

**Institute for Studies in Industrial Development
New Delhi**

December 6, 2013

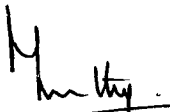
Circular

Subject: Guidelines for availing Academic/Duty Leave by the Faculty.

This is in continuation of the Office Memorandum dated December 2, 2008, the Administration and Personnel Committee (APC) of the Institute in its meeting held on August 21, 2013 approved enhancement of Academic / Duty Leaves from the existing 12 days to 15 days in a calendar year for academic work, excluding participation in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, or any other academic body with the permission of the Director.

The Committee also suggested the faculty members shall submit their Work Plan to the Director of the Institute every year and annual performance will be reviewed based on their work plan.

All other guidelines stated in the OM dated December 2, 2008 shall remain the same.


(M.R. Murthy)
Director

Copy to:

- 1) all faculty Members as per the list
- 2) Finance Section
- 3) Admn. Desk
- 4) Office File

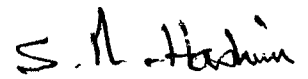
**Institute for Studies in Industrial Development
New Delhi**

December 2, 2008

Office Memorandum

Subject: Guidelines for availing Duty Leave by the Faculty

- 1) The members of the faculty may be granted 'duty leave' up to 12 days in a calendar year for attending to academic work not connected with the official duties of the Institute, such as, attending conferences, congresses, symposia and seminars, meetings of the board of studies of universities, selection committees, delivering lectures at sister professional or academic institutions etc. on behalf of the Institute with the permission of the Director. Faculty who wish to avail this facility shall have to submit a request to the Director;
- 2) Faculty members who wish to present research papers in the conferences, congresses, symposia and seminars can avail travel grant for two conferences anywhere in India on the class of admissibility as per the rules, in a calendar year. However, applications should be submitted in advance along with research papers and a letter of acceptance to the Director;
- 3) Invitations received by the faculty for delivering lectures in institutions and universities should be accepted after obtaining permission from the Director; and
- 4) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, or any other academic body may be intimated to the Director.


(S.R. Hashim)
Director