



हरीश-चन्द्र अनुसंधान संस्थान
Harish-Chandra Research Institute

छतनागमार्ग, झूंसी, इलाहाबाद- 211019
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सं./No. : HRI/

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CIRCULAR

Sub : HRI Sabbatical Rules Guidelines – 2014

“HRI Sabbatical Rules Guidelines – 2014” which has been approved by the Governing Council in its meeting dated 10th October, 2014, is attached for information and necessary action.

(Ravindra Singh)
Registrar

Copy to:-

- (a) Director
- (b) All Faculty Members (through eMail)
- (c) Accounts Officer
- (d) IA&AO
- ✓ (e) Office Superintendent
- (f) Manager System for uploading on Institute's Website

**HARISH-CHANDRA RESEARCH INSTITUTE
ALLAHABAD**

HRIs' Sabbatical Leave Guidelines - 2014

1. Short Title, Applicability and Commencement

- 1.1 These Guidelines shall be called the 'HRIs' Sabbatical Rules Guidelines - 2014'.
- 1.2 These shall be applicable to all the Academic Staff Members of the Institute.
- 1.3 They shall come into force w.e.f. Tenth Day of October 2014 i.e. date of the approval of the Governing Council.

2. Right of leave

- 2.1 Sabbatical Leave cannot be claimed as of right and when exigencies so demand, Sabbatical Leave may be refused or revoked by the authority empowered to sanction the leave.
- 2.2 Sabbatical Leave may be granted for one or more of the following objects, namely :-
 - 2.2.1 to conduct research or advanced studies in India or abroad ;
 - 2.2.2 to write text books, standard works and other literature ;
 - 2.2.3 to visit or work in a University, Industry or Government research laboratories in India or abroad, and
 - 2.2.4 any other purposes for the academic development of the staff member, as approved by the Governing Council.
- 2.3 Scientist/Academic Member concerned shall furnish a letter of acceptance from the Host Institution/Laboratory for undertaking advanced study/research.

3. Authority empowered to sanction leave

- 3.1 Applications for Sabbatical Leave shall be addressed to the Director of the Institute. It should be applied at least three months in advance to the Director of the Institute.
- 3.2 Sabbatical Leave shall be sanctioned by the Director.
- 3.3 The Council shall sanction Sabbatical Leave of the Director.

4. Commencement and Termination of leave

- 4.1 Sabbatical Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one in which duty is resumed; if resumption of duty takes place on the afternoon of a day, leave ends on the same day.
- 4.2 Sundays and other holidays or the vacation may be prefixed as well as suffixed to sabbatical leave,

5. Combination with different kinds of leave

- 5.1 Sabbatical Leave can't be combined with any other leave.



6. Other Provisions of Sabbatical Leaves

- 6.1 The Sabbatical Leave would be admissible to Academic Staff Members of the Institute who have rendered not less than six years' service in HRI.
- 6.2 Sabbatical Leave may be granted once in six years, provided, the academic member concerned has not gone on one year or longer deputation or assignment or study leave during the preceding six years.
- 6.3 Sabbatical Leave will accrue 60 days per completed year of service (for part of the year, it may be on proportionate basis) and can be accumulated up to a maximum of 12 months. After total accumulation of 12 months of sabbatical leave, no carryover of Sabbatical Leave (part or full) will be permissible over and above 12 months accumulation. During the probation period, there will be no accrual of Sabbatical Leave.
- 6.4 Sabbatical Leave may be granted for a period of not less than four months and not more than twelve months inclusive of vacation at a time.
- 6.5 On availing the Sabbatical Leave and/or after rejoining the duty, if any academic member resigns within two years, he/she shall refund the salary paid to him/her during the period of his/her Sabbatical leave. The requirement of serving the Institute for a minimum period of two years after availing Sabbatical Leave may be reduced to one year in cases where the staff member is unable to serve the Institute for a period of two years on the expiry of the Sabbatical Leave due to superannuation.
- 6.6 For all purposes the period of Sabbatical Leave shall be treated as a period spent on duty without entitlement to TA and DA. In case the academic member proceeds abroad, HRI will have no financial obligations except mentioned in this guidelines including medical expenses.
- 6.7 On completion of Sabbatical leave, the academic member shall submit a detailed report on the work done and objectives accomplished.
- 6.8 Staff members shall be paid full salary during the period of Sabbatical Leave under the normal rules as would have been otherwise admissible to him. However, payment of D.A., H.R.A., and C.C.A. etc during the period is subject to Government of India rules in this regard. But he/she shall not be entitled to any traveling allowance or any extra allowance in India or abroad.
- 6.9 On sabbatical leave, the academic member staying in the campus could carry-on with his/her academic work but he/she cannot hold any administrative/financial position/responsibility in the Institute or of any other body/committee constituted by the Institute.
- 6.10 The applicant concerned shall give an undertaking before proceeding on Sabbatical Leave that he/she will utilize it for bonafide purpose for which it is sanctioned and will not accept any commercial employment during the period of leave.
- 6.11 An employee on Sabbatical Leave cannot take up a position elsewhere, which is either tenured or leads to a tenured position. He/She shall, however, be free to receive a scholarship or fellowship or bursary or any other adhoc honorarium other than regular employment.
- 6.12 Normally between two occasions of availing Sabbatical Leave, there should be a minimum gap of one year of regular service (in case earlier leave not taken for full year, the remaining leave may be taken after a gap of one year only). Sabbatical Leave will not accrue during the time it is availed.



6.13 At any point of time, a maximum of 10% of the sanctioned strength of the academic staff members of the Institute (subject to any fraction in the figure thus arrived at being rounded off to the next higher integer) may be permitted to avail of long leave either within India or abroad. No substitute shall be appointed in the vacancy and the work shall be shared by the other members of the Faculty.

6.14 During the period of Sabbatical Leave the applicant may continue to retain accommodation in Institute campus on the same terms and conditions as are applicable to other employees of the Institute. If the applicant during the period of leave resides in India, he will be entitled for medical support as per the rules of the Institute.

7. Overriding Considerations

7.1 The Director of the Institute may relax/waive any of the aforesaid clause/conditions with the concurrence of the Governing Council'.

7.2 The interpretation of the Director on the various provisions of these guidelines shall be final.

7.3 Any directives received from GoI/DAE shall be binding on the Institute and shall have an overriding effect on the above.



Registrar



Director