

Himachal Pradesh University
(NAAC Accredited "A" Grade University)
"Establishment Branch"

No.1-6/2000-HPU (Estt.) Vol-II

Dated: Shimla-5, the

'CIRCULAR'

23 SEP 2026

It has been noticed that some of the teachers proceed on leave, tour, duty leave, attend conferences, seminars, orientation programmes, etc. without obtaining the prior approval/ permission of the Competent Authority, as required under the applicable rules. Some of the teachers are also applying for duty leave during the peak academic session. Such act of the teachers directly affects the academic and administrative work of the departments as well as the University. Further, the Ordinances 36.24 (Duty Leave), provides as under:

36.24. Duty Leave:- The Vice-Chancellor or an officer of the University authorized by him may on the recommendations of the Chairman of the Department concerned/Dean of Studies grant duty leave on full pay ordinarily for a period of one month per year subject to a maximum of three months within three years, to a University teacher for attending seminars, conferences, symposia, winter/summer schools, workshop, refresher courses, orientations by whatever name they are called for attending meetings of selection committees or academic Advisory Bodies of the other Universities, Government or Governmental Organization, visit to the research collaborator/collaborative institutions for research work within country and abroad such as; experiments and theoretical calculations, to University women teachers for organizing training of teachers (TOT) workshops and sensitization/Awareness/ Motivation(SAM) workshops under the scheme of " Capacity Building for women managers in Higher Education" of UGC to act as Regional and Local Coordinators or participation TOT and SAM workshops.

Therefore, it is emphasized upon all the teaching staff of the University to strictly adhere to the instructions/ rules issued by the competent authorities. Further following requirements should be followed for duty leave:

1. Duty leave should be Routed through Dean of Studies
2. The duty leave should be applied on prescribed (**Performa enclosed**) through proper channel, along with the requisite documents and information, well in time to enable the office to facilitate properly and timely examination/ processing.
3. The application must clearly specify the purpose, period, place of visit and nature of official duty for which duty leave is sought.
4. Relevant supporting documents, such as the invitation letter, programme schedule, approval of paper presentation, nomination/order, or any other documentary evidence, must invariably be enclosed.
5. The recommendation of the Head of Department/Chairperson/Director/Principal shall accompany the application before it is forwarded the Establishment Branch.
6. No teacher shall presume leave/duty leave to have been sanctioned unless the approval of the competent authority has been conveyed through a formal order.
7. Applications not conforming the provisions of Ordinances/ rules of the University will summarily be rejected straightway, and no correspondence in this regard should be entertained.

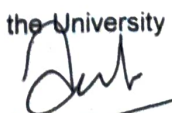
This has the approval of the Hon' ble Vice-Chancellor.

Endst. No. as above

Copy for information & necessary action is sent to:-


REGISTRAR

1. The Dean of Studies/DSW/Chief Warden, HPU, Shimla.
2. All the Deans of Faculty/Dean-Cum-Director, CDC/Dean, Planning & Teacher's Matters, HPU, Shimla.
3. All the Chairpersons/Directors of the Teaching Departments, HPU, Shimla.
4. The Director, ICDEOL/UIT/PECC/PRC/DIS/AERC, Shimla/UCBS/UJLS, Shimla-4/HPU Regional Centre, Dharamshala, District Kangra. HP.
5. The Principal, HPU Department of Evening Studies, Shimla.
6. The COE/ACOE/P&DO/FO/Joint Controller, SAD/Chief Security Officer/PRO, HPU, Shimla.
7. Incharge, Library/HPU Health Centre/Computer Centre, HPU, Shimla.
8. All the Deputy/ Assistant Registrar, HPU, Shimla.
9. All the Branch/Section Officer, HPU, Shimla.
10. The Web Administration, HPU, Shimla-5, Directed to upload the above circular in the University official website.
11. The SPS to VC/PVC/PS to Registrar, HPU, Shimla.
12. Guard File.


REGISTRAR

Himachal Pradesh University Shimla

Application form for Duty Leave

(To be submitted at least 15 days before the proposed date of availing)

Part-A : Applicant Details

- (i) Name: (ii) Designation:
(ii) Department:

Part-B : Details of duty

- (i) Nature of duty (as provided under Ordinance 36.24):
.....
(State Seminar/ Workshop/ Conference/ Symposia/ Refresher course/ meetings of
selection committee/ academic Advisory Bodies etc.)
- (ii) Event Name :
.....
- (iii) Duration of leave: From: To
(Total days)
- (iv) Date of departure: (v) Date of arrival
- (v) Leave Address:
.....
- (vi) Supporting document(s)/ official proof attached (Yes/ No)
(Please attach invitation/ order/ call letter)
- (vii) Alternative teaching arrangement of classes of applicant during the period
of duty leave:
.....
- (viii) Duty Leave already availed during the Calendar Year
.....

Dated

Signature of Teacher.....

Leave is recommended/ not recommended (If not, specify reason)

.....

Chairperson/ Director

Approved/ Not Approved

Dean of Studies