



PRERNA SEWA MANDAL

Regd. No. S. R. Act 1860 - 370 - 83

P. T. Act 1950 - F 3826 (NGP)

PRERNA SEWA MANDAL	
Inward No.	
Outward No.	PSM/186
Date	26/06/13

C/o. Prerna Convent & College
Reshimbag Square, Nagpur

Phone : 2746840, 2745296

Date 26/06/2013

To
The Principal
Prerna College of Commerce
Nagpur

Subject: Vacation and leave policy for the staff.

Dear Sir / Madam.

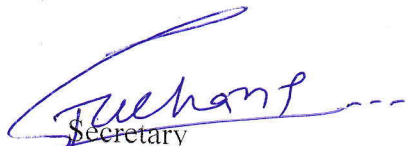
This executive body of Prerna Sewa Mandal in its meeting held on 26th June, 2013 has passed the following resolutions in regard to vacation, and leave policy for the teaching staff.

- 1) It has been decided to grant **10** days casual leaves to the teaching staff members during the academic year.
- 2) The teaching staff members will be given Diwali Vacation for **12** days and summer vacation for **15** days every year.

For non-teaching the following policy will be implemented:

- a) It has been decided to grant **8** days casual leaves to the non-teaching staff members during the academic year.
 - b) The non-teaching staff members will be given Diwali Vacation for **6** days.
 - c) No leave encashment to non-teaching staff.
- 3) More than 3 CLs at a stretch will not be allowed.
 - 4) For any long leave including study leave, maternity leave or long leave on medical grounds, the application should be forwarded to the President / Secretary, Prerna Sewa Mandal.

The above mentioned policy may be revised time to time by the management and the same will be informed to you.


Secretary
Prerna Sewa Mandal,
Nagpur
SECRETARY
Prerna Sewa Mandal
NAGPUR

