

**OFFICE OF THE MANAGING DIRECTOR
ADARSHA VIDYALAYA SANGATHAN, ASSAM**

(An autonomous body under Department of School Education, Government)

Kahilipara, Guwahati, Assam, Pin-781019 :: email: info.adarshavidyalaya@gmail.com

No. AVS/Estt./2023/21

Dated: 31/10/2023

ORDER

It is for general information of all concerned that the all employees of Adarsha Vidyalayas shall be allowed to avail following leaves as per norms;

Sl.	Type of Leave	Approved days/ norms
1	Casual Leave -CL	12 (twelve) days only in a year.
2	Medical Leave- ML (as per authentic medical report)	Subject to Approval of the authority
3	Special Leave-SL (5 days)	Subject to Approval of the authority
4	Maternity Leave –MTL (as per authentic medical report)	180 (One Hundred Eighty) days including Sunday & Holidays, for first & second pregnancy and Subject to approval of the authority.

No other leave shall be entertained for any employee of Adarsha Vidyalayas. Apart from the aforementioned types of leave, any kind of absence of employees of Adarsha Vidyalayas shall be treated as unauthorized absence and necessary disciplinary action shall be initiated by the authority of Adarsha Vidyalaya Sangathan, Assam as per the Agreement norms of contractual employees of Adarsha Vidyalayas of Assam.

This order comes into force with immediate effect.

Sd/- Smt. Anuja Bhuyan, ACS

Managing Director

Adarsha Vidyalaya Sangathan, Assam

Kahilipara, Guwahati-781019

Memo No. AVS/Estt./2023/21-A

Dated: 31/10/2023

Copy to:

1. The Secretary to the Government of Assam, Department of School Education, Janata Bhawan, C-Block, Dispur, Guwahati-06 for kind information.
2. The Principal Secretary KAAC, Diphu, Karbi Anglong/ BTR, Kokrajhar/NCHAC, Dima Hasao for kind information.
3. The Deputy Commissioner of all concerned districts for kind information.
4. The Inspector of Schools of all concerned districts for necessary information.
5. The PA to the Hon`ble Chairman, Adarsha Vidyalaya Sangathan, Assam, Janata Bhawan, C-Block, Dispur, Guwahati-06 for kind appraisal of the Hon`ble Chairman.
6. All concerned.

Anuja Bhuyan
Managing Director

Adarsha Vidyalaya Sangathan, Assam
Kahilipara, Guwahati-781019