



UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG  
NEW DELHI - 11002

SPEED POST

No. F.1-6/2012(PS)/Study Leave

February, 2013

The Register  
Pondicherry University  
Kalapet, Puducherry,  
Pondicherry 605 014

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**Subject : Grant of study leave to University and College teachers – Revision of guidelines for determination of admissibility of pay & allowances etc.**

Sir/Madam,

I am directed to invite your kind attention to this office letter No. F.1-72/89 (CPP) dated 05.08.1991 enclosing therewith Guidelines for the grant of study leave for university and college teachers (copy enclosed).

Keeping in view of the high cost of living and the financial difficulties being faced by Indian Scholars going abroad on study leave, the UGC has decided to revise these Guidelines.

You are, therefore, requested to send the information regarding number of scholars who went abroad on study during last 5 years (01.01.2008 to 31.12.2012) and availed of benefit under this scheme or any other similar scheme for the University/State Government.

The UGC has constituted a Committee under the Chairmanship of Prof. M.M.Ansari, one of the Members of the Commission and the Committee in its 1<sup>st</sup> meeting proposes to tentatively revise the amount as under:-

S. No.	Financial Assistance (amount in US \$ (p.a.))		Nature of Study Leave to be granted
	Existing	Proposed to be enhanced	
1.	US \$ 20,000 or above	US \$ 60,000 or above	Study leave without pay
2.	US \$ 10,000 and above but less than US \$ 20,000	US \$ 30,000 and above but less than US \$ 60,000	Study leave with half pay
3.	Less than US \$ 10,000	Less than US \$ 30,000	Study Leave with full pay

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Through this letter, the Committee would like to invite feed back of Teachers, Scholars/Fellows and institutions/universities on the adequacy of the proposed enhanced amounts of financial assistance to meet expenses while on study leave abroad for the consideration of Committee.

Based on past experiences, any suggestion for modifications in the existing UGC guidelines of August 1991, the teachers/researchers are welcome to offer comments on e-mail [ugc.parliament@gmail.com](mailto:ugc.parliament@gmail.com) in order to make the scheme scholar friendly.

Yours faithfully,

Encl. : As above

  
(Satish Kumar)  
Under Secretary

**UNIVERSITY GRANTS COMMISSION**  
**BAHADUR SHAH ZAFAR MARG**  
**NEW DELHI**

No.F.1-72/89 (CPP)

5 Aug 1991

The Registrar  
 All Universities and Institutions  
 Deemed to be Universities  
 (Excluding Agricultural, Engineering  
 And Medical Universities)

Subject.: Grant of Study leave to University and College teachers –  
 revision of guidelines for determination of admissibility of pay  
 and allowances.

Sir / Madam,

I am directed to invite your attention to this office D.O. No.F.1-108/76  
 (CPP) dated 22<sup>nd</sup> July, 1978 from the Secretary, UGC endorsing therewith  
 guidelines for the grant of Study Leave for University and College teachers.

The question of revision of criteria which was earlier laid down on the  
 basis of the cost of living prevailing in 1978 for the entitlement of pay and  
 allowances admissible to a teacher granted study leave as contained in Sub-  
 paras a, b and c of Para (vii) of the guidelines enclosed to the above noted  
 letter had been under the consideration of the Commission for some time.  
 Keeping in view the high cost of living and the financial difficulties being faced  
 by Indian Scholars going abroad on study leave, the Commission at its  
 meeting held on 6<sup>th</sup> June, 1991 has decided that the following guidelines may  
 be followed for determining admissibility of pay and allowances for the  
 purpose of granting study leave to a teacher who is expected to receive  
 scholarship / fellowship or any other kind of financial assistance.

<b>S.No.</b>	<b>Value of Scholarship / Fellowship Financial Assistance per annum</b>	<b>Nature of Study leave to be granted</b>
1.	US \$ 20,000 or above	Study leave without pay
2.	US \$ 10,000 and above but less than US \$ 20,000	Study leave with half pay
3.	Less than US \$ 10,000	Study leave with full pay

The above guidelines will come into force w.e.f. 6<sup>th</sup> June, 1991.

The University is also requested to bring the revised guidelines to the notice of the colleges affiliated to it.

The receipt of this letter may please be acknowledged.

Yours faithfully,

Sd/-  
(Gurcharan Singh)  
Under Secretary

Copy for information to:

1. All officers and Sections of UGC.

Sd/-  
(B.K. Hastwala)  
Section Officer

**UNIVERSITY GRANTS COMMISSION**

**REVISED GUIDELINES FOR GRANT OF STUDY LEAVE**

- i. Study leave may be granted to a person or whole time teacher (other than a Professor of University) with more than two years continuous service, to pursue a specialised study or research directly related to the work in the University Organisation and methods of education giving full plan of work.
- ii. Study leave shall be granted on the recommendation of the Advisory Committee, but leave shall not be granted for more than two years, save in very exceptional cases in which the Executive Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the University.

The period of Study leave shall, in no case, exceed three years.

- iii. Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.
- iv. Study leave may be granted more than once provided that not less than five years have elapsed after the teacher returned to duty on completion of earlier spell of study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- v. No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the Course of study unless the

previous approval of the Executive Council to treat the period of short-fall as Extra-Ordinary leave has been obtained.

- vi. The teacher granted study leave would be entitled to continue to draw their total emoluments for the duration of the study leave as are applicable to teachers granted fellowships under the Faculty Improvement Programme of the University Grants Commission except the living expenses allowances of Rs.250/- p.m. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the teachers of study leave shall be reduced subject to the provisions of Sub-clause (VII) and (VIII) below.
- vii. The amount of scholarship/fellowship or other financial assistance that a teacher granted study leave has been awarded, will not preclude his being granted study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowance on which the study leave may be granted.

The following guidelines may apply while determining the admissibility of pay and allowance where financial assistance is received by a teacher is:

- a) \$20,000 or above per annum-leave shall be granted without pay;
  - b) \$10,000 and above but less than \$20,000 per annum leave on half-pay and ;
  - c) Less than \$10,000 per annum leave with full pay.
- viii. If teacher, who is granted study leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration

received in respect of part-time employment is not considered adequate, the Executive Council may determine the study leave salary payable in each case.

Note: It shall be the duty of the teacher granted study leave to communicate immediately to the University the amount of financial assistance in any form received by him during the course of study leave from any person or Institution whatsoever.

- ix. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay-leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed except the commencement of the study leave. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation.
- x. The period of study leave shall count as service for the purposes of retirement benefits, provided that the teacher rejoins the University on the expiry of his study leave, and serve for the period for which the Bond has been executed.
- xi. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction.
- xii. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

A teacher availing of study leave, shall undertake that he shall serve the University continuously for double the period of study leave subject to a maximum of three years from the date of his resuming duty after expiry of the study leave.

xiii. A teacher-

- a) who is unable to complete his studies within the period of study leave granted to him, or
- b) who fails to rejoin the service of the University on the expiry of his study leave, or
- c) who rejoins the service of the University but leaves the service without completing the prescribed period of service after rejoining the service, or
- d) Who within the said period is dismissed or removed from the service by the University.

Shall be liable to refund to the University, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him or on his behalf in connection with the course of study.

Provided that if a teacher has served in the University for a period of not less than half the period of services under the Bond on return from study leave, he shall refund to the University half of the amount calculated as above. In case, the teacher has been granted study leave without pay and allowances, he shall be liable to pay to the University an amount equivalent to the four months pay and allowance last drawn as well as other expenses incurred by the University in connection with the course of study.

EXPLANATION :

If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules.

- a) Notwithstanding the above, the Executive Council may order that nothing in these rules shall apply to a teacher who within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive



Council may, in any other exceptional case, Waive or reduce, for reasons to be recorded, the amount refundable by a teacher under these rules.

- xiv. a) After the leave has been sanctioned, the teacher shall before availing of the leave, execute a bond in favour of the University in the prescribed form under taking to serve the University for not less than double the period of study leave sanctioned to him on full, half or no pay subject to a maximum period of three years.
- b) In addition to executing a bond as aforesaid the teacher shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him of half pay or no pay and give security of immovable property to the satisfaction of the University or a Fidelity Bond of an Insurance Company, or a Guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the University.

Where the two sureties or the one surety, as the case may be, provided to the teachers and those who are permanent teachers of the Institution on which the teacher belongs, the University may in the **altercation** waive the additional requirement of getting security of immovable property or a Fidelity Bond of an insurance company or a guarantee by a Scheduled Bank. The surety clauses shall from part of the study leave Bond and the person giving surety shall be liable to pay to the University the amount recoverable from the teacher concerned on his failure of the obligation of the bond.

The teacher shall submit to the registrar six monthly report of progress in his studies from his supervisor or Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the time specified, the payment of salary may be deferred till the receipt of such report.