OFFICE OF THE REGISTRAR

NORTH LAKHIMPUR UNIVERSITY

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Ref No: NLU/ LR/ Notification/2026/1246 *Date:.16 -10-2026*

Notification

North Lakhimpur University Leave Rules - 2026

Pursuant to the resolutions of the 1st meeting of the Executive Council vide **No. 6** dated 30/09/2026, the undersigned is pleased to notify the **North Lakhimpur University Leave Rules – 2026.**

The said **Regulations** shall come into effect immediately.

Registrar

North Lakhimpur University

REGISTRAR
North Lakhimpur University
Lakhimpur, Assam

Memo No: NLU/LR/Notification/2026/1246(A) Date: 16/10/2026

Copy to-

1) Dean, Research and Development
2) Dean, Faculty of Humanities and Social Sciences
3) Dean (i/c), Faculty of Science and Technology
4) Head, All Departments
5) PA to the Vice-Chancellor
6) Website Administrator with a request to upload to the website
7) Office file

Registrar

North Lakhimpur University

REGISTRAR
North Lakhimpur University
Lakhimpur, Assam

North Lakhimpur University Leave Rules – 2026

(Approved in the 1st Meeting of the Executive Council held on 30/09/2026 vide its Resolution No. 6)

North Lakhimpur University

Khelmati, Assam, 787031

INDIA

North Lakhimpur University Leave Rules – 2026

Short title, Commencement, Extent and Application

1 (a) These Rules shall be cited as the North Lakhimpur University Leave Rules – 2026

(b) These Rules shall come into force from the date of notification, after their acceptance in the Executive Council, North Lakhimpur University.

(c) These Rules shall apply to every teaching and non-teaching employee of North Lakhimpur University, existing on or appointed after the date of notification.

(d) Any amendment to these Rules shall be effective from the date of its acceptance by the Executive Council.

Definitions

2 (a) i) **University** means North Lakhimpur University

ii) **Permanent Teaching Staff** means a teacher who is appointed by the University on a substantive post or was appointed/approved by the Director of Higher Education, Assam, in North Lakhimpur College. This includes Senior Professor, Professor, Associate Professor and Assistant Professor.

iii) **Permanent Non-teaching Staff** means an employee who is appointed by the University to a substantive post or was appointed/approved by the Director of Higher Education, Assam, in North Lakhimpur College.

iv) **Leave** means the privilege allowed to an employee of being absent from duty.

v) **Duty** means what an employee is bound or required to perform by the terms of his appointment and delegation.

vi) **Holiday** means (a) a holiday prescribed and notified as such in relation to any office or department of the University or any constituent/affiliated college or other such institution established by the University, or (b) a day on which such office, department, college or institution is ordered by the Vice-Chancellor to be closed by a notice.

vii) **Vacation** means a period of absence from work granted to an employee as per the academic calendar of the University

viii) **Actual Service** of an employee means the period which he/she spends on actual duty and also includes the period covered by any casual leave and earned leave, including lien.

ix) **Pay** means the basic pay in respect of a full-time appointment, special pay, personal pay, house allowance and such other emoluments as may be specially classified as pay; but an allowance for holding part-time appointment under the University shall not be included in pay.

Conditions of Leave

3 (a) Leave shall be admissible to an employee based on actual service only but is not claimable by him/her as a matter of right. If the competent authority believes that the interest of the University so requires, it shall have the discretion to refuse in full or in part to grant an employee any leave which may be due to him under these Rules.

(b) The Vice-Chancellor shall have the discretion at any time to recall to duty any officer or employee of the University who may be on leave or vacation. The Heads of the Administrative Departments shall likewise have the power to recall to duty any employee under their administrative control subject to the approval of the Registrar. When an employee is so recalled to duty, the Registrar may grant him such travelling expenses as may be admissible under the University T.A. Rules.

(c) Leave generally commences on the date the leave is availed and ends on the day before the employee resumes duty.

(d) Holidays or vacation may be prefixed or suffixed to any leave, subject to any limit of absence on leave under the category.

(e) Holiday(s) immediately preceding or succeeding vacation shall be treated as a part of vacation.

(f) An employee who remains absent from duty for any period after the end of any leave granted to him/her shall be deemed to be absent without leave during such period and shall not be entitled to any leave during such period or salary for the period of such absence unless his/her leave is extended by the competent authority to cover the period.

(g) No employee who has been granted leave on medical grounds shall return to duty until he/she produces a certificate of fitness from a Medical Officer of the University or from a registered medical practitioner not below the rank of an Assistant Professor of a Government Medical College.

(h) Unless permitted by the authority, an employee shall not return to duty before the end of the leave granted.

(i) No leave shall be granted during the period of notice of termination of service on any ground whatsoever. No leave shall be granted to an employee placed under suspension.

(j) No full-time employee shall, while on leave or vacation, accept any salaried appointment or undertake any remunerative work other than work in connection with any examination of a University or a Board unless the Vice- Chancellor in case of an Officer/ Registrar in case of any employee or the Executive Council as the case may be, has permitted him/her to do so.

(k) An employee shall have only one leave account irrespective of his/her holding additional appointment or appointments

under the University. In a case where such an employee is granted leave in respect of a substantive appointment, he/she shall be deemed to be on leave in respect of the additional appointment or appointments held by him/her.

(l) If an employee is absent from duty without having been granted leave or without the previous permission of the competent authority or if he/she defaults without sufficient reason in reporting his/her absence from duty as required, the competent authority may treat the period of such absence from duty as extra-ordinary leave without pay and shall be liable for disciplinary action,

(m) Every application for leave shall be made in writing on plain paper or any other mode/form developed by the authority.

(n) No leave shall be availed of before the competent authority has granted it. Provided, however, that when unavoidable circumstances compel an employee to absent himself/herself from duty before he/she has been granted leave, he/she shall forthwith report the full facts of the case to the competent authority and apply for leave if he/she has not already done so.

(o) If an employee deliberately violates any of the provisions of these Rules without sufficient reason, he/she shall be deemed to have committed an act of indiscipline. He/she shall be liable for such penalties or punishment as may be prescribed.

Types of Leaves

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Casual Leave

(a) (i) The Casual Leave granted to an employee of the University shall not exceed 12 days in a calendar year, and it is not accumulable.

(ii) It may be combined with university holidays, which shall not be counted as Casual Leave.

Special Casual Leave

(b) (i) If, under the orders of the Vice-Chancellor or the Registrar of the University, an employee serving under them is on duty during any University holidays and/or vacation, they may be granted additional casual leave for the number of days during which the employee has performed work, but not exceeding seven days during the year.

(ii) If any employee of the University participates in a literary, scientific or educational conference or seminar or students-related co-curricular activities and the Vice-Chancellor/Registrar has permitted him to do so, or if an officer or employee of the University is required to perform any casual assignment in any institution other than the North Lakhimpur University with prior permission of the

Vice-Chancellor/Registrar, they may be granted at the discretion of the Vice-Chancellor/Registrar special casual leave up to such number of days as may specifically be required for the purpose.

(iii) Special Casual Leave cannot be joined to any leave, other than the Casual Leave.

ıty Leave

(c) (i) Duty Leave shall be granted to an employee to perform duties and responsibilities assigned by the authority.

(ii) Duty Leave shall be granted to teaching staff of the university to attend programs mandatory for career advancement, such as the Faculty Induction Program, Faculty Development Program, Short Term Program, Research Methodology Course, etc.

(iii) Duty Leave shall be granted to an employee to perform duties and responsibilities assigned by the State Government or the Central Government.

(iv) Duty Leave may be combined with other leaves.

udy Leave

(d) (i) The teaching staff of the university may avail Study Leave to pursue higher studies, such as post-doctoral studies, in a recognised university within or outside the country.

(ii) Study leave may be granted only when the interest of the University or of a department of the University or a constituent college or affiliated college so requires.

(iii) All applications for study leave shall, before submission to the Executive Council, be examined by the Dean of the faculty, Registrar and the Head of the Department concerned, who shall submit their recommendations, if any, to the Vice-Chancellor.

(iv) Study leave may be granted only to such permanent full-time teaching staff as have been confirmed in the service in the University and are not due to retire from the service of the University within 5 (five) years of their return after availing of such leave.

(v) Study leave may be granted to an employee only once during the entire period of his/her service in the University subject to a maximum period equivalent to the duration of the course approved by the Executive Council.

(vi) Study leave will count as service for promotion and increment of pay and gratuity, but not for leave; study leave shall not be debited against the leave account.

arned Leave

(e) (i) The Earned Leave of the employees shall be governed by the existing rules of the Government of Assam as amended from time to time.

		(ii)	The Encashment of Earned Leave of the employees shall be governed by the existing rules of the Government of Assam as amended from time to time.
Half Pay Leave	(f)	(i)	Half-pay leave is allowed for 20 days a year and credited in advance half-yearly: 10 days on 1st January and 10 days on 1st July.
		(ii)	For half-pay leave, leave salary will be 50% of the pay last drawn before leave.
		(iii)	The Special Cadre Employee (Appointed in North Lakhimpur College) shall not be entitled to half-pay leave unless the Government of Assam provides the same.
Maternity Leave	(g)	(i)	The Maternity Leave of the employees shall be governed by the existing rules of the Government of Assam as amended from time to time.
Paternity Leave	(h)	(i)	The Paternity Leave of the employees shall be governed by the existing rules of the Government of Assam as amended from time to time.
Child Care Leave	(i)	(i)	The Child Care Leave shall be granted to eligible employees as per the Assam State Government Employees' Child Care Leave Rules, 2025, as amended.
Extraordinary Leave	(j)		Extraordinary Leave may be granted in special circumstances:
		(i)	When no other leave is admissible, or
		(ii)	When an employee applies in writing for it, even if other leave is available.
Leave not Due	(k)	(i)	Leave not due is admissible when no other kind of leave is due and admissible.
		(ii)	Leave not due may, at the discretion of the Vice Chancellor, be granted to a regular staff member 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 than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
		(iii)	"Leave not due" shall not be granted unless the Vice Chancellor is satisfied that, as far as can reasonably be foreseen, the employee will return to duty on the

expiry of the leave and shall be limited to half-pay leave which the employee is likely to earn thereafter.

(iv) A staff 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 wiped off by the 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 staff member for further service, refund of leave salary for the period of leave still to earned may be waived by the Executive Council; provided that the Executive Council may, in any other exceptional case, waive for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

(v) A member of staff while on leave not due is entitled to the same leave salary as during half-pay leave.

Lien

(l) (i) A regular employee shall be granted a maximum lien period of 3 years for holding an appointment under a Government Public University, Research Institution, or similar important institution.

(ii) The service of an employee, if he/she fails to return to duty immediately at the end of the lien period, shall be terminated from the date the lien period commenced.

(iii) The Lien Leave of the Special Cadre Employee (Appointed in North Lakhimpur College) shall be governed by the existing rules of the Government of Assam.

Leave sanctioning Authority

5 (a) Casual Leave with or without Station Leave

Category	**Forwarding Authority**	**Sanctioning Authority**
Vice Chancellor		Vice Chancellor
Deans, Registrar, Academic Registrar, Deputy Registrars, Controller of Examinations, Dy. Controller of Examinations, Finance Officer, Librarian, Wardens of hostels, P.S. to Vice Chancellor.	-	Vice Chancellor
Head of the Department	Dean of concerned faculty	Registrar
Faculty Members and employees of		Head of the Department/ Registrar

Departments and Centres		where there is HoD (i/c)
Staff of the General administration including P.S. to Registrar.		Registrar
Staff in the Office of the Controller of Examinations	Controller of Examinations	Registrar
Library Staff	Librarian	Registrar
Hostel Staff	Warden	Registrar

(b) Special Casual Leave with or without Station Leave

Category	**Forwarding Authority**	**Sanctioning Authority**
Vice Chancellor		Vice Chancellor
Deans, Registrar, Academic Registrar	-	Vice Chancellor
All other staff	-	Registrar

(c) Earned leave, Vacation leave, Half-pay leave, Maternity leave, Paternity leave, etc.

Category	**Forwarding Authority**	**Sanctioning Authority**
Vice Chancellor		Vice Chancellor for up to 15 days Chancellor for more than 15 days
Deans, Registrar, Academic Registrar, Deputy Registrars, Controller of Examinations, Dy. Controller of Examinations, Finance Officer, Librarian, Wardens of hostels, P.S. to Vice Chancellor.	-	Vice Chancellor
All other staff	-	Registrar

(d) All other leaves including special leave on academic grounds, study leave, extraordinary leave, leave not due and Child Care leave.

Category	**Forwarding Authority**	**Sanctioning Authority**
All staff entitled to these leaves	Same as Casual Leave	Vice-Chancellor

(e) Station Leave*

Category	**Forwarding Authority**	**Sanctioning Authority**
Vice Chancellor	-	Vice Chancellor with an intimation to Honourable Chancellor
Deans, Registrar, Academic Registrar	Same as	Vice Chancellor

	concerned leave	
All other staff	Same as concerned leave	Sanctioning Authority of concerned leave

**Station leave during vacation or holidays shall be sanctioned by the concerned authority as in the case of Casual Leave, with an intimation to the Vice-Chancellor and Registrar.*

General Rules	6	(a)	Leave of employees with additional duties shall be governed by the Substantive post the incumbent held, not by the post served as additional duties
		(b)	All kinds of leave of more than 30 days shall be sanctioned by the Vice-Chancellor, irrespective of these rules.
		(c)	Any doubt or difficulty regarding the interpretation or application of these Rules shall be referred by the Vice-Chancellor to the Executive Council, whose decision shall be final.
		(d)	Any matter not provided for in the Leave Rules of North Lakhimpur University shall be governed by the relevant rules of the State Government.
		(e)	In case of any controversy/conflict regarding leave of the Special Cadre Employee appointed under North Lakhimpur College, the decision of the Higher Education Department, Government of Assam shall be deemed valid.