

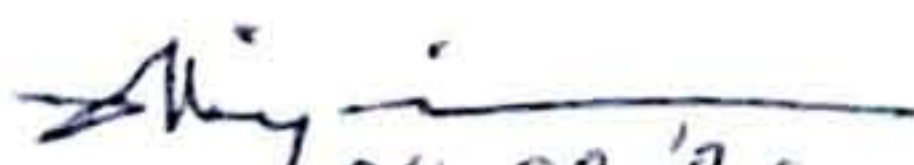
VERY IMPORTANT NOTICE ON LEAVE RULES

No educational institution can run effectively without strict adherence to leave rules as the major work is daily class routine. When teachers do not come to take class without proper advance information it greatly undermines the educational environment of the institution, to say the least. At a time when we are reviving and promoting good education, we need to be highly vigilant on these matters. Following are reminders of some leave rules to be strictly enforced.

1. All leaves must be applied for in writing to the Principal in advance, and at least one day advance for Casual Leave.
2. Leave cannot be given to more than one teacher at a time in the same department.
3. Normal penalty for absence beyond 12 days of casual leave (excluding 3 restricted holidays) a year is pay deduction. Deduction rate is 50% for 6 days and 100% for 6 more days. Beyond this, the case will be referred for much sterner action, including possible service termination.
4. Conditions apply for medical and deserving reasons as per existing rules (maternity/leave without pay/etc).

Needless to say, above rules are made purely in the interest of sound educational services, and based on rules framed as early as 2006 and earlier. Let us conduct ourselves in such a way that penalty rules are not imposed on anyone.

Another crucial reminder is that teachers must enter and leave classroom judiciously on time as class bell rings to ensure that the limited class time is fully utilized.


104.02.20
Chairman


Principal 4/2/2020