is admissible, the Government employee concerned applies for Extraordinary Leave;  
Except in the case of permanent employment, the duration of Extraordinary Leave on any occasion shall not exceed the following limit:-
  - (i) 3 (three) months;
  - (ii) 6 (six) months in cases where an employee has completed 3 (three) years of continuous service on expiry of leave of any kind due and has requested for such leave supported by a medical certificate;
  - (iii) 18 (eighteen) months Special Leave for undergoing treatment for (a) Pulmonary Tuberculosis (b) Leprosy and (c) Cancer.

### Special Disability Leave:

120 days Special Disability Leave is admissible to a Government employee who is disabled by injury caused during his duty or in consequence of his official position.

### Maternity Leave:

- (i) A female Government servant (including an apprentice) with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of 135 days from the date of its commencement.
- (ii) During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (iii) Maternity leave not exceeding 6 (six) weeks may also be granted to a female Government servant (irrespective of number of surviving children) in case of miscarriage, including abortion on production of Medical certificate.
- (iv) Maternity Leave shall not be debited to the Leave account.
- (v) Maternity Leave may be combined with leave of any other kind.

### Study Leave:

24 (twenty four) months Study Leave with leave salary is admissible if duly certified to be in the interest of public service on completion of 5 years' service by the Government employee.

**9. Leave Encashment Benefits** Provisions regarding Leave Encashment are as follows -  
//Cash payment of unutilized Earned Leave is admissible for 300 days at the time of retirement for all Government employees other than those serving in vacation department.

  
Principal  
Dalgoma Anchalik College

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A Courtesy Meet between the Governing Body President and Members with DAC Teachers' Body at Dalgoma Anchalik College on 11<sup>th</sup> April, 2017



COVID 19 VACCINATION CAMP AT DALGOMA ANCHALIK COLLEGE ON.....





Farewell & Felicitation to NurBakta Sheikh, Gr-IV Employee of this College on his Day of Superannuation on 28<sup>th</sup> February, 2023

