



INDIAN COUNCIL OF AGRICULTURAL RESEARCH

कृषिभवन, डॉराजेंद्रप्रसादमार्ग, नईदिल्ली 110001

KRISHI BHAWAN, Dr. RAJENDRA PRASAD ROAD, NEW DELHI -110001

F. No. 8(1)/2022-Per.IV

Dated: 16th August, 2022

Office Memorandum


Subject: Rules governing Sabbatical Leave in respect of ARS Scientists of the Council.

The Sabbatical Leave Rules governing the ARS Scientists of the Council were issued vide letter No. 8-4/91-Per IV dated 02.08.1996. Further, the list of institutions in India or abroad for availing sabbatical leave were issued vide letter No. 21(8)/99-Per.IV dated 18.11.2004. However, keeping in view the significant changes that have taken place in the field of agriculture/allied sectors, the existing guidelines on the subject have been reviewed.

2. The revised guidelines on sabbatical leave called 'Sabbatical Leave Rules-2022' and the revised list of institutions (Indian/Foreign Universities) for availing Sabbatical Leave are enclosed at **Annexure-I** and **Annexure-II** respectively.
3. With the issuance of the revised guidelines on the subject, the previous guidelines issued vide letter No.8-4/91-Per.IV dated 02.08.1996 stand superseded. The list of institutions (India / Foreign Universities) for availing sabbatical leave also stands superseded with the issuance of the revised list.
4. This issue with the approval of Hon'ble AM and President, ICAR, being the Competent Authority.

Encl: As above

Hindi version shall follow soon.


(Naresh Kr. Sharma) 16/08/2022
Dy. Secretary (Pers.)

Distribution:

1. PPS to Minister of Agriculture & Farmers Welfare and President, ICAR
2. PSO to DG, ICAR
3. Sr. PPS to Secretary, ICAR.
4. PPS to FA, ICAR
5. All DDGs ICAR Headquarters.

6. Directors of all ICAR Institutes
7. DS (Per-I/II/III)
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MRAP
16/08/2022

ICAR Sabbatical Leave Rules-2022

1. Purpose

The Sabbatical leave shall be granted to enable the academic and scientific personnel to enhance their professional competence/skills for usefulness of the Council for pursuit of academic, scientific, technological and other activities such as Innovation Chain Development, Consultancy, Financing, Project Engineering, Technology Marketing/Transfer related to agriculture/allied fields.

2. Eligibility

- i. Sabbatical Leave shall be granted to a Scientist (Level-11 and above), provided he/she has rendered minimum six years of regular service in ICAR. The scientist who is either on deputation with other organizations or has not completed 02 years of service in ICAR, after deputation outside ICAR, shall not be considered for sabbatical leave.
- ii. The Scientist must have at least five years service left before superannuation after completion of the sabbatical leave.
- iii. Vigilance Clearance is mandatory for the Scientists applying/being considered for sabbatical leave.

3. Institutions where Scientist can proceed on sabbatical leave

- i) The list of Institutions to which Scientist can go for Sabbatical leave is attached at **Annexure-II**.
- ii) The cases where the Scientist applies for sabbatical leave from the Institutions other than those mentioned in Annexure shall be considered and decided by the Committee comprising the following :-



1)	DG, ICAR & Secretary DARE	Chairman
2)	Secretary, ICAR & Addl. Secretary DARE	Member
3)	Financial Advisor, ICAR	Member
4)	DDG (Agril. Education)	Member
5)	DDG (of the Concerned Institute)	Member
6)	JS (Pers.)	Member Secretary

For such cases, the other terms and conditions including pay/allowances etc. during the sabbatical leave shall also be decided by the committee on case to case basis.

4. Salient Features

- i. The sabbatical leave shall be granted on maximum 02 (two) occasions in the entire service. The duration of sabbatical leave shall be one year maximum on each occasion. The gap between the two occasions of sabbatical leave shall be minimum 05 (five) years.
- ii. The Scientist who has availed study leave, would be entitled to the sabbatical leave after the expiry of minimum 05 (five) years from the date of his/her joining back the Council after completion of study leave or any other kind of training programme of minimum one year duration.
- iii. During the period of sabbatical leave, the Scientist shall be eligible for such medical facilities for self and his/her dependent family members as were available to him/her before proceeding on sabbatical leave, provided the facility is not being provided by the organization/Institution where he/she has proceeded after grant of sabbatical leave.
- iv. Sabbatical leave can be availed by a Scientist while receiving any kind of scholarship or fellowship from ICAR or any other Institution (National/ International).
- v. The Sabbatical leave shall not be combined with any other kind of leave.

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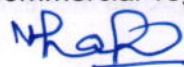
- vi. Scientist can, however, be allowed to accept ad-hoc teaching / research assignment or provide consultancy to organizations/Institutions related to agriculture / allied fields with remuneration /fee.
- vii. During the period of sabbatical leave, the Scientist will continue to retain official residential accommodation that was allotted to him/her.
- viii. The host institution within country shall provide all necessary facilities including office space, laboratory, transportation and suitable accommodation in the host institution.
- ix. If the scientist fails to report for duty within two weeks from the date of expiry of the sabbatical leave, his/her period of such absence shall be treated as unauthorized absence.
- x. On rejoining from sabbatical leave, the Council reserves the right to post the Scientist in any unit of ICAR system.

5. Pay and Allowances

- i. During the period of sabbatical leave, the Scientist shall be entitled to full salary and other allowances as would have been otherwise admissible to him/her while serving on regular position except Transport Allowance. Salary would include Basic Pay, Dearness Allowance and House Rent Allowance (if admissible). However, in the event of scientist receiving remuneration /stipend/honorarium/fee/consultancy fee etc. from the organization / institution, where he / she has proceeded after sanction / grant of sabbatical leave, his/her pay and allowances shall be reduced to that extent.

6. Process

- i. The Scientist desirous of availing sabbatical leave shall apply in the prescribed format with undertaking (**Appendix-I**). The Scientist shall undertake that he/she would utilize the leave for the purpose of proposed study, research, training/teaching or related professional activities relevant to the mandate of ICAR and would not accept any commercial regular employment during the period of sabbatical leave.


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- ii. The concerned scientist shall furnish a letter of acceptance from the host institution (**Appendix-II**) for undertaking the proposed study, research, training/teaching or the related professional activities relevant to the mandate of ICAR. In the said letter of acceptance, the host Institution/organization shall also furnish details about the Institution, the assignment/remuneration/facilities, to be given/provided to the Scientist during the sabbatical leave period.
- iii. Application for sabbatical leave (**Appendix-I**) shall be forwarded by the host institution with comments, at least 03 (three) months in advance to the Director of ICAR Institute where the Scientist is posted.
- iv. The case shall be considered at the Institute level by a Committee comprising Director of the Institute, senior most HoD/Principal Scientist and CAO/SAO/AO of the concerned Institute. The Committee shall submit its recommendation to the Subject Matter Division (SMD) concerned which will process the case for approval of DG, ICAR on case to case basis.
- v. The scientist posted at ICAR Hqrs shall apply in Appendix-I and II to the Deputy Director General (DDG) concerned, who shall forward the recommendations to Personnel Division, ICAR Hqrs, which will process the case for approval of the Competent Authority.
- vi. The scientist who is not posted in any SMD shall forward his/her application to the Head of the Personnel Division with the recommendation of his/her superior. Personnel Division, ICAR Hqrs shall process the case for approval of the Competent Authority.

7. Competent Authority : DG, ICAR is the Competent Authority to grant Sabbatical Leave in cases related to Annexure. For other cases, approval shall be granted based on the decision of the committee as mentioned in Para 3(ii) above.

8. Submission of Report on completion of leave

On completion of sabbatical leave, the Scientist shall submit a detailed report on work done and the objectives accomplished. A copy of the report shall be forwarded

by the Head of the Host Institution with his/her comments to the Director of ICAR Institute, to which the scientist was posted. Director of ICAR institute shall forward the report to the concerned DDG for record.

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Annexure-II

(i). Indian Universities:

S.No	Name of University	Field of Training
State Agricultural Universities		
1	Acharya NG Ranga Agricultural University, Guntur	Agricultural Sciences
2.	Dr YSRHU (APHU), Venkataramannagudem	Agricultural Sciences
3.	Sri Venkateswara Veterinary University, Tirupati	Animal Sciences
Assam		
4	Assam Agricultural University, Jorhat	Agricultural Sciences
Bihar		
5.	Bihar Agricultural University, Sabour, Bhagalpur	Agricultural Sciences
6	Bihar Animal Sciences University, Patna	Animal Sciences
Chattisgarh		
7.	Indira Gandhi Krishi Viswa Vidhyalaya, Raipur	Agricultural Sciences
8.	Chattisgarh Kamdhenu Viswavidyalaya, durg	Agricultural Sciences
Gujarat		
9	Sardar Krushinagar Dantiwada Agricultural University, Dantiwada	Agricultural Sciences
10.	Anand Agricultural University, Anand	Agricultural Sciences
11.	Navsari Agricultural University, Navsari	Agricultural Sciences
12.	Junagarh Agricultural University, Junagarh	Agricultural Sciences
13	Kamdhenu University, Amreli	Animal Sciences
Haryana		
14.	Chaudhary Charan Singh Haryana Agricultural University, Hisar	Agricultural Sciences
15.	Lala Lajpat Rai University of Veterinary & Animal Sciences, Hisar	Animal Sciences
16.	Maharana Pratap Haryana Horticultural University, Karnal	Agricultural Sciences
Himachal Pradesh		
17.	Ch. Sarwan Kumar Himachal Pradesh Krishi Viswavidyalaya, Palampur	Agricultural Sciences
18.	Dr. Yaswant Singh Parmar University of Horticulture & Forestry, Solan	Agricultural Sciences
Jharkhand		
19	Birsa Agricultural University, Ranchi	Agricultural Sciences
Jammu & Kashmir		
20.	Sher-e-Kashmir University of Agricultural Science & Technology, Srinagar	Agricultural Sciences
21.	Sher-e-Kashmir University of Agricultural Science & Technology, Jammu	Agricultural Sciences

Karnataka		
22.	University of Agricultural Sciences, Bangalore	Agricultural Sciences
23.	Karnataka Veterinary, Animal and Fisheries Sciences University, Bidar	Animal Sciences
24.	University of Agricultural Sciences, Raichur	Agricultural Sciences
25.	University of Agricultural Sciences, Dharwad	Agricultural Sciences
26.	University of Horticulture Science, Bagalkot	Agricultural Sciences
27.	University of Agriculture & Horticulture Sciences, Shimoga	Agricultural Sciences
Kerala		
28	Kerala Agricultural University, Thrissur	Agricultural Sciences
29	Kerala University of Fisheries and Ocean Studies, Panangad, Kochi	Fisheries Science
30	Kerala Veterinary and Animal Sciences University, Pookode, Wayanand, Kerala	Animal Sciences
Madhya Pradesh		
31	Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior	Agricultural Sciences
32	Nanaji Deshmukh Pashu Chikitsa Visva Vidyalaya, Jabalpur	Animal Sciences
33	Jawaharlal Nehru Krishi Viswa Vidyalaya, Jabalpur	Agricultural Sciences
Maharastra		
34	Dr. Balaesahib Sawant Kokan Krishi Vidyapeeth, Dapoli	Agricultural Sciences
35	Maharastra Animal & Fisheries. Sciences University, Nagpur	Animal Sciences
36	Vasantrao Naik Marathwada Krishi Vidyapeeth, Parbhani	Agricultural Sciences
37	Mahatma Phule Krishi Vidyapeeth, Rahuri	Agricultural Sciences
38	Dr. Punjab Rao Deshmukh Krishi Viswa Vidyalaya, Akola	Agricultural Sciences
Orissa		
39	Orissa University of Agricultural & Technology, Bhubaneswar	Agricultural Sciences
Punjab		
40	Guru Angad Dev Veterinary and Animal Sciences University, Ludhiana	Animal Sciences
41	Punjab Agricultural University, Ludhiana	Agricultural Sciences

Rajasthan		
42	Maharana Pratap University of Agriculture & Technology, Udaipur	Agricultural Sciences
43	Swami Keshwanand Rajasthan Agricultural University, Bikaner	Agricultural Sciences
44	Rajasthan University of Veterinary & Animal Sciences, Bikaner	Animal Sciences
45	SKN Agriculture University, Jobner	Agricultural Sciences
46	Agriculture University, Kota	Agricultural Sciences
47	Agriculture University, Jodhpur	Agricultural Sciences
Tamilnadu		
48	Tamil Nadu Agricultural University, Coimbatore	Agricultural Sciences
49	Tamil Nadu Veterinary & Animal Sciences University, Chennai	Animal Sciences
50	Tamil Nadu Dr J Jayalalithaa Fisheries University, Nagapattinam	Fisheries Sciences
Telangana		
51	Sri Konda Laxman Telangana State Horticultural University, Hyderabad	Agricultural Sciences
52	Sri PV Narsimha Rao Telangana Veterinary University, Hyderabad	Animal Sciences
53	Professor Jayashankar Telangana State Agricultural University, Hyderabad	Agricultural Sciences
Uttarakhand		
54	G.B. Pant University of Agriculture & Technology, Pantnagar	Agricultural Sciences
55	VCSG Uttarakhand University of Horticulture & Forestry, Bharsar	Agricultural Sciences
Uttar Pradesh		
56	Chandra Shekhar Azad University of Agricultural & Technology, Kanpur	Agricultural Sciences
57	Narendra Dev University of Agriculture & Technology, Faizabad	Agricultural Sciences
58	Sardar Vallabhbai Patel University of Agriculture & Technology, Meerut	Agricultural Sciences
59	U.P. Pt. Deen Dayal Upadhyaya Pashu Chikitsa Vigyan Vishwa Vidhyalaya Evam Go Anusandhan Sansthan, Mathura	Animal Sciences
60	Banda University of Agricultural and Technology, Banda	Agricultural Sciences
West Bengal		

61	Bidhan Chandra Krishi Viswa Vidhyalaya, Mohanpur	Agricultural Sciences
62	West Bengal University of Animal & Fishery Sciences, Kolkata	Animal Sciences
63	Uttar Banga Krishi Viswavidhyalaya, Cooch Behar	Agricultural Sciences
Central Agricultural Universities		
64	Central Agricultural University, Imphal	Agricultural Sciences
65	Rani Lakshmi Bai Central Agricultural University, Jhansi	Agricultural Sciences
66	Dr. R.P. Central Agricultural University, Pusa, Samstipur, Bihar	Agricultural Sciences
Deemed Universities		
67	Indian Agricultural Research Institute, New Delhi	Agricultural Sciences
68	Central Institute of Fisheries Education, Mumbai	Fisheries Sciences
69	Indian Veterinary Research Institute, Bareilly	Animal Sciences
70	National Dairy Research Institute, Karnal	Dairy Sciences
Central Universities with Agricultural Faculty		
71	Aligarh Muslim University, Aligarh	Agricultural Sciences
72	Nagaland University, Medziphema	Agricultural Sciences
73	Banaras Hindu University, Varanasi	Agricultural Sciences
74	Vishva Bharti, Sriniketan	Agricultural Sciences

Private Agricultural Universities

S.No	Name of the University
1.	School of Agriculture, SHUATS, Allahabad
2.	School of Agriculture, Lovely Professional University, Phagwara, Punjab
3.	B.Sc (Ag.) Programme in University College of Agriculture, Guru Kashi University, Talwandi, Sabo, Bhatinda, Punjab
4.	M.S. Swaminathan School of Agriculture Centurion University of Technology and Management, Odisha
5.	College of Agricultural Technology, Kullapuram, Theni, (affiliated to TNAU)
6.	Faculty of Agricultural Sciences, Siksha 'O' Anusandhan, (Deemed to be University), Bhubaneshwar, Odisha

7.	School of Agriculture, ITM University, Gwalior, MP
8.	Agricultural Development Trust's College of Agriculture, Baramati affiliated to MPKV, Rahuri
9.	Amity University, Noida, UP

(ii). **Foreign Universities/Institutions: -**

S.No	Name of University	Field of Training
1.	AIT, Thailand	Education Technology
2.	The Hebrew University of Jerusalem, Israel	Biotechnology
3.	IRRI, Philippines	Hybrid Rice Breeding and Developing Technology
4.	AIT, Thailand	Agricultural Machinery Design and Management System
5.	Texas A&M, USA	Soil Science
6.	Cornell University, USA	Teacher Development Strategy
7.	UC Davis, USA	Computer Application
8.	University Quebec, Canada	Information Technology
9.	ICLARM, Philippines/University of Georgia, US/MSU, USA	Geographical Information System
10.	IAC, Netherlands	Food Processing
11.	Rowett Research Institute, UK	Animal Nutrition
12.	Colorado State university, USA	Veterinary Surgery
13.	Royal Veterinary College, UK	Animal Production
14.	Colorado State university, USA	Vet. Virology

15.	University of Dublin, Ireland	Animal Genetics and Breeding
16.	University of Edinburgh, UK	Veterinary Pathology
17.	University of Georgia, USA	Livestock Prod. Technology
18.	Cornell University, USA	Livestock Production and Management
19.	Louisiana University, USA	Animal Physiology
20.	University of Georgia	Pharmacology
21.	Auburn University, USA	Fresh Water Pearl Culture Technology
22.	Auburn University, USA	Fisheries Education
23.	University of Hawaii, USA	Fish & Shelfish Microbiology
24.	International of Mexico, Mexico	Marine Biotechnology
25.	UPV-IFPT, Philippines	Fish Processing Technology
26.	Utah State university, USA	Dairy Management
27.	International Centre of the ILO, Turin Italy	Equipment Procurement Management
28.	Utah State University, USA	Agriculture Business
29.	Texas A&M, USA	Meat Processing
30.	University of Florida, USA	Plant Pathology
31.	The University of Western Australia, Australia.	Multidisciplinary Area
32.	The University Queensland, Australia.	Multidisciplinary Area
33.	The College of Agricultural and Life Sciences Cornell University, Ithaca, New York , USA.	Agricultural and Life Sciences
34.	Rwanda Agriculture and Animal Resources Board (RAB) .	Agriculture & Animal Science
35.	The Ethiopian Institute of Agriculture Research (EIAR), Addis Ababa Ethiopia.	Agriculture
36.	Western Sydney University, Australia.	Multidisciplinary Area

37.	Dhofar University (DU) Salalah, Sultanate of Oman.	Multidisciplinary Area
38.	The University Court of the University of Edinburgh Scotland, United Kingdom.	Multidisciplinary Area
39.	University of Copenhagen, faculty of Science, Denmark.	Multidisciplinary Area
40.	Purdue University, West Lafayette, Indiana, USA.	Multidisciplinary Area
41.	University of Nebraska, Unites States of America.	Multidisciplinary Area
42.	Tajik Academy of Agricultural Sciences, Tajikistan	Agricultural Sciences
43.	The Chinese Academy of Agricultural Sciences (CAAS), China	Agricultural Sciences
44.	Belarusian State Agricultural Academy (BSAA), Gorki Belarus	Agricultural Sciences
45.	Texas Agricultural Experiment Station College Station, Texas, United States of America	Agricultural Sciences
46.	Afghan National Agricultural Sciences and Technology University (ANASTU), Afghanistan	Agricultural Sciences and Technology

(iii) Academic and Research Institutions under different Ministries/Departments of Government of India (Gol) and fully funded autonomous bodies working under different ministries of Gol.

(iv) International Academic and Research Institutions working under FAO, CGIAR, Bio-versity International or similar organizations.

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**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI-110001**

PROFORMA: APPLICATION FOR GRANT OF SABBATICAL LEAVE

1. Name of the Scientist / Faculty Member : _____
2. Designation : _____
3. Scale of Pay : _____
4. Name of the Institute where posted : _____
5. Official address : _____

6. Address for correspondence _____

7. Date of entry in ICAR : _____
8. Length of service up to the proposed date of commencement of sabbatical leave:

9. Date of Birth of the Scientist : _____
10. Date of Superannuation : _____
11. Will the scientist serve the Council after return from sabbatical leave for more than 3 years before superannuation: Yes/No.

N.P.R.B.

12. Has the arrangement made at present place of posting to look after the task assigned to the Scientist/ Faculty Member : _____
13. Has the scientist availed Deputation/ Assignment/ Study Leave of one year or more in the preceding ten years : Yes/No
14. Give details of Deputation / Study Leave in the preceding ten years (Enclose details, if space is inadequate) _____
19. Has the scientist availed Sabbatical Leave earlier : Yes/No
If yes, indicate the date and period thereof _____
20. Title of the proposed programme for Sabbatical Leave : _____
21. Name and address of the Host Institution : _____

22. Has the Host Institution approved the proposed programme : Yes/No
If yes, please attach letter of acceptance with all the details of work/assignment/remuneration: _____
23. Name and full address of the Supervisor/Coordinator : _____
24. Give brief details of the approved programme (Enclose details, if space is inadequate): _____

25. Will the scientist receive/likely to receive any Scholarship/Fellowship/Associateship (please specify) during sabbatical leave : Yes/No
If yes, furnish the details : _____
26. Will the scientist receive/likely to receive any remuneration / amount during the sabbatical leave period from the Host Institution : Yes/No
If yes, furnish the details: _____



27. Whether the Scientist/Faculty Member wants to retain the official accommodation: Yes/
No

If yes, name the contact person at the residence: _____

28. Name of the nominee, if any, authorized to receive salary and other emoluments: _

Undertaking

I _____, hereby state that I shall fully abide by the Sabbatical Leave Rules/Guidelines, and I would return the salary and other emoluments received by me during the period of the leave in case the conditions of Sabbatical Leave are violated by me while on sabbatical Leave. I shall also abide by the service/conduct rules of the Council.

Signature: _____

Name (in Capital Letters): _____

23. Recommendations of the Director of the Institute _____

Signature: _____

Name & Designation: _____

To

The Director General
ICAR, Krishi Bhawan,
Dr. Rajendra Prasad Road,
New Delhi - 110001

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APPENDIX-II

LETTER OF ACCEPTANCE

(Certificate by the Host Institution)

1. About the Institution, covering mainly the area of work (Research/ Teaching/Training etc.): _____.

2. Whether registered or affiliated to Govt. of India/State Govt./ Any other Authority. If so, details thereof including registration/affiliation details.: _____.

3. Purpose for which the services of ICAR Scientist required: _____
_____.

4. How will the host Institution be benefitted? _____.

5. How will the Scientist be benefitted during his/her association with the Host Institution (during the sabbatical leave period) (in terms of enhancement of Skills)? _____
_____.

6. Facilities to be provided to the Scientist during the sabbatical leave period (by the Host Institution): _____.

7. Will the scientist be provided any Scholarship/Fellowship/Associateship etc. (please specify) during sabbatical leave : Yes/No

8. Details of remuneration / amount, if any, to be paid to the Scientist during the sabbatical leave period by the Host Institution _____.

9. Whether the Institution has ever been blacklisted/debarred: Yes/No

10. Whether any complaint/ FIR is pending/contemplated in any Court of Law/ Police Station in India/Abroad against the Host Institution : Yes/No

Date:

Place:

Signature: _____
Name & Designation: _____
Host Institution (with Official Seal)

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