



*Office of the Registrar*  
**VIDYASAGAR UNIVERSITY**  
Midnapore – 721 102

Dated : 30.07.2019.

Circular

The Executive Council of Vidyasagar University in its meeting held on 20.06.2019 after thorough discussion on the matter regarding the uniform guidelines for granting of Medical Leave to the contractual employees and also uniform guidelines for granting of Maternity Leave to the female contractual employees engaged in Vidyasagar University, has decided as follows :

- (a) Fourteen (14) days Special Leave on medical ground be granted to the employees engaged in Vidyasagar University purely on contract basis.
- (b) maximum 180 (One Hundred Eighty) days Maternity Leave out of which 30 (Thirty) days leave with pay and the rest of 150 (One Hundred Fifty) days leave without pay be granted to the female employees engaged in Vidyasagar University purely on contract basis.

Concerned employees of this University are being informed accordingly. The Head of all academic and administrative departments of this University are requested to kindly circulate the same among the concerned employees of his/her department for their information.

This circular is issued with the approval of the competent authority.

Sd/-  
*Registrar.*

Memo No. : VU/R/Circular/8EC-25/C0360/2019 dated 30.07.2019.

Copy forwarded for information and necessary action to :

01. All Heads of academic and administrative departments.
02. The Director, DDE.
03. the Finance Officer.
04. the Deputy Librarian.
05. the Information Scientist for uploading on the University website.
06. the Office of the Senior Supdt., Registrar's Office.
07. the Secretary to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor.
08. the Establishment Section.



*Registrar*  
98/07/19  
Registrar  
Vidyasagar University  
Midnapore-721102