



GS UNIVERSITY

Established under Uttar Pradesh Private Universities Act 12 of 2019 and recognised by UGC under 2(f)
www.gsuniversity.ac.in | Off NH-9, Pilkhuwa, Hapur, Uttar Pradesh 245304, India | info@gsuniversity.ac.in

Ref.No. GSU/HR/2025/038

24th January 2025

WORKING HOURS & LEAVE RULES FOR ALL NON-TEACHING STAFF OF GS UNIVERSITY

(Belonging to GSMCH, CRI, GSAMCH, GSCN, GSSN)

These rules will come into effect from 01/01/2025.

(I) Working Hours:-

To facilitate high quality of efficient and effective Hospital service, following rules/principles are to be adhered.

- All staff will reach 30 minutes prior to as per their department scheduled/reporting time.
- The working hours can be modified or increased interest of the institution, depending upon the place of duty and exigency of work and the employees shall attend duty accordingly.
- Attendance should be recorded as follows:
 - On biometric attendance machine.
 - Manually in the departmental register (for rotational duty staff)In both manners above, **attendance should be marked for arrival and departure.**
- All the staff should not proceed simultaneously rather they should coordinate by mutual adjustment such that the work does not suffer during 1pm to 2 pm.
- A "Movement register" must be maintained at departmental level for recording local movement (for more than 10 min).
- Those on duty on Sundays, Gazetted Holidays and Emergency shall mark their attendance both for arrival and departure on Biometric only.
- No Compensatory leave shall be granted for Emergency duty.** Compensatory leave will be given only to those who are on full day duty with availability in University and cross confirmed by relevant person (Not call duty) on Sunday and Gazetted holidays. The compensatory leave should be availed **within 45 days** otherwise it will lapse. Record of such leaves will be maintained in the O/O HOD. In case of any doubt/controversy, decision of HR- Head will be final.
- Grace period for Railway crossing barrier: 15 min grace upto their reporting time for 7 days** in a month for any unforeseen contingencies on the barrier, subsequently **late punching for 03 days casual leave of 0.5 day will be deducted** in case casual leave is exhausted then salary will be deducted accordingly.
- Missed punch form should be submitted within 2 days from the day of missed punch with the valid reason and documentation (proof of CCTV) after the approval of IT Head. After that missed punch will not consider without permission of concerned HOD.

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(II) Lunch Break: A flexible lunch time of **30 min** is provided during 1 to 2 pm with following principles

Those residing in the campus can avail the facility of lunch at the quarter sticking to the limit of 30 minutes. **If they are found to be overstaying, that particular day will be marked Leave without pay.**

(III) Leave Rules:-

1. No leave is a matter of right of any employee. It can be rejected without assigning any reason.
2. Leave rules can be modified in different departments/Sections of the University are to be followed as notified time to time.

Following is the chart showing permitted Leaves during the year:

Leave	Non Teaching Staff
Casual Leave	12
Sick Leave	12
Earned Leave	12
Total Leave	36

4. **Prior sanction of leave from competent authority is mandatory** (Please use HR Leave mobile app Realtime India (P) Limited. **Intimation on SMS or WhatsApp and E-Mail is NOT ACCEPTED**). Please contact IT department for any issue related to mobile app.
5. Post dated leaves, approval is not permitted
6. Half day leave (Except CL and SL) is not permitted.
7. **No leave is permitted after submitting resignation.**
8. Inter fix Sundays / Holidays shall be counted for earned / sick leave.
9. In the first year of service, leave shall be allowed on pro data basis i.e.1 CL and 1 SL per month.
10. **Casual & Sick Leave – Medical certificate is necessary for availing more than 2 days sick leave** and these leaves cannot be carried forward to next year. **Not more than 5 leaves can be taken from the combined account of CL and SL.** (For all practical purposes, CL and SL have been combined into one account). The Sanctioned leave application form concern authority has to come at least 1 day before or next days. No leave carried forward for the next year.



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11. **Earned Leave – Those who have completed 01 year of service are eligible to avail EL.** These can be carried forward to next year and accumulation is permitted up to 30 days. Please apply at least 10 days before for sanction. EL to be availed at any time is minimum 3-days. No advance EL can be availed/ requested.

No leave encashment is permitted.

12. **Maternity leave** on half pay may be granted to a women employee for a period not exceeding 90 days provided she has completed one year service in the University/ College/ Hospital. The Maternity leave may be permissible only upto 2 children.

a) Maternity leave may be granted in case of miscarriage, abortion under the medical termination of pregnancy act 1971 or maximum up to one week.

13. The staffs if found habitual of late coming or early leaving, then disciplinary action will be taken which may be withholding salary or even termination.

14. **Continuous willful absence (Without prior approval) from duty (more than 2 weeks) will invite panel action including relieving from services.**

15. If you absent yourself without sanctioned leave or remain absent beyond the period of leave originally granted or subsequently extended, You shall be considered as having voluntarily abandoned your service without giving notice unless your resume your duties with in 4(four) days from the commencement of such absence and provide explanation to the satisfaction of the management for the such absence.

16. Leave approving authority:- Leave to be recommended by department HOD and approved by HR- Head.

(IV) Penalties:-

If any employees will not obeying the working hours/leaves rules, below the penalties may be imposed:

- With holding of increment of pay.
- With holding of Promotion.
- Recovery of the whole or part of any pecuniary loss caused by him/her to the management by his/her misconduct or negligence.
- Termination of service.
- Or as decided by the Vice- Chancellor or the competent authority of the University.
- Suspension from service, the decision will be taken by the Vice Chancellor/ Government body/ Enquiry Committee regarding the final action within 10 days against suspension of an employee.



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Shifts	Reporting Time
General Shift	8am – 4 pm
	9am – 5 pm
	10am – 6 pm
Nursing	8am – 2 pm
	2 pm- 8 pm
	8 pm – 8 am
Evening Shift for Technicians and Others	12 pm- 8 pm
	4pm- 12am / 2pm –10pm (Library)
Security, Supporting Staff, Lift man	7 am- 7 pm
Security, Supporting Staff	7 pm- 7 am



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