



जामिया हमदार्द JAMIA HAMDARD

(Deemed to be University)
Accredited by NAAC in 'A+' Category

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D. No. Estab./LD/2025/1187
Date: 02/09/2025

OFFICE ORDER

Sub.: Admissibility of Special Casual Leave (SCL) — Reg.

Vide Office Order No. Estab./LD/2025/502 dated 23-04-2025, the guidelines for Duty Leave and Special Casual Leave (SCL) were circulated in accordance with the provisions of the UGC Regulations, 2018.

2. As per Clause No. II (iv) of the aforesaid order, it had been mentioned that Special Casual Leave (SCL) is admissible only to permanent teachers of the University. However, it has been observed that some Deans/Heads of Departments are still forwarding requests for sanction of SCL in respect of contractual teachers.

3. Therefore, all Deans/ HODs are hereby informed to not forward requests of contractual teachers for sanction of SCL. Further, requests of Duty Leave should also not be forwarded for the purpose specified only for SCL i.e. for conducting examination/inspecting academic institution attached to a statutory board, as the same is also not permissible under the regulations.

5. This has been issued to ensure strict compliance.

Authority: Approval of the Vice-Chancellor dated 25-08-2025.

(Col Tahir Mustafa)
Registrar

Copy to:

1. All Deans/HODs/ Directors/In-charges- Sections – through email
2. Dean –Academics/Director IQAC/ Director- RDC/DSW/ Provost (Boys/Girls)
3. In-charge- HAH CIT – for uploading on University Website
4. AR/ Sectt. to Vice Chancellor
5. Sr. PA to Registrar
6. Guard File