



LEAVE APPLICATION for PhD Scholars (UGC-Fellowship)

Name of the Scholar	
Roll No.	
Department	
Category	Fellowship
Type of Admission	Direct PhD / Regular / Part-time / M.Tech-PhD
Date of Admission	
Name of the Guide	
Type of Leave	Casual / Vacation / Medical / ON-Duty
Duration of leave	From _____ To _____
Reason for Leave	
Leave particulars	Leave at credit: _____ Applied: _____ Balance: _____

*Attach supporting documents for medical leave/ ON-Duty

Recommended/Not Recommended

Signature of Applicant with date

Signature of the Guide

Leave Rules:

As per MHRD-CSIR-UGC Guidelines, a) Leave with stipend not exceeding 30 days for each completed year of tenure may be allowed by the Guide after the request has been communicated to CSIR. The leave will be treated as part of the Fellow's tenure. The leave due can be carried over to the next year, however not more than 90 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed in a calendar year with stipend and beyond that any leave will be treated as "Leave Without Stipend". During the first year of Fellowship or any uncompleted year, leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by CSIR under special circumstances. In case a Fellow proceeds on leave before expiry of Fellowship tenure, he/she must join back before the expiry of tenure; failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. The fact of joining back from leave should be communicated to CSIR immediately. As the CSIR releases the grant in advance, therefore, the amount on account of "Leave Without Stipend" has to be refunded to CSIR at the end of a financial year or adjusted against the fresh claim, if any.

b) The Guide can grant leave to a Fellow in his/her charge with the concurrence of the Head of the Institution/Department if the leave is due as prescribed in para 15(a) above. If leave is not due, such cases will be decided by CSIR only. The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the CSIR well in advance. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave without a stipend.

c) Women Fellows with less than two surviving children are entitled to full stipend plus HRA, during the period of absence 180 days on grounds of maternity. Such leave shall be sanctioned by the Guide under intimation to CSIR. The Fellowship amount for the leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up for the research work during the remaining tenure.

d) Male Fellows of CSIR with less than two surviving children are entitled to 15 days' paternity leave during the confinement of his wife on submission of relevant documentary proof.