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**Government of India
Indian Institute of Technology, Guwahati
Indian Institute of Technology Guwahati
Guwahati**

Dated: 03/06/2019

To

Shri Sujeet Swami
H.N. 1-L-1 Mahaveer Nagar Ext. Kota
district: Kota state- Rajasthan
324009

Registration Number : IITGW/R/2019/50062

Dear Sir/Madam

I am to refer to your Request for Information under RTI Act 2005, received vide letter dated 12/05/2019 and to say that *1. Attached herewith as ANNEXURE- I (07 pages).*

- 2. Yes.*
- 3. Dr. Debabrata Sikdar joined the Institute on 03.05.2017 (F.N.)*
- 4. Yes. On Long Leave with Pay.*
- 5. Dr. Sikdar is on long leave since 16.07.2018.*
- 6. To avail Marie Curie Individual Fellowship.*
- 7. Yes.*
- 8. Yes.*
- 9. Based on earlier approval of BOG for such cases.*

In case, you want to go for an appeal in connection with the information provided, you may appeal to the Appellate Authority indicated below within ***thirty days*** from the date of receipt of this letter.

Dr. Suresh S.M.

FAA & Registrar

Address: Indian Institute of Technology GuwahatiGuwahati

Phone No.: 0361-2690761

Yours faithfully

**(Dilip Boro)
CPIO & Joint Registrar
Phone No.: 0361-2582985
Email : pio@iitg.ac.in**

GUIDELINES FOR SPECIAL LEAVE, SABBATICAL LEAVE AND LEAVE ON DEPUTATION ON FOREIGN SERVICE TERMS FOR ACADEMIC STAFF

(Approved by the Board vide R - 24/5/2000 with amendment vide R - 26/13/2001)

1. INTRODUCTION

The present document is meant to provide guidelines for the sanction of Special Leave, Sabbatical Leave and Leave on Deputation on Foreign Service Terms for Academic Staff, who are regular employees. Such leave can be Short or Long Leave as explained below.

In the event of there being any inconsistency between any of these guidelines and the corresponding provisions in the Act/Statutes of the Indian Institute of Technology, Guwahati, the latter shall prevail.

2. LEAVE ON FOREIGN SERVICE TERMS

2.1 Definition


Leave on Foreign Service Terms mean leave granted to serve elsewhere, in which the employee receives pay from another organization and so does not receive any salary from the Institute. This is basically a mechanism to permit an employee to take up a remunerative position elsewhere while maintaining lien at the Institute and continuing to draw increments, retirement and other service benefits at the Institute. Residential quarters may be retained. Dependents residing at headquarters during the leave period will be entitled to all the benefits due to them.

2.2 Contributions

An employee granted leave on Foreign Service terms is required to pay Pension and Leave Salary contributions if governed by the GPF-cum-Pension-cum-Gratuity Scheme and Institute's share of CPF, Gratuity contribution and Leave Salary contribution if governed by the CPF-cum-Gratuity Scheme. Besides, the employee has to pay his own contribution towards GPF/CPF, as the case may be as per GOI rules.

3. SHORT LEAVE ON FOREIGN SERVICE TERMS

3.1 Definition


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Any leave of absence for a duration exceeding a month during a semester and up to a maximum period of one semester with the provision of prefixing and/or suffixing vacation periods will be called SHORT LEAVE.

3.2 Eligibility

Two full years should have been spent at the Institute after returning from the last Short and/or Long Leave or after initial joining of the Institute.

3.3 Terms and Conditions

It shall be ensured that prior and proper arrangements are made for the discharge of responsibilities, such as those concerning sponsored projects, guidance of research work of students, teaching duties etc. The Head of the Department of the concerned faculty must certify that all such arrangements have been made.

4. LONG LEAVE ON FOREIGN SERVICE TERMS

4.1 Definition

Any leave of absence that includes two or more semesters shall be called LONG LEAVE.

4.2 Eligibility

4.2.1 Five years should have been spent at the Institute, including leave as due availed, after returning from the previous Long Leave or Sabbatical Leave whichever is most recent.

After joining the Institute, three years must have been spent in the Institute for availing Long Leave for the first time in their tenure as faculty members at the Institute.

4.2.2 Two full years should have been spent at the Institute after return from the last Short Leave.

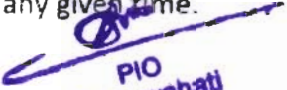
4.2.3 For Academic staff joining from another Institute, their period of service in that Institute and their record of availing Long Leave and Sabbatical Leave (or their equivalent) will be taken into account in determining their eligibility. However, a minimum period of two years must have been spent in this Institute.

4.3 Terms and Conditions

4.3.1 It shall be ensured that prior and proper arrangements are made for the discharge of responsibilities such as those concerning sponsored projects, guidance of research work of students, teaching duties etc. The Head of the Department of the concerned Academic staff must certify that all such arrangements have been made.

4.3.2 The maximum permissible period of Long Leave is 2 years.

4.3.3 Not more than 20% (rounded off to the next whole number) of the existing faculty of a department can be given Long Leave and/or Sabbatical leave at any given time.


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4.3.4 The person granted Long Leave will execute a bond as given in Appendix I to serve the Institute, on return from the leave, for a period of one year, if the Long Leave is up to one year and for a period of three years (excluding any intervening periods of Short Leave), if the Long Leave is for more than one year. The bond will be for a sum of Rs. 1,00,000/- (One lakh)

4.4 Terms and Conditions for Long Leave for Higher Studies/Training

4.4.1 Long Leave for prosecuting higher studies/training towards a degree/diploma shall be granted rarely and under special circumstances by the Board.

4.4.2 The person granted Long Leave for higher studies/training will execute a bond as given in Appendix-II (not enclosed) to serve the Institute, on return from the leave, for a period of one year, if the Long Leave is up to one year and for a period of three years, excluding any intervening periods of Short Leave, if the Long Leave is for more than one year. The bond will be for a sum of Rs. 1,00,000/- (one lakh).

4.5 Deputation on Foreign Service Terms

4.5.1 A permanent member of the Academic staff may be deputed to a Government organization or an autonomous body drawing major funding from the Government of India or an industrial enterprise, R&D organization or an academic institution of repute, if this is in the interest of the Institute.

4.5.2 In the case of deputation to higher position in a national laboratory/institution of national importance/public sector undertaking or a senior position in a central or state government department/organization, the maximum period of deputation will be five years provided the appointment is in India. In all other cases, it shall be restricted to two years, and may be extended by the Board for good and sufficient reasons.

4.5.3 There should be at least one year service period left after return from deputation. This period could be reduced further and even waived under special circumstances by the Board, depending on merits of individual cases.

4.5.4 The conditions laid down under articles 4.3.1 and 4.3.3 should be satisfied.

4.5.5 The obligation of any previous bond must be fulfilled for grant of deputation. The Board may, however, relax this condition in special cases.

5. SABBATICAL LEAVE


5.1 Sabbatical Leave will be for the purpose and under terms and conditions as laid down in the Statutes (reproduced in Appendix IV). Further, eligibility and other conditions are given below.


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- 5.2 For grant of Sabbatical Leave for the first time since joining at least six years should have been spent at the Institute (excluding any intervening Short/Long Leave availed),
- 5.3 For any subsequent Sabbatical Leave at least six years should have been spent at the Institute (excluding any intervening Short/Long Leave availed) since return from the last Sabbatical Leave or Long Leave.
- 5.4 Academic staff who have been awarded a Fellowship / Scholarship by schemes approved by the Govt. of India or by schemes which are part of MOU entered into by the Institute, or which are internationally recognized schemes, will be eligible for leave with pay on academic grounds during the period of the programme. For the grant of such leave for the first time since joining, at least two years should have been spent in the Institute (excluding the period of any short/long leave availed). Subsequent grants will be governed by the rules as applicable for Sabbatical leave. The Director will decide if a scheme is eligible under this category. Leave so granted will be treated as Sabbatical Leave if it is more than 6 months duration.
- 5.5 For Academic staff joining this Institute from another Institute, their period of service in that Institute and their record of availing Short/Long Leave and Sabbatical Leave there (or their equivalent) will be taken into account in determining their eligibility. However, a minimum period of two years must have been spent in this Institute.
- 5.6 Conditions laid down under articles 4.3.1 and 4.3.3 should be satisfied.
- 5.7 A bond as given in Appendix III (not enclosed) should be executed.

6. GENERAL TERMS AND CONDITIONS

- 6.1 Leave of absence of any kind or a combination thereof given in the Statutes during the semester(s) for a period of more than a month for academic purposes will be treated as Short or Long Leave as the case may be and will accordingly count as such for qualifying service required for the sanction of any further Short/Long Leave.
- 6.2 Leave of any kind can be converted into another kind of leave as per provisions of the Statutes.
- 6.3 Leave sanctioned must be availed for the purpose for which it is granted and at the place approved. Changes are permissible only with prior approval of the Institute.
- 6.4 No Academic staff shall proceed on leave unless all the prescribed formalities have been completed and formal orders have been issued.
- 6.5 A joining report after availing leave is mandatory. This should include a statement of activities during the leave period, and should give information on patents granted, technology transfer achieved, books/monographs/research papers published, conference attended etc.
- 6.6 If an extension to the leave granted is sought, an application for the same should reach the Institute at least 3 months before the expiry of the leave already sanctioned. In such cases, a


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decision will be communicated in advance. Unless a sanction for extension is received, the applicant shall rejoin the Institute as per leave already sanctioned. Extension of leave will automatically extend the bond period as per rules. Overstaying beyond the sanctioned leave may attract disciplinary action and permission to join the Institute has to be invariably obtained in such cases.

- 6.7 The Director is empowered to grant leave as per these rules. All such leaves granted must be reported to the Board at the earliest.
- 6.8 The Institute may, for good and sufficient reasons to be recorded, grant relaxation of the conditions given above to the extent considered reasonable. All such relaxations have to be approved by the Board.
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EXTRACTS FROM SCHEDULE 'D' OF THE STATUTES

SPECIAL LEAVE

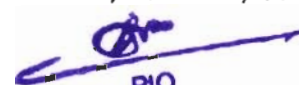
Members of the staff deputed for practical training in or out of India shall be entitled to Special leave as may be determined by the Board in each case.

Provided that Sabbatical leave shall be admissible to a member of the Academic staff –

- i. After completion of six years' continuous service or more, with the Institute.
- ii. Where he avails of Special leave, after the completion of six years' service or more with the Institute after his return from such Special leave; but in any case such leave shall not exceed three times (inclusive of Special leave in case such leave has been granted) during the entire service of such member.

SABBATICAL LEAVE

- (1) Sabbatical leave may be granted for one or more of the following objects, namely:
 - (a) to conduct research or advanced studies in India or abroad;
 - (b) to write text books, standard works and other literature;
 - (c) to visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields;
 - (d) to visit or work in a University, Industry or Government Research Laboratories in India and abroad; and
 - (e) any other purposes for the academic development of the staff members, as approved by the Board of Governors.
- (2) The grant of Sabbatical leave shall be subject to the following conditions, namely:
 - (a) the period of Sabbatical leave shall not exceed one year at a time including vacations, if any, but the Board may grant in addition any other leave up to a maximum of 120 days which the member might have earned during the service at the Institute;
 - (b) a member of the Academic Staff shall, during the period of Sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he shall not be entitled to any traveling allowance or any extra allowances in India or abroad;
 - (c) no substitute shall be appointed in the vacancy and his work shall be shared by the other members of the faculty;
 - (d) a member of the Academic Staff shall not undertake during the period of Sabbatical leave, any regular appointment under any other organisation in India or abroad; he shall, however, be free


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to receive a Scholarship or Fellowship or Bursary or any other ad-hoc Honorarium other than his regular employment;

- (e) a member of the Academic Staff availing Sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty.


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