


INDIAN STATISTICAL INSTITUTE
203 BARRACKPORE TRUNK ROAD
KOLKATA – 700108

No. D.O./21126
19 September 2013

C I R C U L A R

Pursuant to the decision taken by the Council of the Institute in its meeting held on 27th July 2013 and in supersession of the previous order issued vide O.M. No. D.O./15621 dated 12th February 2010, the enclosed guidelines and rules for Non-Statutory Leave 2013 will be admissible to the regular faculty members of the Institute with effect from 1st October 2013. As decided by the Council, a Standing Committee is also being formed by the undersigned to examine the cases falling under Clause 2.2c. The leave in credit as on 30th September 2013 will be carried forward accordingly.


(Bimal K. Roy)
Director

- Copy to : 1) All Heads of Divisions/Departments/Sections/Units etc. including outlying Centres/Branches for information and necessary action
- 2) All Professors-in-Charge
 - 3) Personnel Unit (4) A/cs. (Establishment)
 - 5) Office of the C.E.(A&F) (6) A.L.L.
 - 7) Council Section (8) Director's Office

INDIAN STATISTICAL INSTITUTE

203 B.T. Road, Kolkata 700 108

Guidelines and Rules for Non-Statutory Leave

The Institute encourages its scientists to visit renowned educational, research and professional organizations within India and abroad for collaborative research and other professional activities such as participating in national and international conferences, seminars, symposia and meetings of professional bodies and learned societies. As the Institute takes up projects, scientists may need to leave station. In addition, scientists are expected to lend their expertise for short durations to other organizations and governments as resource persons in running short-term courses, helping out in academic administration, serving on committees and in many such ways. Non-statutory leave may be used for these purposes.

The non-statutory leave rules apply to all members of divisional committee of scientific workers (DCSW members). They will be referred to as 'workers'.

1. On-Duty Leave (ODL)

1.1 On-duty leave (ODL) can be availed while performing any of the following activities at his/her regular place of work or elsewhere :

- a. academic or administrative work apart from regular duties, assigned by the Institute.
- b. work related to ISI-funded plan projects approved by the Technical Advisory Committee (TAC) of the Institute.
- c. work related to externally funded research/project grants which do not involve remuneration to workers.
- d. visiting other centres or branches of the Institute for teaching, research, project or administrative activities.
- e. serving as an expert or a member of Commissions/Committees set up by the Government and other reputed public/private bodies.
- f. providing short term academic/professional service to programs conducted elsewhere by the Government, Semi-Government agencies or national bodies like universities, IITs, IIMs, NBHM, NISER, IISERs, UGC, CSIR, ICSSR, RBI, ICMR, DST, DBT, UPSC and other eminent national or international bodies. In a single spell, an assignment cannot exceed 7 days.
- g. daylong visits to local organizations for academic work like research/professional collaboration and giving academic/professional talks/seminars.

1.2 Guidelines and Rules :

- a. There is no restriction on the number of days for availing ODL for (a), (b), (c), (d).
- b. For (e), (f) and (g) the number of days for availing ODL will be maximum 30 days in a calendar year. In these cases no expenses or transport facility will be provided by the Institute. The maximum remuneration will be guided by clause 2.2(j).
- c. A worker will make an application on the usual leave form marking 'on duty', along with supporting documents, which may include verifiable self-declarations.
- d. The Head of the Unit will be the authority for sanctioning ODL up to 7 days in a single spell except international assignment which requires Director's approval. Beyond that, the sanctioning authority will be the Director or the respective centre Head.

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2. Academic Leave (AL)

2.1 Academic leave may be availed for

- a. undertaking a teaching assignment in an academic, professional or R&D organization (if mentioned in the worker's job description in the Category Manual of ISI).
- b. attending or participating in lectures, seminars, workshops, conferences or other professional meetings in India or abroad.
- c. providing professional-cum-research oriented services to professional, academic or industrial organizations, governments and national/international bodies.

2.2 Guidelines and Rules

- a. A worker earns 120 days of AL for a year's service.
- b. Out of these 120 days each worker is eligible for 30 days of AL with pay for short trips for academic collaborations, attending or participating in lectures, seminars, workshops, conferences or other professional meetings in India or abroad.
- c. In addition, if the worker satisfies at least one of the following conditions, (s)he is eligible for up to 90 days of AL with pay:
 - (i) In the last three years prior to applying for leave, he/she has taught 3 full-semester or equivalent number of courses.
 - (ii) In the last five years prior to applying for leave, he/she has supervised one ISI Research Fellow to the successful completion of all Ph.D. requirements.
 - (iii) In the last five years prior to applying for leave, he/she has served as Director/Centre Head/Dean of Studies/Professor-in-Charge/Head, SQC & OR.
 - (iv) In the last five years prior to applying for leave he/she has supervised at least five M.Tech/M.Stat dissertations (two semesters long) to the successful completion of all the requirements.

The courses in (i) should be courses of ISI Degree/Diploma (listed in the Prospectus), ISEC Regular Courses and Training programs with at least 45 lecture-hours in a semester with regular exams. The number of classes to fulfill the above criterion will be calculated on a pro rata basis.

- d. for workers with less than three years' of service, the Director will decide the eligibility for leave with pay.
- e. Unused AL can be carried over towards accumulation up to a maximum of 730 days, along with following restrictions on accumulation of AL with pay.
- f. Each year at most 60 unused AL with pay days can be carried over towards accumulation. AL with pay days can be accumulated up to a maximum of 365 days.
- g. Any part of accumulated AL with pay days can be converted into equal number of AL without pay days.
- h. In a single spell, AL cannot exceed 365 days and AL with and without pay can be combined.
- i. Two consecutive spells of AL of at least 3-months duration each can be undertaken with a gap of at least 6 months in-between.
- j. AL will be without pay if the pro rata monthly pre-tax remuneration, excluding travel, received from any source other than the Institute is higher than Rs,2,00,000/- (for visits in India) or equivalent to US\$9,000 (for visits abroad). The amounts may be reviewed in every three years and revised, if necessary, by the Director.



- k. For AL more than 90 consecutive days no financial support will be provided by the Institute.
- l. The Personnel Unit of each centre will keep a record of each eligible worker's total AL and AL with pay days.
- m. For the first 90 days of AL, the sanctioning authority is the Director or the respective centre Head. Only the Director is the sanctioning authority if an AL is applied for more than 90 days or for any AL if the worker has already availed 90 days of AL during the calendar year.
- n. Documentary evidence of compensation, honorarium, allowance etc. for the period of leave should be submitted while applying for leave. Otherwise, AL without pay may be granted.
- o. Applications for AL must be made on the prescribed form and routed through the Head of the respective unit.
- p. It is the duty of the worker applying for AL to make alternative arrangements for teaching and related activities for the courses he/she is committed to teach as well as for other types of work (e.g. academic administration and projects) for the period of absence, so that the activities of the unit, division or the Institute are not adversely affected.
- q. If the worker seeking AL has teaching responsibilities during the proposed period of leave, alternative arrangements suggested must be endorsed by the Head of the Unit (and also by the Dean of Studies in Kolkata Centre).
- r. The Head of the Unit, Professor-in-Charge, Head of SQC & OR Division or Head of the Centre must ensure, while recommending or granting AL, that an adequate number of workers remain in the Unit – so that the work of the Unit, Division or the Institute is not hampered.
- s. In sanctioning or granting AL, priority may be given to
 - (i) assignments with high research component over primarily teaching assignments, and
 - (ii) workers who, since his/her last spell of AL have participated adequately in teaching, research, guidance, admission committees and academic administration.
- t. For AL, with or without pay, no other expenses or transport facility will be provided by the Institute except from the worker's CPDA funds, subject to CPDA rules.

3. Service Benefits during Non-Statutory Leave Period

- a. Usual rules on retirement benefits, including contribution towards PF and pension, apply.
- b. During the period of AL without pay the employee may deposit the employee's and the employer's contributions to CPF or pension with interest, as applicable as per the Institute's rules. Such deposit should be made within two months of joining duty after the leave period.
- c. The period of AL without pay counts towards granting due increments, provided the professional attainment during the leave period is judged to be satisfactory by the Director. For this purpose the worker must submit within two month of joining the duty after the leave period, a report on the activities performed by him/her during the leave period, failing which next leave will not be granted.

4. General

- a. Non-statutory leave cannot be claimed as a matter of right. It may be refused on account of possible disruption of activities of the Institute.
- b. Recipients of Government fellowships (like Fullbright, Rhodes, Humboldt and Commonwealth) will be eligible for AL with pay.

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- c. The application form for academic leave is given at the end of this document.
- d. For leave not exceeding a week, applications must be submitted at least two weeks prior to the date of the commencement of the leave. For longer durations, applications should be submitted at least four weeks in advance.
- e. The Director may exercise discretionary powers to deviate from the norms, if necessary.
- f. The Chairman of the ISI Council will be kept informed whenever the Director takes non-statutory leave.
- g. Academic leave rules may be reviewed in every three years and revised, if necessary, by the Director.


(Bimal K. Roy)
Director

Application Form for Academic Leave

1. Name	
2. Roll No. & Designation	
3. Unit & Division	
4. Date of Appointment	
5. Purpose of Leave; <i>attach supporting documents</i>	
6. Period of Intended leave	From : _____ to : _____ (_____ days)
7. Financial Assistance to be Received	If less than the amount specified in Leave Rules to qualify as Leave with Pay, provide details and <i>attach supporting documents</i> ; otherwise, mention 'higher than Rs.2,00,000/- per month or equivalent of US\$9,000 per month pro rata', whichever is applicable
8. Signature of Applicant with date	
For Office Use Only	
9. Accumulated AL balance before this application	_____ days (total); _____ days (with pay)
10. Recommendation of Unit Head ; give reasons if leave is not recommended	11. Recommendation of Professor-in-Charge/Head, SQC & OR Division and Dean (if required) ; give reasons if leave is not recommended
Signature with date	Signature with date
12. Sanction : Yes / No If Yes, with pay / without pay	
Signature of sanctioning authority with date	