Indian Institute of Advanced Study

RASHTRAPATI NIVAS, SHIMLA – 171 005

Proforma for study leave (16th December to 28th February only)

1. Name of the Fellow (in capital letters):
2. Home Town:
3. Places proposed to be visited (in the following format):

Sl. No.	Date and place of departure	Date of arrival	Places to be visited	Total number of days of halt

4. Remarks, if any:
5. Correspondence Address during study leave: _____
   (In capital letters) _____
   _____
   _____

Dated: (Signature of the Fellows)

TA Rules for the guidance of the Fellows:-

a) Fellows with tenure of six months of Fellowship would be entitled to only 15 days study leave.
b) Fellows with tenure of one year of Fellowship would be entitled to 30 days study leave.
c) Fellows with tenure of two years of Fellowship would be entitled to 30 days study leave in the second year.
d) A Fellow who goes on study leave to her/his home town shall be entitled to TA but not DA.
e) Journeys by Air or AC-I Class are not permissible.
f) The tour programme with details of academic institutions/libraries to be visited is to be approved by the Director in advance and a certificate of attendance from the academic institutions/libraries will be submitted to the Institute after completion of the study leave. The Fellows visiting different centres on study leave may given one or two lectures during their stay, and prior arrangement for such lectures should be made in order to disseminate knowledge by the Fellows as the ambassadors of the Institute.
g) DA during study leave will be paid @ Rs. 200/- per day.

Note: Ticket/ Ticket number should be given in the TA bill.