

# Chapter 21

## Sabbatical Leave Rules

### I. Purpose

The Sabbatical Leave would be for academic, scientific, technological and other related activities at any relevant institution or organization in India or abroad to enable the academic and scientific staff to promote their professional competence. A list of such institutions will be circulated by the ICAR and updated from time to time.

### II. Eligibility

- (i) Sabbatical Leave may be granted to a scientist in senior Scale (Rs. 3700-5700 (pre-revised) of Reader's Scale) and above. The scientist should have rendered not less than 6 years of service in ICAR/SAUs.
- (ii) This leave would be granted once in 10 years provided the scientist/faculty member concerned has not gone on deputation or assignment on study leave for a duration of one year or longer during the preceding 10 years.
- (iii) The scientist/faculty member must have at least 5 years service left before superannuation after completion of the Sabbatical Leave.

### III. Duration

The Sabbatical Leave will be limited to a maximum period of one year, twice during the entire career of a scientist/faculty member.

### IV. How to Apply

- (i) The scientist desirous of availing Sabbatical Leave should apply in a proforma as at Annexure.
- (ii) The scientist concerned will furnish a letter of acceptance from the host organization for undertaking the proposed study, research, training/teaching or the related professional activities relevant to the mandate of ICAR/SAU.
- (iii) Application for Sabbatical Leave shall be forwarded by the concerned institution with their recommendations to the ICAR Hqrs. at least four-six months in advance. Undertaking of the host institution should also be made available while applying for sanction of the Leave.

### V. Competent Authority

The Director-General, ICAR will be the competent authority to grant Sabbatical Leave.

### VI. Payment of Salary and Other Allowances

- (i) During the period of Sabbatical Leave within the country, the scientist will be entitled to full salary and other allowances as would have been otherwise admissible to him/her while serving on regular position.



- (ii) For all purposes, the period of Sabbatical Leave will be treated as a period spent on duty without entitlement of TA and DA. If however, the scientist is not a recipient of a fellowship/travel grant he/she will be entitled to lumpsum amount not exceeding Rs. 50,000 for meeting the cost of travel and other incidentals to-and-fro from the institute to host institution, while being on Sabbatical Leave and paid from the AHRD/Cess Fund support.
- (iii) In addition to the salary, the scientist/faculty member is permitted to receive subsistence allowance including travel expenses from an institution abroad, if he/she is spending the period of Sabbatical Leave in a foreign university/laboratory/institute.

## **VII. Other conditions**

- (i) Sabbatical Leave could be availed by a scientist/faculty member while receiving any kind of scholarship or fellowship from ICAR or any other organization, national or international
- (ii) The Sabbatical Leave cannot be combined with any other leave.
- (iii) Scientist concerned will give an undertaking before proceeding on Sabbatical Leave that he/she would utilize the leave for the purpose(s) mentioned in IV(ii) above for which the Sabbatical leave has been sanctioned, and would not accept any commercial employment during the period of Sabbatical Leave and that he/she would refund the salary and other emoluments paid to him during the period of his Sabbatical Leave in case he/she resigns within 3 years after availing the leave to join institutions outside National Agricultural Research System.
- (iv) During the period of Sabbatical Leave, the scientist/faculty member will continue to retain official accommodation that may have been provided to him/her on the same terms and conditions as are applicable to other ICAR/SAUs employees.
- (v) The host institution within country will provide all necessary facilities including office space, laboratory, transportation and suitable accommodation in the host organization.

## **VIII. Submission of Report on completion of Leave.**

On the completion of Sabbatical Leave the scientist will submit a detailed report on work done and objectives accomplished. A copy of the report will be forwarded by the Director of the sponsoring institution, Vice Chancellor of SAU concerned with his/her comments to the ICAR Hqrs.

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