

Leave Rules for National Fellows/Fellows

I. Casual leave, Earned leave and Commuted leave.

Fellows in residence during 1st March to 15th December will be entitled to the following kinds of leave in each year with full Fellowship Grant.

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| (a) Casual leave | 8 days |
| (b) Earned leave | 20 days |
| (c) Commuted leave | 7 days |
- (Supported by medical certificate)

NOTE: (i) Prior approval of the Director is necessary for station leave, casual leave and earned leave. Casual leave and earned leave cannot be combined.

In all other cases, the quantum of leave will be proportionate to the duration of residence.

(ii) Fellows are required to submit their arrival report after availing of leave, (except casual leave)

II. Study leave

- (a) Fellows with a full tenure of two years will be entitled to 30 days study leave in a year.
- (b) Fellows with a tenure of one year will be entitled to 30 days of study leave.
- (c) Fellows with a tenure of six months will be entitled to 15 days of study leave.
- (d) A Fellow who goes on study leave to his/her home town shall be entitled to T.A. but not D.A.
- (e) Journeys by Air or AC - I are not permissible. In other matters, their entitlements will be regulated by the same rules and others as are applicable to Central Government employees. Where the basic pay of a Fellow is not identifiable, his/her Fellowship Grant will be construed as basic pay for determining entitlement of TA/DA. Details of ticket numbers should invariably be given in T.A. bills.

NOTE: Residence at the Institute is compulsory for all Fellows from 1st March to 15th December. It is optional from 16th December to 28th February and Fellows can avail of study leave for undertaking study tours

during this period for consulting libraries and archives etc., outside Shimla. However, in exceptional cases, study leave can also be granted during the period other than mentioned above when a Fellow could not avail of study leave during 16th December to 28th February for unavoidable reasons, e.g. illness or engagement with Institute's work, if any.

III. Duty leave

Duty leave upto 15 days can be granted to the Fellows during March to December in connection with academic activities related to their research projects or for attending Seminars etc., but no TA/DA will be payable for such leave by the Institute.

NOTE: Fellows will send their arrival report after availing of duty leave.

IV. Leave without Fellowship Grant

Leave without Fellowship Grant can be granted to Fellows who request for leave of absence in connection with work other than her/his project work in the Institute. Such leave may also be granted for visiting abroad primarily for work in connection with the Fellow's approved research at the Institute, provided that this does not become a ground for extension of term of Fellowship. The Fellows will be granted duty leave for attending Seminars, Conferences, etc. abroad primarily for work in connection with the Fellow's approved research instead of granting them 'Leave without Fellowship Grant' as had been the practice at the Institute. Such travel comes under the same academic activity as attending the Conference, etc. in India and is accounted for under 'duty leave'. The number of days of 'duty leave', however, will remain unchanged.

NOTE: Since the Fellows of the Institute are not governed by the CCS (leave) Rules, they are not entitled to leave encashment or any other benefits under such rules.
