



मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India



Office of the Registrar / कुलसचिव कार्यालय
Establishment and Recruitment Section-I (Teaching)

No.MANUU/ER-1(B)/F.110/2026-27/596

4th August, 2026

CIRCULAR

As per Clause 8.4(III) (i) (b) of UGC Regulations, 2018, Earned Leave is admissible to a teacher shall be 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation.

To claim the above, 1/3rd of Earned Leave for performing duties during vacations, the Competent Authority has constituted a Committee to look into the matter of credit of 1/3rd of Earned Leave credited to teaching staff who have worked during vacations and also those teachers who are drawing honorarium / charge allowance for holding additional responsibility.

The Committee recommended that both the benefits i.e., drawing honorarium and also claiming 1/3rd credit of Earned Leave for performing additional duties during vacations is not admissible. The Teacher who is entrusted to such additional responsibility shall have option either to claim 1/3rd of EL (or) the Honorarium/Charge Allowance for performing duties during vacations.

Further, the Committee observed that there are few long pending cases where 1/3rd of credit of Earned Leave was not considered. Therefore, the Competent Authority after due deliberations resolved that such pending cases based on the appropriate records furnished by the individual concerned through respective Dean / Head / Director / Principal / Incharge, Off Campuses for the credit of 1/3rd of EL for attending duties in Vacations.

Therefore, all the teaching faculty members are hereby once again informed to submit the filled in proforma (attached) to claim 1/3rd of Earned Leave for the duties performed during vacations excluding the period for which honorarium / charge allowance has been claimed.

This issues with the approval of the Competent Authority.

कुलसचिव / Registrar
04/8/2026

Copy to:

1. All Deans, School of Studies
2. Dean, Academics
3. Director, CDOE
4. Director, IQAC / Director, Directorate of Admissions
5. All Heads of Department (Teaching) / Directors of Centres / Incharge Lucknow Campus, Budgam Campus and Varanasi Campus / Principals, Polytechnic-Hyderabad, Bangalore, Darbhanga, Cuttack, Kadapa
6. Office of the VC / Registrar / Finance Officer / CoE
7. Asst. Registrar (Academic Section)
8. UniveristyWebsite
9. Personal file
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