

HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN**DAKSHINESWAR • KOLKATA - 700 035****Re-accredited by NAAC with A+ Grade (3rd Cycle) 2023****E-mail : hmmcw35@gmail.com / Website : www.hmmcollege.ac.in****NOTICE**

Ref. No.

Date

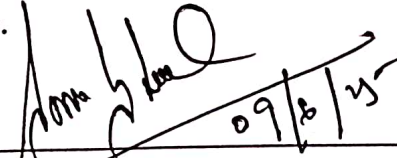
Subject: Revised Guidelines on Leave for Staff
(Reference: Previous Notice Dated 19.04.2022)

This is to notify all concerned staff that, in continuation of the previous notice dated 19.04.2022 and in accordance with the Uniform Leave Rules, the following revised guidelines are to be strictly adhered to regarding Casual Leave entitlements:

CASUAL LEAVE:

1. Casual Leave on full pay may be allowed to the Principal/Teachers of the college up to a maximum of 14 days in any one calendar year, but not more than 4 days at a time.
2. Casual Leave cannot be combined with any other kind of leave or Puja holidays. However, it may be prefixed and or suffixed to Sundays or other holidays, provided that the total period does not exceed 7 days at a time, including Sundays and holidays.
3. All Casual Leave ceases to be due at the end of the calendar year. It cannot be accumulated or carried forward to the next year.
4. A teacher on casual leave shall not be treated as absent from duty.
5. A maximum of 50% of the total Casual Leave (i.e., 7 days) may be availed during the period January to June.
The remaining 50% and any unavailed CLs from January to June may be availed during the period July to December, subject to approval by the Principal.

All staff members are hereby requested to take due note of the above and ensure strict compliance.


 Dr. Soma Ghosh
 Principal

Principal
 Hiralal Mazumdar Memorial College
 For Women
 Dakshineswar, Kolkata-700 035