

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR

NOTIFICATION


No. 153 /Estt-I

Dated 19/03/2024

On the recommendations of the Committee constituted vide Notification No.362/Estt-I/PF dated 18.09.2023, the Vice-Chancellor is pleased to approve the following SOPs alongwith Proforma (annexed) for granting Sabbatical Leave (Post Doctorate leave) / Extra Ordinary Leave (E.O.L) (without pay) to the employees of the University:-

1. An employee applying for Sabbatical leave (Post Doctorate leave) (within or outside the Country) shall apply on the prescribed proforma at least four (4) weeks before the date of availing the leave through the relevant Chairperson / Director.
2. The Chairperson / Director, considering the student-teacher ratio and the validity of the accreditation status of the Department / Centre as well as the PEC's minimum faculty availability criteria i.e. "eight (08) full-time dedicated faculty out of them two must be Ph.D per Section", shall give clear recommendations on the proforma duly signed by him.
3. The Chairperson / Director shall forward the proforma (complete in all respects) alongwith necessary documents, if any, to the relevant Dean for his recommendations and onward submission to the Registrar for processing and obtaining approval of the Vice-Chancellor.
4. Sabbatical Leave (Post Doctorate) shall be granted to faculty members / Lab: Engineer who have at least six (06) years active service in the University.
5. Only one faculty member / Lab: Engineer in each department will be allowed Sabbatical Leave based on seniority subject to the condition that PEC, Islamabad requirement may not suffer and the HoD will not claim any substitute on contract or visiting basis.
6. Any faculty member / Lab: Engineer who desires to get Sabbatical Leave shall have to submit an undertaking on judicial Stamp Paper (duly signed by Notary Public) that after completing the said leave, he/she must join the University. In case of failure, the salary received during the period of Sabbatical leave shall be recovered from him/her.
7. Applications will be considered on a first come, first served basis. However, in case of more than one application at a time, senior most of the applicants will be recommended based on seniority issued by the Establishment Section.
8. Recommendations for E.O.L (without pay) shall be made as per UET Peshawar Leave Statutes, 2016, the grant of which will be at the discretion of the authorities.


As a consequence of the above, Notification No.199/Estt-I dated 16.05.2023 stands superseded with immediate effect.


Establishment Officer-II

No. 4441-46 /Estt-I

Copy to:

1. The Deans of all faculties, UET Peshawar.
2. All Heads of Departments/Sections/Centers, UET Peshawar.
3. The Coordinators of all remote Campuses of UET Peshawar.
4. The Treasurer, UET Peshawar.
5. The Manager IT Center, UET Peshawar with the request to upload the same on the University Official Website.
6. The P.S to Vice Chancellor, UET Peshawar.


Establishment Officer-II
University of Engineering
& Technology, Peshawar

UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR

Proforma for obtaining Sabbatical (Post Doctorate leave) / Extra Ordinary Leave (EOL)

To be filled in by the applicant			
Name		CNIC #	
Designation		Department / Center	
Area of Study		Degree completion date	
Purpose of Leave		Date of joining	
Types of leave		Duration of leave (from to & total days)	
Leave already availed		Country / contact No.	

To be Filled by the Chairperson / Director				
S. No.	Designation	Filled Position	On Leave	On Duty
1.	Professor			
2.	Associate Professor			
3.	Assistant Professor			
4.	Lecturer			
5.	Lab Engineer			
Total				
Date of the last accreditation visit conducted.				
Validity of the last accreditation awarded?				
Current Student-Teacher Ratio? (as per accreditation council manual)				
Student-Teacher Ratio excluding the applicant?				
Requirement of additional teaching staff if the applicant is granted leave.			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Recommendations of Chairperson / Director (use additional sheet, if required)				

Applicant's signature

Chairperson's Signature
& Stamp

Recommendation of the Dean
of concerned faculty

Checklist:

☐ Application for leave ☐ Acceptance Letter ☐ Last Accreditation Visit