



University of Agricultural Sciences

Administrative Office, GKVK, Bangalore-560065.

No. AO/Gen-II/2009-10

Date: 7-10-2009.

NOTIFICATION

- Sub:** Guidelines for providing sabbatical leave facilities in the University of Agril. Sciences, Bengaluru.
- Ref:**
1. Proceedings of the Meeting of the Committee held on 15-9-2008.for framing of Guidelines on sabbatical Leave facilities in the University of Agricultural Sciences (B)
 2. Decision of the Board of Regents in its 336th Meeting held on 18-9-2009.(part B - Item 10)
 3. Approval of the Vice-Chancellor, UAS, GKVK, dated: 5-10-2009.

In pursuance of the decision of the Board of Regents referred to above, the Guidelines for sanction of sabbatical leave facility to the Teachers / Scientists of the University of Agricultural Sciences, Bangalore, are notified as under.

The sabbatical leave facility shall be granted to the Scientists /Teachers for Academic, Scientific, Technological and other related activities to be under taken at any relevant Institutions /organizations in India or abroad to enable Academic and Scientific staff to improve their professional competence.

I. Eligibility:

- i) The sabbatical leave may be granted to a Scientist in the cadre of Associate Professor and above. The Scientist should have rendered not less than ten years of service in the University.
- ii) This Leave will be granted once in his/her career provided the scientist/faculty member concerned has not gone on deputation for higher studies or assignment for duration of one year or longer during the preceding ten years.
- iii) Only one teacher from a department will be permitted to avail sabbatical leave at a time determined on the basis of seniority in the University service. Not more than three teachers shall avail this benefit in a given financial year.
- iv) The scientist / faculty member must have at least five years service left before superannuation after completion of the sabbatical leave.

II. Duration:

The sabbatical leave shall be limited to a maximum period of one year during the entire career of a scientist/faculty member.

No teacher shall extend the period beyond the sabbatical leave sanctioned. Any violation of this provision will imperil forfeiture of the benefits of pay and allowances

III. Procedure to apply:

- i) The scientist / faculty member desirous of availing sabbatical leave should apply in the prescribed proforma(enclosed).

- ii) The Scientist/Faculty member concerned should furnish a letter of acceptance from the host organization for undertaking the proposed study/research/training teaching or related professional activities relevant to the mandate of ICAR/University.
- iii) Application for sabbatical leave shall be forwarded by the concerned department with their recommendations to the Vice-Chancellor for sanction of leave at least two months in advance. Undertaking of the host institution should also be made available while applying for sanction of leave. Sabbatical leave may be granted only if the scientist can be spared by the University without detriment to the work assigned to him.

IV. Competent Authority:

The Vice-Chancellor will be the competent authority to grant sabbatical leave.

V. Payment of Salary and Other Allowances:

- i) During the period of sabbatical leave within the country, the scientist will be entitled for salary and other allowances as would have been otherwise admissible to him/her while serving on regular position.
- ii) For all purpose, 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 fellowship/travel grants, he/she will be entitled to a 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.
- 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.

VI. Other Conditions:

- i) The 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) The scientist concerned shall give an undertaking before proceeding on Sabbatical leave that he/she would utilize the leave for the purpose (s) mentioned in III(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 proportionate salary and other emoluments paid to him during the period of his sabbatical leave at present rate of interest in case he/she resigns within five years or part thereof 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 University employees.
- v) The host institution within country will provide all necessary facilities including office space, laboratory, transportation, medical reimbursement and suitable accommodation in the host organization.

VII. Submission of report on completion of leave:

On completion of sabbatical leave the scientist will submit a detailed report on work done and objectives accomplished and in case the report is found unsatisfactory, the sabbatical leave will be changed into leave of the kind due. In case leave of the kind due is not available to the credit of the scientist he/she will have to refund the salary for sabbatical leave given to him/her.

A copy of detailed report of the scientist; working in ICAR scheme will be sent to the ICAR Headquarters by the Vice-Chancellor along with his/her comments.

[Handwritten signature]
Administrative Officer

**PROFORMA FOR APPLICATION FOR
GRANT OF SABBATICAL LEAVE**

1.	Name of Scientist/ Faculty Member	
2.	Designation	
3.	Scale of pay	
4.	Official Address	
5.	Residential Address	
6.	Date of entry in the University	
7.	Length of service upto the proposed date of commencement of Leave desired	
8.	Name of the Department/Office	
9.	Date of Superannuation	
10.	Have you availed deputation / assignment / Study leave of one year or more in the preceding ten years	Yes/No
11.	Give statement of deputation in preceding ten years (Annex, if space is inadequate)	
12.	Have you availed sabbatical leave earlier. If yes, indicate the date and period of that leave	Yes/No
13.	Title of the proposed programme for availing the sabbatical leave	
14.	Give a brief resume of the approved programme (Annex, if space is inadequate)	
15.	Name and address of the host institution	
16.	Name and full address of the supervisor / coordinator in the host institution	
17.	Are you in receipt/likely to receive any scholarship/fellowship/assistantship/any other assistance(please specify) during the leave? If yes, indicate the name of the organization its full address and emoluments and duration of scholarships/ fellowship/assistantship/ any other assistance(please specify) during the year.	Yes/No

18.	Does the scientist/Faculty member want to retain the residential accommodation in UAS(B) If yes, name the contact person at the residence
19.	Name of the nominee authorized to receive your salary and other emoluments during the leave period.

UNDERTAKING

I _____ hereby give this undertaking to fully abide by the sabbatical leave rules and to return the salary and other emoluments received by me during the period of leave in case the conditions of the sabbatical leave are violated by me while on sabbatical leave, I shall also abide by the service conduct rules of the UAS(B)

Signature _____
Name _____
(in Capital letters)

Recommendations of Head of the Department/Director of UAS(B)

To.

The Vice-Chancellor, UAS, GKVK.-Chancellor,
University of Agricultural Sciences,
Bangalore - 560 065.