



# ALLAMA IQBAL COLLEGE

BIHAR SHARIF-803101, NALANDA (INDIA)

(A Deficit Grant-in-Aid Affiliated Minority Degree College within jurisdiction Patliputra university, Patna  
Recognized under section 2 (f) & 12 (B) of UGC Act, 1956

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Ref. No. ....

Date : .....

Office of the Secretary,  
Allama Iqbal College, Biharsharif (Nalanda)

## Notification

The Governing Body decision issued by the Principal via letter no. AIC-GEN-148/23 dated 14-11-2023 had issued guidelines regarding leave. It has come to the attention of the management that the guidelines are not complied with by teaching and non-teaching staff.

This is to reiterate that the guidelines are final orders of the management and must be adhered to at all times except in exceptional circumstances.

The following rules are reemphasized regarding Casual Leave:

“C.L is earned on the basis of monthly duty. For example, duty for 3 months will earn you 3 days of C.L. You can apply for 3 days C.L at the end of this period or 1 C.L per month basis as per your convenience but you cannot apply for 4 or more days C.L because it is not earned without duty”.

Therefore, you cannot apply for C.L at the start of the month without performing your duty and earning the C.L except in the month of December. C.L can only be applied for maximum three days at a time.

To ensure that the academic environment of the College is not disturbed, Special Leave can only be applied for in the second half of the month and will not be available to be availed for the entirety of the month.

It is to clarify that 2 days of special leave provision is given to working women for conducting home affairs and not for any other purpose.

Sd/-  
(Shah Javedy)  
Secretary,  
Allama Iqbal College,  
(Biharsharif (Nalanda))

Memo No. CAIC-AIC-SO-Gen 41/24 Dated.... 03-01-2024

\*Copy to :Principal/ Faculties Incharge all Head of Subject and other Teaching and Non-teaching staffs/Head Clerk/Accountant/Secretary office in charge for information and necessary step.

*Shah Javedy*  
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(Shah Javedy)  
Secretary,  
Allama Iqbal College,  
(Biharsharif (Nalanda))