



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

Administrative Block, Central University P.O., Prof. C.R. Rao Road, Gachibowli, Hyderabad-500046 (Telangana)

Office of the Registrar,
Outsourcing Unit,
Establishment Section-1.

No: UH / OSU-75 / 696

Dt. 02-March-2022.

CIRCULAR

Sub: Regulation of Casual Leave to Outsourced Staff - Reg.

Ref: 1) Circular No. UH/DR(E-III)/OS-75/2018/122554 dt.March 28, 2018.
2) Vice-Chancellor's orders dated 22-02-2022.

In partial modification to the circular first cited (copy enclosed), the Competent Authority is pleased to permit all the outsourced staff (excluding Security personnel), deployed in the University by various outsourcing agencies, to avail themselves of one day Casual Leave (with wage) accruing in each calendar month -- in that month itself or any time during that calendar year (January to December). The Casual Leaves, accumulated in a particular calendar year, have to be availed before the end of the year (31st December) concerned, failing which the same shall lapse. This facility is effective from the calendar year 2022.

The other provisions/conditions mentioned in the earlier circular first cited shall remain unchanged.


2-3-22
REGISTRAR

To

- (i) All Schools/Departments/Centres/Offices/hostels in the University - Thro' e-mail.
- (ii) The Director, Computer Centre
 - To make arrangement to -
 - (a) send this circular (including the circular referred at (sl.no.1) above to all schools/ departments/ centres/ offices/hostels etc., through e-mail;
 - (b) place this circular (including the circular referred at (sl.no. 1) above on the website of the University under the caption 'all notices'

हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

Copy

No. UH/DR (E-III)/OS-75/2018/12554

Office of the Registrar
Date: March 28, 2018.

C I R C U L A R

- Sub: Grant of Casual Leave and extending public holidays to the Outsourcing Staff - Reg.
Ref. Vice-Chancellor's orders dated March 20, 2018.

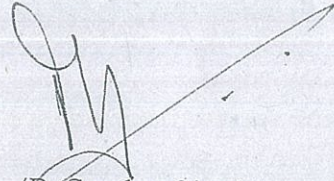
* * *

All the personnel deployed in the University through various outsourcing agencies excluding Security personnel shall be granted one day Casual Leave for each completed month of service including paid holidays. The casual leave so accumulated, if any, may be availed before the end of the calendar year concerned, failing which the same shall lapse.

Henceforth, all the public holidays observed by the University, shall be applicable to all the personnel engaged on outsourcing basis except Security personnel and no separate orders shall be issued in this regard.

However, the duties of Outsourced Staff working under shift system, may be adjusted suitably without disturbing the essential services like Transport, Engineering, Health Centre, and Offices working under the Chief Warden, etc.,

The outsourcing agencies shall ensure that the staff deployed by them in the University shall work for 26 days.


(P. Sardar Singh)
Registrar

To:

1. All Concerned
2. All Deans of Schools, Heads of Departments, Coordinators/Directors of Centres/IGM Library/Academic Staff College/Finance Officer/University Engineer/all Units of the Administration with a request to bring the contents of this circular to the notice of all outsourced staff engaged in their respective units.
3. M/s Sri Karthikeya Security Services
4. M/s Nakshatra House Keeping Services

Copy to:

The Webmaster - with a request to upload the circular on the University website.