

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY

ADMINISTRATIVE NOTIFICATION NO. RGNAU/ESTT/2025/04 DATED 22.09.2025

The undersigned is to convey that the Competent Authority has approved the following guidelines for sanction of Casual Leave to all officers/employees of the University with immediate effect :

1) Casual Leave:

- i. Casual leave is not earned by duty – A teacher and non-teaching employee on casual leave is not treated as absent from duty and his/her pay is not intermitted and casual leave cannot be claimed as of right and its grant is always subject to the exigencies of service and subject to a maximum of eight days in a calendar year, which shall run from 1st January to 31st December each year.
- ii. Provided that persons who join service in the middle of a year may avail casual leave proportionately or the full period at the discretion of the competent authority.
- iii. Casual leave can be combined with Special Casual Leave and compensatory leave in lieu of Saturdays and other holidays but not with any other kind of leave.
- iv. Casual leave cannot be combined with joining time.
- v. Casual leave may be granted as and when occasion arise upto five days at any one time and Saturdays or Sundays or public holidays or restricted holidays or weekly offs can be prefixed or suffixed to casual leave.
- vi. Saturdays or Sundays and recognized holidays falling in between the casual or compensatory leave shall not be counted as part of casual leave.
- vii. Casual leave can be taken for half-day also.
- viii. Leave Travel Concession can be availed during casual leave.
- ix. Half a day's casual leave shall be debited to the casual leave account of an employee for each late attendance but late attendance upto an hour, on not more than two occasions in a month may be condoned by the competent authority, if he is satisfied that it is due to unavoidable reasons e.g., illness in a family, vehicle breakdown, late running of buses or train etc.
- x. Sundays and Holidays falling during a period of casual leave are not counted as part of casual leave.
- xi. Casual leave can be taken while on tour, but no daily allowance will be admissible for the period.

2) Officer Competent to Sanction Casual Leave:

The Reporting Authority may grant casual leave to the employees working under them upto a maximum period of 5 days at a time. For sanction of casual leave in excess of 5 working days at a time, order of the Reviewing Authority should be obtained.



3) **Maintenance of Casual Leave Register :**

The Officer will submit written applications for the grant of casual leave and extension thereof to the concerned Reporting Authority who will make arrangements for the distribution of the charge of the officer on casual leave. The application will then be sent to the Section Officer, who will keep a record of all casual leave granted to the officers in a separate register maintained for the purpose. Each such entry in the casual leave Register will be attested by Reporting Authority.

4) Sanction to casual leave must be obtained before the leave is taken. In exceptional cases, however, such as sudden illness of the University employee and sudden and serious illness of the members of his family the sanctioning authority may relax the rule if he is satisfied as to grounds of absence, but the absentee must in any case at once submit a report himself or through some relative of the cause and probable duration of his absence in order that arrangements may be made for carrying on his work. If his absence is likely to exceed three days a medical certificate of an authorized medical attendant attending on him should also be furnished. In recommending all cases of casual leave beyond his power of sanction, Reporting Authority must be careful to note on his application that it is either with or without previous permission and sanctioning authority may grant on full pay, half pay or no pay according to his discretion.

All teaching and non-teaching employee of the University are requested to note the above while applying the Casual Leave. However, application for sanction of other leaves, applicable as per RGNAU Statutes and Ordinances, to be submitted to the Establishment Section duly recommended by the concerned Head/Coordinator of the Department/Centre/ School/ Section/Unit preferably 7 days in advance to process for his/her application for approval of the competent authority.

All Heads/Coordinators of the Department / Centre / School / Section / Unit are requested to bring it to the notice of all teaching and non-teaching employees of the University.


कुलसचिव / Registrar

To

1. All Deans
2. Finance Officer
3. Controller of Examinations
4. All Heads/Coordinators of the Departments/Sections
5. All Faculty-in-Charges
6. Officer on Special Duty (AAE&HR)
7. System Analyst – please upload in the University Intranet website
8. PS to Vice Chancellor
9. PS to Registrar
10. Office File