

Leave Rules for PDFs / SRFs/ JRFs  
Admitted in IMSc, Chennai.  
As on 10<sup>th</sup> August 2012

The Department of Atomic Energy vide their O.M. No.10/2/2009/Fellowship/R & D-II/6094 dated 30<sup>th</sup> June 2010, has, inter-alia, revised the leave entitlements of PDFs/SRFs/JRFs. While the new entitlements have already been implemented in respect of JRFs/SRFs, the guidelines are once again circulated herewith for the benefit of all and especially for the information of PDFs.

Sl. No	Present status of leave entitlements of PDFs	Leave entitlements to PDFs/SRFs/JRFs
1	45 days of Personal Leave in a year which can be accumulated upto 90 days.	30 days paid leave per calendar year in addition to Casual Leave* as per rules of the Institute. Saturday, Sunday or any holiday falling during a period of paid leave of absence, will be considered as part of the period of paid leave.
2	In addition, 45 days of Academic Leave per year for academic purposes such as participation in Conferences/Workshops/Schools, short term visits to other places on approval and on invitation.	Participation in any academic activity in India or abroad with the approval from the competent authority, will be treated as away on official duty.
3	Maternity Leave for female PDFs during pregnancy – 180 days as per Govt. of India rules.	180 days of Maternity Leave for female PDFs/SRFs/JRFs during pregnancy as per Govt. of India rules.
4	Paternity Leave to male PDFs during Wife's confinement – upto 15 days before or upto six months from the date of delivery of the child as per Govt. of India rules.	Paternity Leave to male PDFs, SRFs & JRFs during Wife's confinement – upto 15 days before or upto six months from the date of delivery of the child as per Govt. of India rules.

\*Casual leave (CL) admissible to PDFs, SRFs & JRFs are given below:

- 8 days of CL per calendar year as admissible to staff members of the Institute. In addition, the Institute declares a list of holidays numbering about 9 days out of totally declared holidays of 17 days by the Central Govt. The staff members, PDFs, JRFs/SRFs are permitted to avail remaining 8 days of holidays (17-9) in the form of casual leave by

crediting this number to the Casual Leave account of each member.

- CL can be taken for a half-day also.
- CL can be combined with on-duty leave (Sl. No.2 above) , but not with paid leave of 30 days.

General:

- Any balance of paid leave or casual leave at the end of calendar year cannot be carried over to next year.
- PDFs who joined in the middle of the year are entitled for proportionate credit of 2 ½ days of paid leave and 1 ½ days Casual Leave for each completed month.
- A joining report need to be submitted after availing each spell of paid leave either by filling form or by sending email. Blank Leave Application form and Joining report form are available in the pigeon boxes near the entrance of the office.
- While PDFs are permitted to submit leave applications for the grant of paid leave (or) casual leave directly to the Registrar, IMSc, they are supposed to obtain prior approval of the respective subject convenor (Physics-Prof. Sitabhra Sinha, Mathematics – Prof. V.S. Sunder and Theo. Comp.Sci-Prof. Meena Mahajan) for grant of leave for away on official duty along with a copy of invitation, details of financial support for all the outside academic visits.
- While the SRFs/JRFs need to obtain prior approval for the grant of paid leave (or) casual leave from the respective Chairman, Monitoring Committee/Faculty Guide, prior approval is mandatory from the respective subject convenor (Physics-Prof. Sitabhra Sinha, Mathematics – Prof. V.S. Sunder and Theo.Comp.Sci- Prof. Meena Mahajan) for grant of leave for away on official duty along with a copy of invitation, details of financial support for all the outside academic visits.

The above leave rules come into effect from 1<sup>st</sup> August 2012. This issues with the approval of Director, IMSc.

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