

# **ACADEMIC & ADMINISTRATIVE RESPONSIBILITIES OF COLLEGE TEACHERS INCLUDING LEAVE RULES**

Organized by

**IQAC, Hazi A. K. Khan College**

in collaboration with

Raja Birendra Chandra College

Sripat Singh College

Nabagram Amar Chand Kundu College

Jatindra Rajendra Mahavidyalaya ,

Nagar College,

**18<sup>th</sup> June 2025**

Presented by:

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**Associate Professor in Mathematics**

**Deputy Secretary West Bengal Board of Primary Education.**

Formerly:

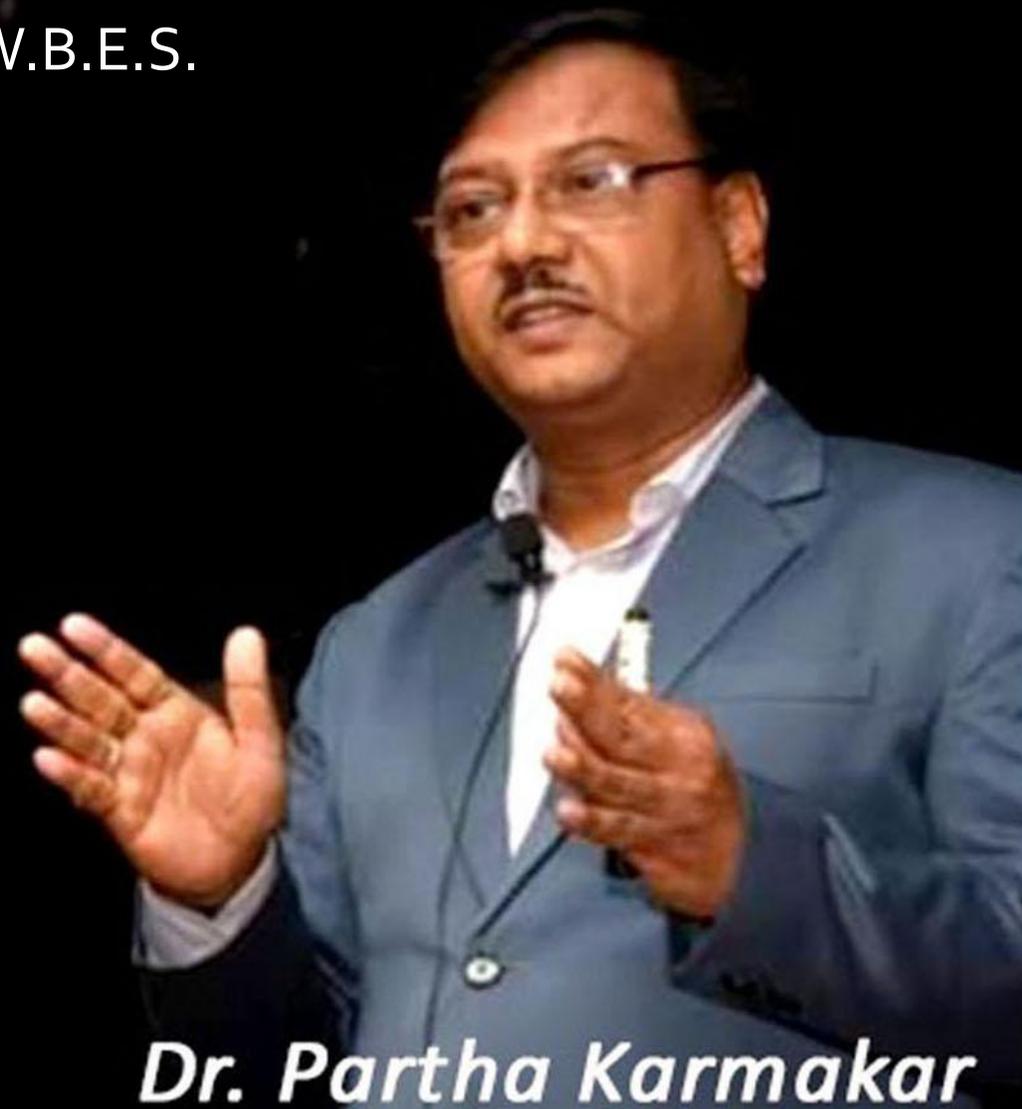
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Officer in Charge/Principal in Charge: Muragacha Govt.  
College.

Ex. Faculty member: Bethune College, Bidhannagar  
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College, Purulia.



*Dr. Partha Karmakar*

# Responsibilities of College Teachers

## Responsibilities of College Teachers

- **Academic & Administrative activities**
- **Raw Documents Preservation.....will help to maintain liaison....if new principal comes**
- **Maintenance of good relations with all of management / well connections with all**
- **Innovate yourself**
- **Honour the chair....honour the position**
- **Follow WBSR & College Manual / Govt. orders**
- **Preparatory Day, Post Doctorate.....Foreign**
- **Teachers' Council**

## Responsibilities of College Teachers ..

- **Governing Body**
- **Service Book**
- **Transfer Rule**
- **RTI, Act 2005**
- **WBHS**
- **L.T.C**
- **Role of Librarian/ Use Library**
- **Attestation by Group A officer**
- **Receiving Section**
- **Memo Number**
- **Website of different authorities**
- **Income Tax**
- **H.R.A....When both Husband & Wife are on Service**
- **Disciplinary Measures**

# Leave Rules (Govt. College Teachers) . .

- **Uniform Leave Rule**
- **Memorandum of H. E. Dept., Govt. of W.B. Memo No.762--Education (CS) dt - 3/12/2009**
- **Casual Leave**
- **Earned Leave**
- **Study Leave**
- **On duty absence**
- **Special Study Leave**
- **Maternity Leave**
- **Quarantine Leave**
- **Medical Leave / Half-Pay Leave**
- **Commuted Leave**
- **Extraordinary Leave**
- **Leave not Due**
- **Special Disability Leave**
- **C.C.L. & P.C.C.L.**

## H.R.D.C

- ★ O.P....R.C....Winter School / Summer School.....S.T.C....Principals'meet
- ★ Eligibility for O.P/R.C....Minimum Experience
- ★ Which one is at first....O.P or R.C.
- ★ From where you can go for O.P or R.C.
- ★ Can an Associate Professor participate in R.C.
- ★ Is research methodology equivalent to R.C.
- ★ Is on line O.P/R.C applicable for C.A.S.
- ★ Whether O.P/R.C can be done is a year.
- ★ About N.O.C. to attend OP/RC if his /her Promotion date is knocking at the door! Is State Aided College Teacher (SACT) eligible for OP/RC.
- ★ Is T.A/D.A allowed.
- ★ OP/RC must be completed before due date otherwise CAS may be deferred.

## Counting of Past Service

- ❖ **1. Pay Protection 2. CAS 3. Pensionary Benefit**
- ❖ **School.....College**
- ❖ **Govt. Aided College.....Govt. College**
- ❖ **Govt. College .....Govt. Aided College**
- ❖ **Pvt. College .....Govt. Aided College**
- ❖ **College.....University**
- ❖ **National Lab or Scientific / Professional**
- ❖ **Organization like CSIR, ICAR, UGC, ICSSR, ICHR, ICMR, DBT etc.....College/ University**
- ❖ **To get past Service.....move to .....E.D through College Authority for issues of Govt. Order.**

# DEPARTMENT

- ✿ **H.O.D, Associate Professor, Asst. Prof., SACT**
- ✿ **Departmental Meeting..... Specific Agenda....Resolutions  
Distribution of Syllabus End of each semester.... intimation to  
Principal**
- ✿ **Department Notice Board**
- ✿ **Peon Book**
- ✿ **Monitoring of Students**
- ✿ **Faculty....Extra Responsibilities T.N.O add a feather to dept....  
enhance Departmental position in the accreditation of NAAC**
- ✿ **Academic Audit**

## Furnishing and keeping Records

- ✦ **Dissemination of information relating to class in the website.**
- ✦ **Notice for special class should be given into the website.**
- ✦ **Notification for class test or formative test should be given through notice in departmental notice board and it should be given in the college website.**
- ✦ **Result of the class test that must be displayed in the same way.**

## **Furnishing and keeping Records . . . .continued**

- **Obviously there should be some preset objectives before taking the examination or the assessment.**
- **After publication of the result the slow learners and the advance learners should be identified.**
- **For Slow learners remedial classes should be arranged.**
- **For Advanced learner advance learning through the physical library , online library, e-resources should be provided.**

## Furnishing and keeping Records ....continued

**In each new academic session at first a meeting should be called and notification for that meeting should be given.**

**At the beginning of the session total syllabus should be distributed among the teachers and that should be reflected in the college website.**

**After due hours or after due time the completed area of the syllabus should be mentioned in the website.**

**For online class attendance should be taken and this can be possible through Google attendance.**

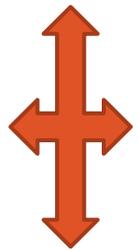
## Furnishing and keeping Records ....continued



**The online classes through Google Meet or Zoom App must be recorded and it should be uploaded to the YouTube for the others students and for the future needs.**



**Those who are taking classes through WhatsApp that means giving some materials or voices they should also keep the screenshots for future reference.**



**In College Different academic sub committees are there and in every meeting attendance should be taken and record should be preserved for future.**

## Furnishing and keeping Records ....continued

-  After returning from conference or seminar or workshop, the new learned fact must be discussed with the others teachers of the departments, if possible this should also be discussed with the students.
-  Before going to any conference or seminar teachers must take the prior permission from the Principal and also the Head of the department and after returning from there he/she also produce the certificate.

## Furnishing and keeping Records . . . . continued

After returning from conference or seminar or workshop, the new learned fact must be discussed with the others teachers of the departments, if possible this should also be discussed with the students.

Before going to any conference or seminar teachers must take the prior permission from the Principal and also the Head of the department and after returning from there he/she also produce the certificate.

## Reflection of your activities in CAS

- Just after joining or starting of Assessment period start to fill PBAS (Part-A) and give reflection of each activities after its occurrence(Category-III of part B)
- Prepare your own format to record class hour, exam invigilation, answer script evaluation, question paper formation, etc. and after completion of each year give reflection in Category- I
- In the same way prepare Category- II.
- Thus at the end of the Assessment period your file will be ready and you need not be dependent on others to get your files prepared.

## Performance Based Appraisal System (PBAS)

Description	Due Date
If your due date of promotion is on or after 30th June 2010 but before 7th December 2017.	30-06-2010
<i>If your due date of promotion is on or after 7th December, 2017 (new API based)</i>	07-12-2017

**UGC Regulation 2016**  
**4th Amendment 11th July, 2016**

[G.O. No. 1373 Edn\(CS\) dated 07.12.2017](#)

**Guidelines for CAS**

## PROCEDURE FOR PROMOTION under CAS

- **INCUMBENT - AT FIRST P.B.A.S. FORMAT IS TO BE PREPARED WHEN ELEGIBILITY OCCURS. SUBMIT IT TO IQAC CO-ORDINATOR.**
- **IQAC - IT WILL BE VERIFIED AND SIGNED. THEN IT WILL BE PLACED TO PRINCIPAL/T-I-C/O-I-C.**

### **DUTY OF PRINCIPAL:**

- GB MEETING WILL BE CALLED**
- REQUEST DPI, WB for NOMINEE**

### **REQUEST V.C. FOR:**

- UNIVERSITY NOMINEE**
- AFTER GETTING NOMINEES FROM BOTH MEETING WILL BE CALLED**

### **SCREENING CUM EVALUATION COMMITTEE/ SELECTION COMMITTEE:**

- GB MEETING WILL BE CALLED;**
- SUBMIT FOR FIXATION UNDER CAS (NEW) TO D.P.I.,W.B.**

# Performance Based Appraisal System (PBAS)

Qualification of Assistant Professor.	Stage 1 to Stage 2	Stage 2 to Stage 3	Stage 3 to Stage 4
<b>i. Joined with Ph.D.</b>	4 Years	5 Years	3 Years
<b>ii. Joined with M. Phil. or equivalent.</b>	5 Years		
<b>iii. Without Ph.D./ M. Phil.</b>	6 Years		

# ELIGIBILITY

<b>Stage</b>	<b>1 to 2</b>	<b>1 OP and RC</b>
	<b>2 to 3</b>	<b>1 RC or Equivalent</b>
	<b>3 to 4</b>	<b>1 RC or Equivalent or short-term and 3/ 2(M Phil)/ 1(Ph D) Publication/s between joining and till the promotion to Stage 4.</b>

# RC-OP completed within due date

( if RC-OP completed after due date... CAS may be deferred )

API CALCULATION Before 08.12.2017	API CALCULATION 08.12.2017 onwards
CATEGORY-I, II & III – OLD FORMAT	CATEGORY-I, II & III – NEW FORMAT
API for C-III old FORMAT of old	Upto 07.12.2017 old After 07.12.2017 new but format of new

# Category - I

	Direct Teaching Hours per week
Assistant Professor	16
Associate Professor	14
Professor	14

## Calculation of Direct Teaching Hours:

**For Asstt. Prof. Max Score = 70**

$$Score = \frac{\text{Actual hours spent}}{7.5}$$

**For Associate Prof. Max Score = 60**

$$Score = \frac{\text{Actual hours spent}}{7.75}$$

# Category - I

Examination Duties including

Question setting

Evaluation

Invigilation

Follow respective order

$$\text{Max Score} = 20 \quad \text{Score} = \frac{\text{Actual hours spent}}{10}$$

# **Innovation Teaching including mentoring, syllabus/course designing, teaching methodology**

- (a) Updating of Courses/Curriculum Design**
- (b) Participation/Innovative – Interactive courses**
- (c) Participation/Innovative – Learning Modules**
- (d) Participation/Innovative – Case Studies prepared**
- (e) Use of ICT or Computer-aided methods – PPT**
- (f) Use of ICT – Multi-media/Simulation etc**
- (g) Development/Teaching - Remedial/Bridge Courses**
- (h) Development /Teaching Soft skill/ Communication/ Personality Development**
- (i) Special Programs in Phys. Edn/Library**
- (j) Innovative Composition/Creation in Music, Fine Arts, Performing Arts**
- (k) Organizing & conducting of popular Programm /Teaching Web-based/E-Library/IT-assisted teaching.**

# Category - I

INNOVATION TEACHING INCLUDING MENTORING, SYLLABUS/COURSE DESIGNING, TEACHING METHODOLOGY:

ASSISTANT PROF. Max Score = 10,  $Score = \frac{\text{Actual hours spent}}{10}$

ASSOCIATE PROF. Max Score = 15,  $Score = \frac{\text{Actual hours spent}}{10}$

## Category - II

- A. Student related co-curricular, extension and field based activities:-
- (i) Discipline related co-curricular activities (e.g. remedial classes, career counseling, study visit, student seminar and other events)
  - (ii) Other co-curricular activities (Cultural, Sports, NSS, NCC etc.)
  - (iii) Extension and dissemination activities  
(public /popular lectures/talks/seminars etc.) – (max)15

## Category - II

(B) CONTRIBUTION TO CORPORATE LIFE AND MANAGEMENT OF THE DEPARTMENT AND INSTITUTION THROUGH PARTICIPATION IN ACADEMIC & ADMINISTRATIVE COMMITTEES AND RESPONSIBILITIES:

(i) Administrative responsibility (including as Dean / Principal / Chairperson / Convener / Teacher-in-charge/similar other duties that require regular office hours for its discharge);

(ii) Participation in Board of Studies, Academic and Administrative Committees – (max)15

# Category - II

## **(c) Professional Development activities –**

- ➔ participation of seminars/conferences,**
- ➔ short term courses,**
- ➔ industrial experiences,**
- ➔ talks,**
- ➔ lectures in RC/FIP,**
- ➔ dissemination,**
- ➔ general article and**
- ➔ any other contribution**

# Category - III

CATEGORY	ACTIVITY	FACULTY OF SCIENCES	FACULTIES OF LANGUAGES	MAXIMUM SCORE
III (A)	Research Papers published in	Refereed Journals as notified by UGC	Refereed Journals as notified by UGC	25 per Publication
	Research Papers published in	Other Reputed Journals as notified by UGC	Other Reputed Journals as notified by UGC	10 per Publication

Books Text/Reference ISBN/ISSN/Web	International	30	
	National	20	
	State/Local	15	
Books Chapter	International	10	Per Chapter
	National	05	Per Chapter

## Category - III

<p>Sponsored Projects Science/Arts/Social Science</p>	<p>30/5L + 5-30/3-5L 1-5/1-3L</p>	<p>20 Marks 15 Marks 10 Marks</p>
<p>CONSULTANCY</p>	<p>@ 2 – 10 L</p>	<p>10 Marks</p>
<p>PATENT Etc. POLICY DOCUMENT</p>	<p>International National State Local</p>	<p>30 Marks 20 Marks 10 Marks 05 Marks</p>

# Category - III

<p><b>Invited Lecture/Paper</b></p>	<p>International National State/University</p>	<p>7Lec./5 Paper 5 Lec./3 Paper 3 Lec./ 3 Paper</p>
<p><b>Research Guidance</b></p>		
<p>M. Phil Ph.D. Fellowship</p>	<p>Degree awarded Degree awarded/Thesis submitted International National State/University</p>	<p>5 per Student 15/10 per Student 15 per Student 10 per Student 5 per Student</p>
<p>E-Learning Module</p>	<p><b>Self content, published somewhere (google scholar, YouTube, twitter, website, blog, E- pathshala)</b></p>	<p>10 per Module</p>

# AUGMENTATION IN PUBLICATION

$$X + \text{Aug Mark} = \text{Total Marks} \quad X = \frac{25}{10}$$

$$\text{Aug Marks} = 5 \quad \text{for IF} < 1$$

$$= 10 \quad \text{for } 1 < \text{IF} < 2$$

$$= 15 \quad \text{for } 2 < \text{IF} < 5$$

$$= 20 \quad \text{for } 5 < \text{IF} < 10$$

$$= 25 \quad \text{for IF} > 10$$

First/PI/Corresponding/Supervisor/Mentor – 70% equally

Other/s – 30% equally

# MINIMUM REQUIREMENT

CATEGORY	Stage 1 - 2	Stage 2 - 3	Stage 3 - 4	
I	80	80	75	Per Year
II	50	50	50	For Ass Period
III	20	50	75	For Ass Period
II + III	90	120	150	For Ass Period

## **STAGE – 3-4 :: SELECTION COMMITTEE**

4 members Selection Committee

1. Head of the Institution
2. DPI Nominee
3. University Subject Expert
4. University Subject Expert

**Quorum : Head of the Institute  
DPI Nominee  
One Subject Expert**

Always Remember.....

***You will be automatically benefited if your students & institutions are benefited from your end.***

*We all are sailing in the same boat  
going to the common direction,  
i.e., development of society.*

# LEAVE RULES

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FOR COLLEGE TEACHERS OF WEST BENGAL

# **Uniform Leave Rule for whole time teachers of Govt. aided including Govt. Sponsored Colleges in West Bengal**

**G.O. No.: 762 Edn(CS)**

**Dated: 03/12/2009**

- 1. These leave rules are applicable to all teachers of govt. aided including erstwhile sponsored colleges in the State.**
- 2. Leave of absence from duty can not be claimed as a matter of right and may, on application by a teacher of a college/Principal, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave of any description or any such leave is granted, revoke such leave or part thereof.**
- 3. No teacher who is under suspension shall be granted any leave.**

# **Uniform Leave Rule for whole time teachers of Govt. aided including Govt. Sponsored Colleges in West Bengal**

**G.O. No.: 762 Edn(CS)**

**Dated: 03/12/2009**

- 4. Absence without leave shall render a teacher/Principal subject to such disciplinary action as provided in the Statute/Act/Regulations of the concerned Universities under which a college is affiliated.**
- 5. All applications of leave or for extension of leave shall be made in writing and addressed to Principal/President of the Governing Body in case of Principal and sanction for the leave or extension of leave as the case may be, applied for shall be obtained before it is availed of ;**

**Provided that if the authority competent to grant leave, is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand leave may be granted with retrospective effect ; but all applications of leave with retrospective effect shall be filed at the earliest possible opportunity.**

# **Uniform Leave Rule for whole time teachers of Govt. aided including Govt. Sponsored Colleges in West Bengal**

**G.O. No.: 762 Edn(CS)**

**Dated: 03/12/2009**

6. Leave ordinarily shall commence on the date with effect from which it is actually availed of and terminate on the date preceding the date of resumption of duty provided that Sundays are holidays may be prefixed or suffixed to leave, so however for the purpose of prefixing or sufficing to leave holidays exceeding three days previous sanction of the authority competent to grant the leave shall be obtained.
7. No teacher on leave shall return to duty before the expiry of leave granted to him/her, without permission of the leave sanctioning authority.
8. If a teacher of a college is absent from duty on all the days of a week on which he/she has been assigned duties, whether such days are consecutive or not, he/she shall be deemed to be absent from duty for the whole of the week.
9. No leave shall be credited in the leave account of a teacher after he/she retires on superannuation or retires voluntarily or resigns.

# **Uniform Leave Rule for whole time teachers of Govt. aided including Govt. Sponsored Colleges in West Bengal**

**G.O. No.: 762 Edn(CS)**

**Dated: 03/12/2009**

- 10. The Principal/The President of the Governing Body may recall the teacher/the Principal at any time as the case may be who may be on leave except on medical ground and when the teacher/the Principal is to recalled to duty he/she shall be granted such travelling allowances as the Principal/the President may consider reasonable.**
- 11. If the teacher of a college has been granted leave to which holidays have been suffixed or prefixed and such the Principal/teacher absents himself/herself from duty beyond the expiration of such holidays shall be treated as absent from duty without leave and he/she shall not be entitled to his/her salary or allowances for such period unless and until the Governing Body otherwise directs.**

# **Uniform Leave Rule for whole time teachers of Govt. aided including Govt. Sponsored Colleges in West Bengal**

**G.O. No.: 762 Edn(CS)**

**Dated: 03/12/2009**

## **12. Subject to the foregoing general principles "leave" shall mean**

- (i) Casual Leave,**
- (ii) Earned Leave,**
- (iii) On Duty Absence,**
- (iv) Study Leave,**
- (v) Special Study Leave,**
- (vi) Maternity Leave,**
- (vii) Quarantine Leave,**
- (viii) Medical Leave/Half Pay Leave,**
- (ix) Commuted Leave,**
- (x) Extraordinary Leave,**
- (xi) Compensatory Leave**
- (xii) Leave Not Due**
- (xiii) Special Disability Leave.**

## **(A) CASUAL LEAVE :**

- (i)** Casual Leave on full pay may be allowed to Principal/Teacher of a college up to a maximum of 14 days in any one calendar year but not more than 4 days at a time.
- ii)** Casual Leave can not be combined with any other kind of leave or Puja holidays, but can be prefixed and or suffixed to Sundays and other holidays, provided such leave shall not exceed 7 days at a time including Sundays and Holidays.
- iii)** All casual leave to which any teacher of a college may be entitled during any calendar year shall cease to be due to him at the end of such calendar year and can not be accumulated or taken over or brought forward to any other calendar year.
- iv)** A teacher on casual leave shall not be treated as absent from duty.

## **(B) EARNED LEAVE:**

- i. Earned Leave is the leave which is earned by a teacher by discharge of duties for a certain period as mentioned herein below and granted to him/her at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases, applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave even if the period of leave applied for is less than twenty days.
  
- ii. Earned leave admissible to a teacher shall be  $\frac{1}{3}$ rd of the period, if any, during which he / she is required to perform duty during vacation by the college authority or equal to one eleventh of the period spent on actual service in a non-vacation department subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall be 300 (three hundred) days and the maximum period of earned leave that may be granted at a time shall not normally exceed sixty days. Earned leave exceeding sixty days but not more than 180 days at a time may be sanctioned in case of higher study/training /leave with medical certificate.

**Continue.....**

## **(B) EARNED LEAVE . . . .**

- iii. Earned leave can be combined with any other kind of leave except casual and quarantine leave.
- iv. Earned Leave is admissible with full pay and allowances.
- v. When a teacher moves from one college to another on lien or otherwise, his / her accumulation of earned leave / half-pay leave in the new college will be as per previous accumulation of leave i.e. in other words his/her leave account will be a continuous procedure.
- vi. Earned Leave available to the credit of a serving teacher including Principals prior to 03.12.2009 as per previous norms shall be carried forward and counted for calculation of total leave encashment at the time of superannuation.

## **(C) ON DUTY ABSENCE:**

- i.** Absence from duty of a teacher with the permission of the Principal of the college and in case of the Principal, the permission of the Governing Body, on account of duties assigned by the Government or any constitutional authority or the college or the Public Service Commission or the College Service Commission or the School Service Commission etc. or on account of obligations in regard to the NCC or the Social Service Camps and similar other obligations shall be deemed to be on duty absence and shall not be counted towards casual or earned leave.
- ii.** On duty absence is admissible with full pay and allowance.

## **(D) STUDY LEAVE :**

**(i)** Study leave for advanced study and research directly related to his/her work in the College may be granted to a teacher by the Governing Body of the college subject to approval of the Higher Education Department provided the concerned teacher has put in at least three years continuous service and is not due to retire there from within five years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The amount of scholarship, fellowship or other financial assistance that the concerned teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances provided the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted as per norms of the University Statutes / Regulations / Guidelines of the U.G.C.

Continue . . . . .

## ... STUDY LEAVE .....

- ii. An application of study leave with particulars of international assignments, Scholarship / Fellowship of financial assistance including travel grant, if any statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.
- iii. Study leave on full pay (without allowances in India and with Dearness Allowances outside India) may be granted for a maximum period of twelve months at any one time and twenty four months in all during the entire service period. However, such leave may not be granted by the Syndicate/Executive Council/Governing Body in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.

Continue . . . . .

## ... STUDY LEAVE .....

- iv. A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have earned in course of time if he/she has not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
  
- v. Study leave shall count as service for Pension / Contributory Provided Fund, provided the teacher joins the college on the expiry of his/her study leave.

Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

Continue . . .

## ... STUDY LEAVE .....

- vi. A teacher availing himself /herself of study leave shall submit a written undertaking that he/she shall serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave failing which they shall have to refund the emoluments received from the Government/college/UGC during the period of study leave.
  
- vii. After the leave has been sanctioned, the teacher shall before availing himself/herself of the leave execute a bond in favour of the college binding himself / herself for the due fulfillment of the conditions laid down in sub clause above.

## **(D) SPECIAL STUDY LEAVE**

**(i)** A whole time teacher of a college may be granted leave with full pay and Dearness allowances for pursuing study or research in an institution considered by the Governing Body of the college as suitable for the purpose subject to approval of the Higher Education Department, for such period ordinarily not exceeding 12 months during the whole period of his/her service, provided that the concerned Teacher has put in at least 2 years of continuous service and not to retire, therefrom within 3 years of his / her return from such leave.

Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive travel grants, if any, with supporting documents should be submitted to the Governing Body at least one month before the start of the leave applied for.

Continue . . . .

## ... SPECIAL STUDY LEAVE ...

- ii. The Teacher of a college shall furnish an undertaking that he / she shall serve the college for at least 3 years on his / her return from study leave on such terms and conditions as the college may decide failing which he / she shall be required to refund the amount paid to him / her as leave salary for the period of Study Leave ;

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the college while on study leave, leave salary shall be reduced to the extent as followed in case of University teachers.

## **(F) MATERNITY LEAVE :**

- i. Maternity leave with full pay and allowances may be granted to a whole time lady teacher on full pay for a period not exceeding 180 days including the period of confinement as per advice of a registered medical practitioner.
- ii. Maternity leave, combined with any other kind of leave may be granted only if the application is supported by a medical certificate signed by registered medical practitioner.
- iii. Maternity leave may also be granted to a lady teacher of a college on full pay in cases of miscarriage including abortion subject to the condition that such leave shall not exceed 6 weeks and the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.
- iv. Maternity leave shall not be debited to leave account.
- v. In case of legal adoption of a child as per prescribed norms of the Government from time to time child adoption leave may be allowed to a female teacher as per existing govt. rules.

## **(G) QUARANTINE LEAVE :**

Leave of absence from duty may be granted to a teacher of a college on full pay when he / she is ordered by the Principal of the college, in case of the Principal by the President of the Governing Body, not to attend his/her duties on account of the presence of any infectious disease in family or household. Such leave may be granted with full pay and allowances, on a certificate signed by a registered medical practitioner for a period not exceeding 21 days or in case of exceptional circumstances 30 days. Such leave shall be called quarantine leave and may be combined with any other kind of leave except casual leave. Quarantine leave shall not be debited to leave account.

## **(H) MEDICAL LEAVE / HALF PAY LEAVE :**

- i. A Teacher shall be entitled to Half Pay Leave for 20 days in respect of each completed year of service. This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs.**
- ii. Half Pay Leave may be combined with any other kind of leave except casual and quarantine leave.**
- iii. Maximum period of accumulation of such leave will be 720 days.**

## **(I) COMMUTED LEAVE**

**i.** A Teacher shall be entitled to commute the half pay leave that he / she has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner.

Provided that when commuted leave is granted, twice such number of half pay shall be debited against the leave account, provided also that total commuted leave may be granted not exceeding 180 days during the whole service period of the employee.

**ii.** Half Pay Leave upto a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course certified to be in the interest of the college by the Governing Body.

**iii.** Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

## (J) EXTRAORDINARY LEAVE :

- i) Extraordinary leave without pay and allowances may be granted to a Teacher in special circumstances :
- a) When no other leave is admissible to him / her, or
  - b) When the other leave is admissible, but still he / she applies in writing for the grant of extraordinary leave.
- ii) Except in case of a permanent teacher, the duration of extraordinary leave shall not exceed 3 months on any one occasion.

Provided that

- (a) When such a teacher is undergoing treatment for tuberculosis in a recognized hospital or at an approved sanatorium or at his/her residence under a specialist recognized as such by the Governing Body OR for leprosy in a recognized leprosy institution by a Medical Officer of Health Deptt. or a specialist in Leprosy recognized as such by the Governing Body ; he/she may, subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months.

Continue . . . . .

## ... EXTRAORDINARY LEAVE ...

NOTE(1): The concession of extraordinary leave upto 12 months under the proviso above would be admissible to a teacher if he/she produces a certificate signed by the Superintendent of the hospital or the specialist, as the case may be, to the effect that he/she has reasonable prospect of recovery on the expiry of the leave recommended.

NOTE (2) : The concession of extraordinary leave under the proviso above will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

(iii) The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

## **(K) COMPENSATORY LEAVE:**

**(i)** Any teacher of a college who may be required, in the interest of the college, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he/she is required to work during the holidays.

**(ii)** There will be no accumulation of such compensatory leave and it is to be availed within 3 months from the date of accrual.

## **(L) LEAVE NOT DUE:**

A) Leave not due with half pay may be granted by the Governing Body to a Teacher / Principal for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise thereon medical ground. Such leave shall be debited against the half pay leave earned by him/her subsequently. 'Leave not due' generally shall be granted in exceptional cases of illness. 'Leave not due' shall not be granted unless the Governing Body is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

A teacher to whom 'Leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service or he/she refunds the amount paid to him / her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Governing Body. Provided further that the Governing Body may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

## (M) SPECIAL DISABILITY LEAVE:

**B)(i)** A teacher who is disabled by injury accidentally occurred in consequence of due performance of his/her official duties or by illness incurred on the performance of any, particular duty which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave on full pay and allowances for a maximum period of 24 months during the whole course of service.

- ii. Special Disability Leave may be combined with any other kind of leave except casual leave.
- iii. The concerned teacher is entitled to normal annual increment in time scale pay during such leave of absence.
- iv. Special disability leave shall not be granted unless the disability manifested itself within 3 months of occurrence to which it is attributed and teacher disabled acted with due promptitude in bringing notice of the appropriate authority. Continue . .

## ...SPECIAL DISABILITY LEAVE...

- v. Such leave shall be granted only on the recommendation of a Medical Board and such leave in no case should exceed 24 months.
- vi. Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months.
- vii. Since Special Disability Leave is granted owing to an injury caused during due discharge of official duty of a teacher concerned the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which sustained him/her the injury for the entitlement of such leave.
- viii. Leave salary during such leave shall be with full pay and allowances for the first 120 days and half pay for the remaining period.

## Child Care Leave for West Bengal State Govt. Employees

The benefit of Child Care Leave for a maximum period of 2 years i.e. 730 days has been extended to the regular female employees of the educational institutions, establishments, organization, entities etc. vide Finance Department No. 5560-F (P), dt. 17.07.2015.

Accordingly, the said benefit of Child Care Leave may also be made available to the regular female employees of all State aided Universities under the administrative control of this Department.

During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

- i. The same will be admissible during the entire period of service for taking care of upto 2 (two) children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.
- ii. During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii. It may not be granted in more than 3 (three) spells in a calendar year.

## Child Care Leave for West Bengal State Govt. Employees . . .

- iv. It may not be granted for less than 15 days in a spell.
- v. Child Care Leave shall not be debited against the leave account.
- vi. It may be combined with leave of the kind due and admissible.
- vii. Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situation where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
- viii. Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
- ix. An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.

## Grant of Paternity-cum-Child Care Leave for 30 Days

Governor has been please to decide that all male State Government employees as well as such employees of the bodies, boards, educational institutions, entities etc. as above with less than two surviving children will be allowed paternity-cum-Child Care Leave for 30 days in the following manner [order No. 1100-F(P) date: 25.02.2016]

- i) Such leave may be availed of during childbirth and upto the age of 18 years of the child.
- ii) During such leave he will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii) Such leave can be combined with leave of any other kind.
- iv) This will not be debited against the leave account.

# THANK YOU

Dr. Partha Karmakar WBES

WhatsApp: +91 9434572914

**Government of West Bengal**  
**Finance (Audit) Department**  
**'Nabanna'**  
**Howrah – 711 102**

No. 5780-F(P)

Dated : 29.07.2015

**MEMORANDUM**

Benefit of Child Care Leave for a maximum period of 2 (two) years i.e. 730 days has been extended to the regular female employees of the educational institutions, establishments, organizations, entities etc. vide Finance Department No. 5560-F(P) dt. 17.07.2015.

Now, confusion has arisen, if the said order is applicable to the regular female teaching and non-teaching employees of the Government sponsored and non-Government aided Colleges as well as State aided Universities.

To remove such confusion it is clarified that the said benefit, as extended vide Finance Department No. as mentioned above, will also be applicable to the regular female teaching and non-teaching employees of the Government sponsored and non-Government aided Colleges as well as State aided Universities.

*AG*  
29.7.15  
OSD & E.O. Joint Secretary to the  
Government of West Bengal

No. 5780/1(300)-F(P)

Dated : 29.07.2015

Copy forwarded for information and taking necessary action to :

- 1) The Principal Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata-700 001.
- 2) The Addl. Chief Secretary/ Principal Secretary/ Secretary, \_\_\_\_\_  
Department, Government of West Bengal.
- 3) The Divisional Commissioner, \_\_\_\_\_ Division.
- 4) The District Magistrate/District Judge, \_\_\_\_\_
- 5) The Sub-Divisional Officer, \_\_\_\_\_
- 6) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700 073.
- 8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, 1<sup>st</sup> Floor, Salt Lake, Sector-III, Kolkata-700 106.
- 9) The Treasury Officer, \_\_\_\_\_
- 10) O.S.D. & Ex-Officio Joint Secretary & System Analyst for uploading in the Finance Department Website.

*AG*  
29.7.15  
OSD & E.O. Joint Secretary to the  
Government of West Bengal

Government of West Bengal  
Finance (Audit) Department  
'Nabanna',  
Howrah-711 102

No.5560-F(P)

Dated, the 17<sup>th</sup> July, 2015.

**MEMORANDUM**

The matter regarding extension of benefit of the Child Care Leave for a maximum period of 2 (two) years i.e. 730 days to the regular female teaching and non-teaching employees of Government sponsored/Non-Govt. aided Schools, Boards, District Primary School Councils, School Service Commission as well as to the regular female employees of Panchayat Raj and other Local Bodies, Undertakings, Corporations, Statutory Bodies was under active consideration of the State Government.

Now after careful consideration, the Governor is hereby pleased to decide to extend the said benefit to the regular female employees of the educational institutions, establishments, organizations, entities etc. as mentioned above subject to the following conditions -

- i) The same will be admissible during the entire period of service for taking care of upto 2 (two) children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.
  - ii) During the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
  - iii) It may not be granted in more than 3 (three) spells in a calendar year.
  - iv) It may not be granted for less than 15 days in a spell.
  - v) Child Care Leave shall not be debited against the leave account.
  - vi) It may be combined with leave of the kind due and admissible.
  - vii) Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
  - viii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.
  - ix) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.
2. This order shall take effect from 1<sup>st</sup> August, 2015.
3. Necessary amendments in the relevant rules or regulations or bye-laws as applicable may be made by the concerned administrative department in due course.

Sd/- A. K. Das  
O.S.D. & E.O. Joint Secretary to the  
Government of West Bengal

No.5560/1(500)-F(P)

Dated, the 17<sup>th</sup> July, 2015.

Copy forwarded for information to and necessary action to :

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata – 700 001.
2. The Additional Chief Secretary/Principal Secretary/Secretary,-----  
Department, Government of West Bengal
3. The Divisional Commissioner.....Division.
4. The District Magistrate/Judge, .....
5. The Sub-Divisional Officer.....
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kol-12
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I,Hyde Lane,Kolkata-700073
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, Salt Lake,Kolkata-106
9. The Treasury Officer.....
10. O.S.D & Ex-Officio Joint Secretary & System Analyst for uploading in the website.

*Ant*  
*17/7/15*

O.S.D. & E.O. Joint Secretary to the  
Government of West Bengal

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
AUDIT BRANCH**

No. 1100- F(P)

Dated : 25.02.2016

**MEMORANDUM**

**Sub : Grant of Paternity-cum-Child Care Leave for 30 days to the male State Government employees and employees of Panchayat Raj & other Local Bodies, Boards, sponsored/non-Govt. aided Schools & Colleges, State aided Universities and Companies, Corporations, Undertakings etc.**

Introduction of Paternity-cum-Child Care Leave to the male State Government employees and such employees of Panchayat Raj & other Local Bodies, Boards, sponsored/non-Govt. aided Schools & Colleges, State aided Universities and Companies, Statutory Bodies, Undertakings and Corporations which are funded wholly or partially by the State Government was under active consideration of the Government for some time past.

2. Now, after careful consideration of the matter the Governor has been pleased to decide that all male State Government employees as well as such employees of the bodies, boards, educational institutions, entities etc. as above with less than two surviving children will be allowed Paternity-cum-Child Care Leave for 30 days in the following manner.

- i) Such leave may be availed of during child birth and upto the age of 18 years of the child.
- ii) During such leave he will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii) Such leave can be combined with leave of any other kind.
- iv) This will not be debited against the leave account.

3. Necessary amendment in the West Bengal Service Rules, Part-I will be made in due course. In case of Panchayat Raj & Local Bodies, Boards, sponsored/non-Govt. aided Schools & Colleges etc. as above, the concerned Administrative Department will take steps for amendment in the relevant leave rules or regulations or bye-laws as applicable.

4. This order will take immediate effect.

Sd/- H. K. Dwivedi  
*Principal Secretary*  
to the Govt. of West Bengal

No. 1100/1(300)-F(P)

Dated : 25.02.2016

Copy forwarded to :

- 1) The Principal Accountant General (A&E) West Bengal, Treasury Buildings, Kolkata- 700 001.
- 2) The Addl. Chief Secretary/ Principal Secretary/ Secretary, \_\_\_\_\_ Department, Government of West Bengal.
- 3) The Divisional Commissioner, \_\_\_\_\_ Division.

- 4) The District Magistrate/District Judge, \_\_\_\_\_
- 5) The Superintendent of Police, \_\_\_\_\_
- 6) The Sub-Divisional Officer, \_\_\_\_\_
- 7) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata-700 012.
- 8) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata-700 073.
- 9) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, I.B. Market, 1<sup>st</sup> Floor, Salt Lake, Sector-III, Kolkata-700 106.
- 10) The Treasury Officer, \_\_\_\_\_
- 11) Sri Sumit Mitra, Network Administrator, Finance Department, for uploading this in the Finance Department Website.
- 12) Guard file.

*Ans*  
*23/2/16*  
OSD & E.O. Joint Secretary to the  
Government of West Bengal

**Government of West Bengal**  
**Department of Higher Education, Science and Technology & Biotechnology**  
**C.S.Branch**  
**Bikash Bhavan, Salt Lake, Kolkata-700091**

No.103 - Edn(CS)/2L-34/2016

Date: 7<sup>th</sup> February, 2017

M E M O R A N D U M

Sub: Grant of Paternity- Cum-Child care Leave

Pursuant upon the issuance of Finance department Memo No. 1100-F(P) dated 25.02.2016, the state govt. in the department of Higher Education, Science and Technology & Biotechnology has decided to extend the benefit of grant of Paternity-Cum-Child care Leave to the regular male employees with less than 2(two) surviving children of state-aided non-govt. colleges under the administrative control of this department for a maximum period of 30(thirty) days in the following manner:-

- i. Such leave may be availed of during child birth and up to the age of 18 years of the child.
- ii. During such leave he will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii. Such leave can be combined with leave of any other kind.
- iv. This will not be debited against the leave account.

The interest of the institution shall be kept in view while deciding grant of such leave, its duration, number of spells, etc.

Necessary amendments in the Statutes of the respective University may be made accordingly.

This order will take immediate effect.

Sd/-

Deputy Secretary to the  
Govt. of West Bengal

No.103/1(9) - Edn(CS)/2L-34/2016

Date: 7<sup>th</sup> February, 2017

**Copy forwarded for information and necessary action to:-**

1. Principal Account General (A & E), West Bengal.
2. Director of Public Instruction, West Bengal
3. Registrar,.....University,.....
4. Member Secretary, W.B.State Council of Higher Education, 147A, Rash Behari Avenue, Kol-29
5. Finance (Audit) Department, Govt. of West Bengal
6. Computer Cell of this Department for uploading this Memo. To the Departmental Website.
7. P.S. to the Hon'ble MIC of this Department.
8. Sr. P.S. to the Principal Secretary of this Department.
9. Guard File

*Heras*

Deputy Secretary to the  
Govt. of West Bengal

**GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF HIGHER EDUCATION, SCIENCE &  
TECHNOLOGY AND BIOTECHNOLOGY  
(C. S. BRANCH)  
BIKASH BHABAN, SALT LAKE CITY,  
KOLKATA-700091**

No. 171 -Edn (CS)/ 2L-37/2017

Date: 15.02.2018

**ORDER**

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 has come into effect from 1<sup>st</sup> April, 2017. The provisions of sub-section (4) of section 10 of the said Act empower the State Government to prescribe the terms and conditions of service of all employees of Government-aided Colleges of West Bengal. Further the provisions of section 22 of the Act have saved all Orders/ Notification/ Rules issued by the State Government which were issued before the enactment of the Act. The provisions of section 21 of the said Act also override any earlier Act which deals with the similar subject matter.

It is now clarified, that the Uniform Leave Rules issued by this Department vide No. 762-Edn (CS) dated 03.12.2008 regulating the leave and related matters of the teachers and other academic staff of Government-aided Colleges are very much effective and there is no need of incorporating the same in the Statutes of the Affiliating Universities, since, the subject matter prescribing terms and conditions of service of the employees of Government-aided Colleges is no longer the subject of the Statutes of the affiliating Universities and the Uniform Leave Rules issued by this Department are in no way inconsistent or contradictory to the provisions of the above mentioned Act.

Hence, in this regard, I am directed to say that all concerned should follow the Uniform Leave Rules prescribed under this Department's Notification No. 762-Edn (CS) dated 03.12.2009 without insisting on the incorporation of the same in the Statutes/ Ordinances/ Regulations of the affiliating Universities.

In this connection, I am also directed to say that all State-aided Universities having provisions for making Statutes/ Ordinances/ Regulations, for prescribing Leave Rules for employees of affiliated colleges, shall remove the provisions from their Statutes/ Ordinances/ Regulations, as the case may be, by way of amending the same, i.e. Statutes/ Ordinances/ Regulations, as the case may be.

By order of the Governor,



Secretary  
Government of West Bengal



**Government of West Bengal  
Department of Higher Education  
College Sponsored Branch  
Bikash Bhavan, 6<sup>th</sup> Floor, Salt Lake, Kolkata-700091**

No. 11-Edn (CS)/2L-01/2022

Dated: 04th January, 2022

**Notification**

Whereas, in consequence of the presence of an infectious disease in the family or household of a State-Aided College Teacher (SACT-I & II) of all Government & Government-aided Colleges in the State of West Bengal or his/her place of duty, residence or sojourns, his/her attendance at his/ her office is considered as hazardous to the health of other co-employees, such State-Aided College Teacher (SACT-I & II) of the Government & Government-aided Colleges may be granted quarantine leave.

(2) Quarantine Leave is a leave of absence from duty necessitated by order not to attend office in consequence of the presence of infectious disease in the family or household of such employees as stated above. Such leave may be granted on the basis of a certificate of a Public or Municipal Health Officer or Registered Medical Practitioner for a period not exceeding 21 days, or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave, which is not debited to leave account, may be combined with any other kind of leave except casual leave.

(3) Such employee, as stated above, on quarantine leave will be treated as absent from duty with full pay and allowances, when he/ she is ordered by the Head of the Institution of the Government & Government aided College, as the case may be.

(4) With the passage of time, outbreak of some other diseases in the country had been considered to be infectious of which COVID-19 has been declared Pandemic by WHO.

(5) Now, after careful consideration and taking the valued opinion of Health & Family Welfare Department of this Government, the undersigned is directed to include the following five diseases in the list of infectious disease under Quarantine Leave in the Leave Rules for

State-Aided College Teacher (SACT-I & II) of the Government & Government-aided Colleges, vide No.819-Edn(CS) dated 12.08.2021, in continuation of Order No.2081-Edn(CS) dated 23.12.2019:

- a. SARS
- b. MARS
- c. COVID-19
- d. Avian Influenza (H5N1) / Novel Influenza
- e. Crimean Congo Haemorrhagic Fever (CCHF)

This is issued in terms of the powers under Section 18 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and with the concurrence of the Finance Department, vide U.O. No. Group P2/2021-2022/0469 dated 04.01.2022.

*sd/-*

Deputy Secretary

No. 11/1 (4) -Edn (CS)/2L-01/2022

Dated: 04<sup>th</sup> January, 2022

Copy forwarded for information and necessary action to the:

1. Director of Public Instruction, West Bengal, with a request to circulate among the all Government & Government-aided Colleges under her control.
2. Special Commissioner (University) Branch, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata- 700091.
3. Private Secretary to the Hon'ble HIC, Higher Education Department, Bikash Bhavan, Salt Lake, Kolkata- 700091.
4. IT Cell of this Department to upload the above Notification.

*sd/-*

Deputy Secretary

No. 11/2 (1) -Edn (CS)/2L-01/2022

Dated: 04<sup>th</sup> January, 2022

Copy forwarded for information and necessary action to the Director of Technical Education, West Bengal.

*sd/-* 04/01/2022

Deputy Secretary



**Government of West Bengal**  
**Department of Higher Education**  
**University Branch**  
**BikashBhavan, 6<sup>th</sup> Floor, Bidhannagar, Kolkata – 700 091.**

Memo. No. 07 -Edn (U)/1U – 01/2022

Dated: 04<sup>th</sup> January, 2022

**Notification**

Whereas, in consequence of the presence of an infectious disease in the family or household of a regular and whole-time Teacher of State aided Universities in the State of West Bengal at his/her place of duty, residence or sojourns, his/her attendance at his/ her office is considered as hazardous to the health of other co-employees, such Teacher, Non-teaching Staff and any other employee of the State aided Universities may be granted quarantine leave.

(2) Quarantine Leave is a leave of absence from duty necessitated by order not to attend office in consequence of the presence of infectious disease in the family or household of such employees as stated above. Such leave may be granted on the basis of a certificate of a Public or Municipal Health Officer or Registered Medical Practitioner for a period not exceeding 21 days, or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave, which is not debited to leave account, may be combined with any other kind of leave except casual leave.

(3) Such teacher, as stated at above, on quarantine leave will be treated as absent from duty with full pay and allowances, when he/ she is ordered by the Head of the State-aided University.

(4) With the passage of time, outbreak of some other diseases in the country had been considered to be infectious of which COVID-19 has been declared Pandemic by WHO.

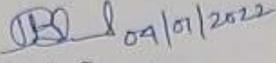
(5) Now, after careful consideration and taking the valued opinion of Health & Family Welfare Department of this Government, the undersigned is directed to include the following five diseases in the list of infectious disease under Leave rule 22 (b) under annexure of G.O. No. 44-Edn (U) Dated 28.01.2008, read with 762-Edn(CS)/2L-10/08 dated 03.12.2009 and

the Leave Rules as incorporated in the Statutes of all the State-aided Universities, in addition to the existing diseases as specified therein;

- a. SARS
- b. MARS
- c. COVID-19
- d. Avian Influenza (H5N1) / Novel Influenza
- e. Crimean Congo Haemorrhagic Fever (CCHF)

(6) Concerned State-aided Universities will make amendments in their Statutes where necessary for incorporation of the provisions of this Notification.

This is issued in terms of the powers under Section 18 of the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017 and with the concurrence of the Finance Department, vide U.O. No. Group P2/2021-2022/0469 dated 04.01.2022.

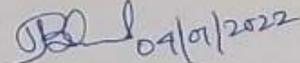
  
Deputy Secretary

**Dated: 04<sup>th</sup> January, 2022**

**No. 07/1(9)-Edn (U)**

Copy forwarded for information and necessary action to:-

- 1) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata- 700 001;
- 2) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata- 700 001;
- 3) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, II, III;
- 4) The Directorate of Treasuries & Accounts; Mitra Building (3<sup>rd</sup> floor), Lyons Range, Kolkata- 700 001;
- 5) The Vice-Chancellor, \_\_\_\_\_ University (All State-aided Universities);
- 6) The Registrar, \_\_\_\_\_ University (All State-aided Universities);
- 7) The Assistant Secretary, Finance Department, Group P1;
- 8) The Private Secretary to Hon'ble Minister-in-Charge of this Department;
- 9) Sr. P. S. to the Principal Secretary of this Department.

  
Deputy Secretary