



Chapter 20

Study Leave

- 20.1 The scientists of the ICAR are governed by Agricultural Research Service Study Leaver Regulation -1991. These regulations have also been extended to the Technical personnel of the ICAR vide Council's letter No. 14-6/94-Estt.IV dated the 1st February 1995. This letter is reproduced below:-

Subject: Extension of benefit of ARS Study Leave Regulations-1991 to Technical Personnel.

“The question of extension of benefits of ARS Study Leave Regulations -1991 to technical personnel has been under consideration of the Council for sometime past. With the approval of the Governing Body it has now been decided to extend the benefits of the ARS Study Leave Regulations-1991 to technical personnel with the provision that Study Leave for duration of 3 years will be admissible only for undertaking Ph.D. Programme.”

This comes into force w.e.f. 1.1.95

Sd/-

K.K. Bajpai

Deputy Secretary (B)

(ICAR Letter No. 14-6/94-Estt.IV dated 1st February, 1995)

The Agricultural Research Service Study Leave Regulation- 1991

In exercise of the powers conferred under Bye-laws 13 of the Indian Council of Agricultural Research Society, the Governing Body with the approval of the President makes the following regulations; viz.

1. Short Title and Commencement

- (1) These regulations may be called the “Agricultural Research Service Study Leave Regulations, 1991”.
- (2) These regulations shall come into force with immediate effect.

2 Definitions

In these regulations, unless the context otherwise requires:

- (a) A ‘Competent Authority’ means Director of the Institute in the case of a Scientist posted in an institute and the Director General of Council in the case of a scientist posted at the Council’s Headquarters or any other authority declared as such by the Director General of the Council;



- (b) 'Council means the Indian Council of Agricultural Research'
- (c) 'Employments' means pay and allowances attached to a post held by the scientist before proceeding on study leave;
- (d) 'Institute' means an institute under the management of the Indian Council of Agricultural Research and includes a Project Directorate, a National Research Centre, a Bureau an Academy or any other similar body created by the Council.
- (e) 'Organization' means the institute in case of a scientist posted in an institute and the Council's Headquarter; in case of scientist posted at Council's Headquarters;
- (f) 'Scientist' means a member of the Agricultural Research Service, and upto the grade of senior scientist or scientist (selection grade)

3. Eligibility

- (1) Study leave may be granted to a permanent whole-time scientist (viz. Scientist/Scientist (Senior Scale)/Senior Scientist; Scientist (Selection Grade) with not less than 2 years continuous service, to pursue a special line of study or research, including a course work for Ph.D degree, directly related to his work in the organization. Principal Scientists and above are not eligible for study leave.

4. Duration

- (1) Study leave shall be granted by the competent authority on receiving the full plan of work, for a duration as may be considered necessary. The period of study leave shall be 3 years for Ph.D purposes. However, Study leave sanctioned for purposes of prosecuting courses other than Ph.D shall not exceed 2 years.
- (2) Study leave may be granted more than once provided that, unless both the spells are required for Ph.D not less than 5 years have elapsed after the scientist returned to duty on completion of earlier spell of study leave. For the subsequent spell of study leave, the scientist shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- (3) No scientist who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the competent authority. When the course of the study falls short of study leave sanctioned, the scientist shall resume duty on the conclusion of the course of study unless previous approval of the competent authority to treat the period of short-fall as extra-ordinary leave has been obtained.
- (4) Where a scientist is not able to complete his Ph.D work within a period of 3 years of study leave, he can avail of extra-ordinary leave without pay for a maximum period of 6 months in combination with the study leave.
- (5) The period of study leave shall count as service for purposes of retirement benefits provided that the scientist rejoins the organization on the expiry of his study leave and serves for the period for which the bond has been executed.



- (6) Study leave granted to a scientist shall be deemed to be cancelled, in case, it is not availed within 6 months of its sanction, provided that where study leave granted has been so cancelled, the scientist may apply again for such leave.
- (7) A scientist availing his study leave shall furnish undertaking that he shall serve the organization continuously for double the period of study leave subject to a minimum of 3 years (in case of candidates availing of study leave for Ph.D degree) from the date of his resuming duties after expiry of the study leave.

5. Emoluments

- (1) The scientists granted study leave would be entitled to continue to draw their total emoluments for the duration of the study leave. The annual increment will also be drawn as and when due. However, the amount of emoluments payable on study leave shall be reduced subject to the provision of sub-clause (2) below.
- (2) The amount of scholarship/fellowship or the financial assistance that a scientist granted study leave has been awarded will not preclude his being granted study leave with pay and allowances by the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted.

The following guidelines may apply while determining the admissibility of pay and allowances where financial assistance is received by a scientist.

- (a) \$20,000 or above per annum - leave shall be granted without pay.
 - (b) \$10,000/- and above but less than \$ 20,000 per annum - leave on half pay
 - (c) Below \$ 10,000 or equivalent in rupees per annum - leave with full pay.
- (3) If a scientist, who is granted study leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the competent authority may determine the study leave salary payable in each case.

Note: It shall be the duty of the scientist granted study leave to communicate immediately to the organization, the amount of financial assistance in any form received by him during the course of study leave from any person or institution whatsoever.

6 Other conditions

A scientist

- (a) who is unable to complete his studies within the period of study leave granted to him or
- (b) who fails to rejoin the service of the organization on the expiry of his study leave, or
- (c) who rejoins the services of the organization but leaves the service without completing the prescribed period of service after rejoining the service, or

- (d) who within the said period is dismissed or removed from the service by the organization, shall be liable to refund to the organization, the amount of leave salary and allowances and other expenses, incurred on the scientist or paid to him on his behalf in connection with the course of study:

Provided that if a scientist had served in the organization for a period of not less than half the period of service under the bond on return from study leave, he shall refund to the organization half of the amount calculated as above. In case the scientist has been granted study leave without pay and allowances he shall be liable to pay to the organization an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the organization in connection with the course of study.

Explanation

(1) If a scientist asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules.

(2) Notwithstanding the above, the competent authority may order that nothing in these rules shall apply to a scientist who within 3 of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the competent authority may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a scientist under these rules.

7. Execution of Bond

- (1) After the leave has been sanctioned, the scientist shall, before availing of the leave, execute a bond in favour of the organization in the prescribed form undertaking to serve the organization for not less than double the period of study leave sanctioned to him on full, half or no pay subject to a maximum period of 3 years.
- (2) In addition to executing a bond as aforesaid the scientist shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him on half pay or no pay and given security of immovable property to the satisfaction of the organization of a Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the organization. Where two sureties or one surety, as the case may be, provided by the scientist are those who are permanent scientists of the institution to which the scientist belongs, the organization may, in its discretion waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the organization the amount recoverable from the scientist concerned on his failure to fulfill the obligations of the bond.



8 Progress Reports

The scientist shall submit to the competent authority six monthly reports of progress in his studies from his supervisor or head of the institution. This report shall reach the competent authority within one month of the expiry of every six month of the study leave. If the report does not reach the competent authority within the time specified, the payment of salary may be deferred till the receipt of such report.

9. Interpretation

If any question of interpretation of these regulations arises, it shall be decided by the President, ICAR

(B) Rules & Guidelines for pursuing Ph.D for Scientific Staff

1. The applicants should have completed a minimum of two years service in the Council
2. Taking study leave will not be insisted upon for in service candidates as long as the Ph.D work relates to an approved research project within institute's mandate.
3. If the University rules require attendance for the course work the scientists would be granted leave for the same. However, the research/thesis work shall have to be done at the institute. Registration with non/conventional universities for doing Ph.D can also be permitted.
4. A scientist of the institute where the candidates is employed can work as a co-guide if the university rules so permit.
5. In cases where a scientist desires to do Ph.D in an area where work cannot be done within an approved research project in the mandated area of the institute, he may be permitted to do the Ph.D degree by granting him study leave under ARS Study Leave Regulations, 91. Such permission will be granted only in cases where it is possible to spare the scientist without detriment to the work of the institute.
6. The permission to do Ph.D degree without taking study leave within the institute is again subject to the condition stipulated here under:
 - (i) The research work being carried out by the scientists in the institute is effectively monitored and research project reviewed regularly in the RPFs by the Directors of the institutes.
 - (ii) The Director should certify every to the SMD that the RPFs are being regularly maintained and reviewed.
 - (iii) The progress of research project of the scientists should be reviewed by the SRC of the institute.

(ICAR No. 16(2)/2003-Per.IV dated 28.1.2004)

In case of failure to obtain degree/non completion of degree by scientist who have availed study leave are liable to repay relief salary and other allowance drawn during the study leave period.

(ICAR No. 7-1/01 dated 11.9.2001)

(ICAR No. 7-1/01 dated 19.9.2006)



(C) Guidelines for grant of extension in joining time to candidates selected as Scientists (Grade pay of Rs. 6000/- PB-3) by ASRB (To complete Ph.D)

The following guidelines are laid down to consider the request for extension of joining time with a view to enable candidate to complete their Ph.D programme before joining service.

- (i) The selected candidates should have completed their course work, passed the qualifying examination and completed a minimum of 2 years residency period at the respective SAU/DU before selection.
- (ii) In case the period required for completion of Ph.D work is one year or less, the council may consider to grant extension of joining time.
- (iii) If the period required for completion of Ph.D is more than a year:

a. Candidates pursuing Ph.D at Deemed University of ICAR.

The candidates may be temporarily posted to the concerned Deemed University of ICAR to enable completion of Ph.D work. After completion of Ph.D they may be finally posted to an ICAR Institute as per requirement. They may be required to undergo the foundation course at NAARM, Hyderabad after final posting.

b. Candidates pursuing Ph.D from SAUs.

The candidates may be temporarily posted to an institute whose mandate relates to candidate's thesis work provided the University agrees to allow a scientist of the institute to function as co-guide. If the university does not agree for a co-guide such candidate may be given extension of joining time up to a maximum of 24 months after which the offer may be withdrawn. After completion of Ph.D they may be finally posted. They may be required to undergo the foundation course at NAARM, Hyderabad after final posting.

- (iv) The quality of thesis of such scientists may be regularly monitored by the institute to ensure that quality is not compromised.

(ICAR No. 16(2)/2003-Per.IV dated 1.10.2009)

Note(2) The following amendments in the guidelines circulated vide No. 16(2)/2003-Per.IV dated 1.10.2009 is to be observed in connection with granting extension in joining time to candidates selected as scientist within grade of Pay Rs. 6000/- PB-3 by ASRB who wish to complete Ph.D programme.

1. All the selected candidates will be required to undergo the foundation course at the NAAR, Hyderabad immediately after completion of Ph.D course and before completion of the probationary period.
3. Any fellowship from the deemed university of the SAU for the Ph.D course to the candidates shall be discontinued from the date the selected candidates join ICAR service.

The Council's letter dated 1.10.2009 will stand modified to the above extent.

(ICAR No. 16(2)/2003-Per.IV dated 16.11.2009)



The staff other than scientific and technical are governed by CCS Study Leave Regulations given at **Appendix-XXV**

Note :

The following guidelines may be followed for permitting the technical employees of the Council/Institutes pursuing Ph.D Degree:-

1. The applicants should have completed a minimum of two years service in the Council/Institutes.
2. Taking study leave will not be insisted upon for in service candidates as long as the Ph.D. work relates to an approved research project within institutes' mandate.
3. If the university rules require attendance for course work, the Technical Employees would be granted leave for the same. However, the research/ thesis work shall have to be done at the Council/Institutes. Registration with non-conventional universities for doing Ph.D. can also be permitted.
4. A Technical employee of the Council/Institutes, where the candidate is employed, can work as a co-guide/guide if the university rules so permit.
5. In cases where a Technical employee desires to do Ph.D. in an area where work cannot be done within an approved research project in the mandated area of the Institute, he may be permitted to do the Ph.D. degree by granting him study leave under ARS Study Leave Regulations, 1991. Such permission will be granted only in cases where it is possible to spare the technical employee without detriment to the work of the Council/Institutes.
6. The permission to do Ph.D. degree without taking study leave within the Institute is again subject to the condition stipulated here under:-
 - (I) The research work being carried out by the Technical Employee in the Institute is effectively monitored and research project reviewed regularly in the Performance Records Files by the Directors of the Institutes.
 - (II) The Director should certify every year to the SMD that the Performance Record Files are being regularly maintained and reviewed.

(ICAR No.14(6)/1994-Estt.IV dated 29.3.2004)