

MANAV RACHNA UNIVERSITY
 Estd. vide Haryana Act no.26 Of 2014
 (Formerly Manav Rachna College of Engineering)
 Sector 43, Aravali Hills, Faridabad

Ref. No: MRU/OM-OO/Vol.V/2023/2060

Dated: 29.02.2024

OFFICE ORDER

05.03.24

The Competent Authority is pleased to approve the following amendments in the MRU (Leave) Regulations, 2018 as under :-

Clause No.	Existing Provisions	Amended Provisions
Note iii) below clause 15 Encashment of Earned Leave	Encashment of earned leave shall be allowed to the teaching and non-teaching staff members at the time of their superannuation for a period not exceeding 120 days. Provided no such encashment shall be admissible in the case of such staff member, who resigns from the service. Encashment of earned leave shall be made on the basis of last pay drawn including basic pay plus AGP+DA only.	Encashment of earned leave shall be allowed to the teaching and non-teaching staff members at the time of exit from the University by way of the reason arising out of death, resignation, termination and on superannuation for a period not exceeding 120 days. Encashment of earned leave shall be made on the basis of pay drawn including basic pay plus AGP+DA only.
Note i) below clause 17 Maternity Leave	Maternity leave upto two living children may be granted by the competent authority to a woman employee on half pay for two months. However, she may be given additional maternity leave as required on medical ground without pay. Provided that normally total period of maternity leave including other types of leave should not exceed 06 months. A teacher availing maternity leave within Rules i.e. upto 90 days shall be allowed to join duty on the expiry of Maternity Leave. However, , if she applies for extension of leave in the category of Earned Leave of Extraordinary Leave to take care of child, she will not be allowed to join in between the academic session except 15 days before	Maternity Leave upto two living children may be granted by the competent authority to a women employee on full pay for six months. Provided that 50% of the pay shall be paid monthly during the period of Maternity Leave and the balance 50% shall be paid on joining. However, she may be given additional maternity leave as required on medical ground without pay. Provided that normally total period of maternity leave including other types of leave should not exceed 09 months. A teacher availing maternity leave within Rules i.e. up to 180 days shall be allowed to join duty on the expiry of Maternity Leave. However, if she applies for extension of leave in the category of Earned Leave of Extraordinary Leave to care



	the start of new academic session	of child, she will not be allowed to join in between the academic session except 15 days before the start of new academic session.
Clause 25 Compensatory Leave	Compensatory Leave will be granted only for working hours over 4.5 hours on Sunday and Holidays (as per holiday list). The Compensatory Leave shall not be applicable in the case of Managers and above for non- teaching staff and Assistant Professor and above for teaching staff. However, in the event of the deployment of faculty and staff on special duties like Admission/Entrance Tests and other important institutional events and functions falling on Sundays and Holidays, they shall be granted Compensatory Leave with the approval of the competent authority.	The Department/offices in exigencies and special circumstances in the interest of the Institution required to be working on Saturday/ Sunday / holidays shall have a non-working day on any working day in the following week. Roster shall be maintained and Compensatory off shall be given within one month only. Compensatory off shall not be carried forward to the next year and in the event of non-availing, shall lapse.

Further, the other provisions under the clauses 15 and 17 shall remain the same.

The above decision shall be effective w.e.f 01.03.2024.

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Copy to:-

- 1) ES to 'H' Chancellor – for kind information of Hon'ble Chancellor
- 2) PS to 'H' VP - For kind information of Hon'ble Vice President
- 3) PS to 'H' VC- For kind information of Hon'ble Vice Chancellor
- 4) PVC
- 5) All the Deans/ Associate Deans/ Directors/HoDs
- 6) Director- Admin
- 7) Registrar, MREI
- 8) All Faculty & Staff
- 9) CF & AO / GM (Purchase, Audit, Inventory, Admin)
- 10) Dy Gen Manager (Admin)

K.A. Singh
Registrar

Dated: 29.02.2024

05.03.24

K.A. Singh
Registrar