

Harish-Chandra Research Institute, Allahabad

No. HRI/42/ 1077

Dated :14th March, 2005

Office Memorandum

Leave Rules for Academic Members – Effective 1st January 2005.

It has been decided to revise the Leave Rules applicable to Academic Members, effective 1st January 2005, as detailed further. For any clarification, members are requested to consult the undersigned and, in his absence, the Deputy Registrar.

In a calendar year, Academic Members of the Institute will be eligible for the following types of leave, as detailed ahead.

Type of Leave	Days
Casual Leave	8 + 2 days per calendar year
Earned Leave	30 days per completed year of service
Vacation Leave	30 days per calendar year as detailed further
Academic Leave	50 days per calendar year as detailed further
Sabbatical Leave	60 days per year of service as detailed further

Besides the above, members would also be eligible for other special kinds of leave, such as Maternity, Paternity, Study and Extra Ordinary Leave (Leave Without Pay), as per respective rules.

Note :

1. **Casual and Earned leave** rules will be as per CCS Leave Rules.

2. **Vacation Leave** can be availed during the following periods

1st Jan to 5th Jan

1st Oct to 31st Oct

1st April to 31st July ✓

10th Dec to 31st Dec

Un-availed Vacation Leave will lapse at the end of each calendar year.

The un-availed Vacation Leave as on 31st Dec. 2004 will, however, be converted into EL, as per practice.

3. **Academic Leave** can be availed at any time during the calendar year for academic purposes, such as visits on account of collaboration, conferences, talks and seminars etc.

4. **Leave of absence** on account of official duty (Deputation) will be allowed for attending to any specific duty on behalf of the Institute, such as attending meetings for JEST, IGNOU, DAE or NBHM coordination etc. Vide communication dated 30.5.04, the Joint Secretary (R&D), DAE has intimated that such absence on account of official duty shall not exceed 30 days in a year. However, the Director, under special circumstances, may exercise discretion and grant leave of absence exceeding 30 days in a year.

5. **Sabbatical Leave** w.e.f. 1st Jan. 2005 will accrue @ 60 days per completed year of service and can be accumulated up to a maximum of 365 days. The un-availed balance, subject to a maximum of 365 days as on 31st Dec. 2004, will be carried forward as opening balance as on 1.1.05.

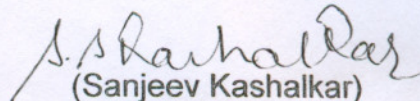
The entitlement for Sabbatical Leave w.e.f. 1st January 2005 is now restricted to regular academic members of the Institute in the pay scale of Rs. 12000-375-16500 and above. In the first instance, Sabbatical Leave can be availed up to a maximum of 6 months (180 days) after a period of 3 completed years of service in the pay scale of Rs. 12000-375-16500, or above. Normally between 2 occasions of availing Sabbatical Leave, there should be a minimum gap of 3 years of regular service. However, the Director will exercise discretion and may grant Sabbatical Leave by relaxing the minimum gap of 3 years of regular service, referred above. Sabbatical Leave will not accrue during the time it is availed. During the period sabbatical leave is availed by a member, his/her entitlement as regards CCA, Transport allowance and HRA shall be determined as per relevant rules.

6. **Extra Ordinary Leave (EOL)** (Leave without Pay) will be granted to a member in the following special circumstances –

(i) when no other leave is admissible, (ii) when other leave is admissible but the member applies for the grant of EOL and (iii) to regularize period of absence without sanctioned leave, retrospectively.

7. Under no circumstances a member of the Institute will be allowed to be away from the Institute for more than 24 months at a stretch. Absence beyond 24 months will strictly require prior approval of the Governing Council.

8. The Post-Doctoral Fellows will be entitled to only Casual, Vacation and Academic Leave on the same pattern as above, besides paternity and maternity leave as admissible.


(Sanjeev Kashalkar)
Registrar