



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

Date 26th July, 2023

Office Memorandum

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

Reference Council's letter of even number dated 16.8.2022, issuing thereby 'Revised Sabbatical Leave Guidelines-2022' along with the revised list of Institutions in India/abroad for availing Sabbatical Leave (**Annexure-I**). In continuation thereof, it has been decided, with the approval of the Competent Authority, that grant of Sabbatical Leave to the ICAR Scientists shall be subject to fulfilment/acceptance of the following conditions (subject to signing of the following documents as well by the concerned Scientist/ICAR Institute/Host Institution, as the case may be) in addition to the fulfilment of the terms and conditions, already laid down in the policy letter referred to above:

- (i) Bond that he/she shall serve the Council for at least 3 years after his/her return from sabbatical leave (joining back the council) (**Annexure-IV**);
 - (ii) Confidentiality and Non-Disclosure Agreement (**Annexure-V**); and
 - (iii) Undertaking inter-alia mandating adherence to the CCS (Conduct) Rules, 1964, seeking of all necessary approvals/permissions of the concerned Government of India Ministries/Departments (**Annexure-VI**).
2. The consolidated guidelines along with sample(s) of the aforesaid documents are enclosed, which may please be referred for guidance and strict compliance for examining/processing/deciding all future cases.

Encl.: As above.


(Naresh Kumar Sharma)
Deputy Secretary (Pers.)

Distributions:

1. PPS to Minister of Agriculture and Farmers Welfare & President ICAR.
2. PSO to DG, ICAR.
3. Sr. PPS to Secretary, ICAR.
4. PPS to FA, ICAR.
5. All DDGs ICAR Headquarter.
6. Directors of all Institutes.
7. DS(Per-I/II/III).
8. Under Secretary (Per-I)/Under Secretary (Per.-IV).
9. Information System Officer, DKMA for uploading the same at ICAR Website.
10. ICAR e-office Notice Board.
11. Guard file/ Spares Copies.

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-I**.
- ii) The cases where the Scientist applies for sabbatical leave from the Institutions other than those mentioned in Annexure-I 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 (Argil. 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.
- 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 (**Annexure-II**). 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.
- ii. The concerned scientist shall furnish a letter of acceptance from the host institution (**Annexure-III**) 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 (**Annexure-II**) 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 Annexure-II and III 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.
- vii. Grant of Sabbatical Leave to the ICAR Scientists shall be subject to fulfilment/acceptance of the following conditions (subject to signing of the following documents as well by the concerned Scientist/ICAR Institute/Host Institution, as the case may be):
 - (a) Bond that he/she shall serve the Council for at least 3 years after his/her return from sabbatical leave (joining back the council) (**Annexure-IV**);
 - (b) Confidentiality and Non-Disclosure Agreement (**Annexure-V**); and
 - (c) Undertaking inter-alia mandating adherence to the CCS (Conduct) Rules, 1964, seeking of all necessary approvals/permissions of the concerned Government of India Ministries/Departments (**Annexure-VI**).

7. Competent Authority : DG, ICAR is the Competent Authority to grant Sabbatical Leave in cases related to Institutes listed in Annexure-I. For other cases, approval shall be granted based on the decision of the committee as per 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.



Annexure-I**(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, Wayanad, 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 |
| Maharashtra | | |
| 34. | Dr. Balaesahib Sawant Kokan Krishi Vidyapeeth, Dapoli | Agricultural Sciences |
| 35. | Maharashtra 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 Vallabhbhai 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 |

Handwritten signature/initials

| 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), Bhubaneswar, 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 |

nkap

(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 |

N. R. P.

| | | |
|-----|---|--------------------------------------|
| 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 |

Handwritten signature/initials

| | | |
|-----|--|--------------------------------------|
| 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 (GoI) and fully funded autonomous bodies working under different ministries of GoI.
- (iv) International Academic and Research Institutions working under FAO, CGIAR, Bio-versity International or similar organizations.





**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.
12. Has the arrangement made at present place of posting to look after the task assigned to the Scientist/ Faculty Member : _____

mhap

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: _____

NRD

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



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:

Signature: _____

Place:

Name & Designation: _____

Host Institution (with Official Seal)



**BOND TO BE EXECUTED BY ICAR SCIENTIST IN PERMANENT EMPLOYMENT,
WHEN PROCEEDING ON SABBATICAL LEAVE
(On non-judicial stamp paper of Rs 100/-)**

KNOW ALL MEN BY THESE PRESENT THAT I R/O
....., at present employed as in
..... (name of the Institute with place of posting), ICAR
hereby bind myself, my heirs, executors and administrators to pay to the Secretary,
ICAR (hereinafter called "Council") on demand the sum/amount including but not limited
to the amount of leave salary & other allowances paid and /or to be paid to me during
the sabbatical leave period, together with interest thereon from the date of demand at
Government rates for the time being in force on Government loans or if payment is made
in a country other than India the equivalent of the said sum/amount in the currency of
that country converted at the official rate of exchange between that country and INDIA
and TOGETHER with all costs between attorney and client and all charges and
expenses that shall or may have been incurred by the Government/Council/Institute.

Whereas I am granted Sabbatical Leave by the Council
for (period in year/months with break-up).

And WHEREAS for the better protection of the Council, I have agreed to execute this
Bond with such conditions as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT I shall
serve the Council for a minimum period of 03 (three) years from the date of my return
to duty after expiry or termination of the Sabbatical Leave. In the event of me leaving
the employment of the Council before the term of 03 (three) years for any reason
whatsoever and/or abandoning my job prior to the above-mentioned period and/or
inducing the Council to terminate my services by intentionally failing to perform to the
satisfaction of the Council and/or on account of disciplinary violations, etc., I agree and
undertake to indemnify and to pay to the Council immediately on demand the
sum/amount including but not limited to the amount of leave salary & other allowances,
paid and /or to be paid to me during the sabbatical leave period, together with interest
thereon from the date of demand at Government rates for the time being in force on
Government loans or if payment is made in a country other than India the equivalent of
the said sum/amount in the currency of that country converted at the official rate of
exchange between that country and INDIA and TOGETHER with all costs between
attorney and client and all charges and expenses that shall or may have been incurred
by the Government/Council/Institute.

Upon my failure to immediately pay the required sum on demand here under, the
Council shall be at liberty to recover the said amount, from my Provident Fund or any
other amount standing at my credit with the Council or shall be, otherwise, also fully
recoverable from me, if no sufficient credit balance stands in my name.

AND upon my making such payment, the above written obligations shall be void and of
no effect, otherwise it shall be and remain in full force and virtue.



The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

Signed and date this day of two thousand

Signed and delivered by

In the presence of

Witnesses: 1.

2.

Accepted
For and on behalf of Secretary (DARE) & DG, ICAR



CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

This "Agreement" is executed on this day of _____ at _____ by and between _____ [Name & Designation of the Scientist], S/o. _____, R/o. _____, herein after called the "Scientist" which expression shall unless repugnant to the context shall mean to include his successors, legal heirs and representatives,

AND

Indian Council of Agricultural Research, Through _____, S/o. _____, herein after called the "Council" which expression shall unless repugnant to the context shall mean to include its successors and assigns.

WHEREAS Indian Council of Agricultural Research is autonomous body registered under the Societies Registration Act, 1860 under the aegis of Ministry of Agriculture, Government of India.

AND WHEREAS the Scientist is presently working with [name of the Institute] and has applied and have been granted Sabbatical Leave for a period of (year / months) from (name of the Host Institution).

AND WHEREAS in the course of his/her employment, the Scientist is in possession and/or supposed to be in possession of Confidential Information related to the subject matter Council and its Institutes.

AND WHEREAS the misuse of the confidential information (having regard to project(s)/research work(s)/ publication(s) / Subject Matter/ Technology Developed / Future plans / Plans for Patents etc. undertaken by the scientist at the Council / Institute till the date on which the scientist proposes to proceed on Sabbatical Leave) or unauthorized disclosure thereof may adversely affect the current/ongoing/future projects of the Institute/Council.

AND WHEREAS the Institute / Council requires me to give an undertaking that I would not disclose any pieces of confidential information to any party / third party / host institution in no circumstances.

AND WHEREAS the Council / Institute wishes to protect the confidential proprietary information and ensure that Scientist maintain the confidentiality of this information.

AND WHEREAS the Scientist understands and acknowledges that the confidential and proprietary information is vital to the Council and acknowledges the desire of the Council to protect its confidential and proprietary information and agrees to be bound by the terms of this Agreement.

NOW THIS AGREEMENT WITNESSETH AS UNDER:

1.0 Confidential Information

nr

1.1 "Confidential Information" shall mean and include any information disclosed by Council/Institute to Scientist either directly or indirectly, in writing, orally, by inspection of tangible objects (other than in written form e.g., oral or visual without limitation, documents, prototypes, samples, media, documentation, audio/video tapes/discs, code, computer discs, machines, prototypes, design), electronic transmission (including, but not limited to facsimile, electronic mail and the like in either human readable or machine readable form), designs, specifications, articles of manufacture, drawings, human or machine readable documents etc.) that the Council / Institute may have shared with the scientist or the scientist may have come in access thereof over years of his / her service in the Office of (Name of the Institute(s) of the Council, where he / she has been posted over the years), and shall include information having regard to project(s)/research work(s)/ publication(s) / Subject Matter/ Technology Developed / Future plans / Plans for Patents / Articles / trade secrets, network information, configurations, trademarks, logo, brand name, know-how, business and marketing plans/strategies, financial and operational information, and other non-public information, material or data relating to the current and / future business and operations of the Council and analysis, compilations, studies, summaries, extracts or other documentation prepared by the Council. Confidential Information may also include information disclosed to the host institution besides disclosure of the details of the works undertaken or going to be undertaken (in future) by the scientist / the Institute till the date on which the scientist proposes to proceed on Sabbatical Leave.

1.2 Confidential Information is to be broadly defined, and includes all information that has or could have commercial value or other utility in the work Council / Institute is engaged or contemplates engaging, and all information of which the unauthorized disclosure could be detrimental to the interests of the Council / Institute, whether or not such information is identified as Confidential Information by the Council / Institute.

1.3 The following Information will not be considered to be Confidential Information, if such information:

1.3.1 was already in the public domain at the time of disclosure, or thereafter comes into the public domain through no fault of the Scientist; or

1.3.2 is otherwise available or in possession of the Scientist without restrictions on use and disclosure and that be demonstrated by records that the same was not acquired, directly or indirectly, from Council/Institute; or

1.3.3 is required to be disclosed pursuant to any applicable legal requirement or legal process issued by any court or any competent government authority or rules or regulations of any relevant regulatory body provided that any party/host institution will inform the Council of such order well in advance and provide assistance in contesting the disclosure thereof.

1.4 Scientist acknowledges that Council / Institute is the exclusive owner of its Confidential Information, which includes all information regardless of its form of recording and which is not in the public domain.

1.5 Scientist agrees that:

1.5.1 Scientist shall keep secret all confidential and proprietary information and not reveal or disclose it to anyone outside of Council, except with Council's prior written consent;

1.5.2 Scientist shall not make use of any of such confidential information and data for his/her own purposes or the benefit of any other person, corporation or entity, other than Council.;

1.5.3 Scientist shall deliver promptly to Council, and at any time Council may so request, all memoranda, notes, records and other documents (and all copies thereof) constituting or relating to such confidential which Scientist may possess. Scientist understands and agrees that the Confidential Information and Data constitute trade secrets of Council and that at all times material to this Agreement;

1.5.4 Confidential Information and Data shall be and remain the exclusive property of Council and shall not be removed from the premises of Council under any circumstances whatsoever without the prior written consent of Council, and if removed, the same shall be immediately returned to Council, and no copies thereof may be kept by Scientist;

1.5.5 All notes, notebooks, memorandums, computer disks and other similar repositories of information containing or relating in any way to Confidential Information and Data shall be the property of Council. All such items made or compiled by Scientist or made available to Scientist during the period of employment, including all copies thereof, shall be held by Scientist in trust and solely for the benefit of Council and shall be delivered to Council by Scientist, or at any other time upon the request of Council.

1.5.6 Scientist shall not disclose to any other person or entity, either directly or indirectly, the Confidential Information and Data.

1.5.7 Scientist shall not reproduce or reverse engineer the Confidential Information or any part thereof without the express written consent of Council.

1.5.8 Scientist shall not, directly or indirectly, make known, divulge, publish or communicate the Confidential Information to any person/firm /corporation/Host Institution without the express written consent of Council.

1.5.9 Scientist shall not shall not disseminate the Confidential Information or part thereof received from the Council to any other person.

1.5.10 Scientist shall not use or utilize the Confidential Information without the express written consent of Council.

1.5.11 Scientist shall not use the Confidential Information or any part thereof as a basis for the design or creation of any method, system, apparatus or device similar to any method, system, apparatus or device embodied in the Confidential Information unless expressly authorized in writing by Council.

1.5.12 Scientist shall make best efforts possible to protect and safeguard the Confidential Information from loss, theft, destruction, or the like.

2.0 Proprietary right

Scientist acknowledges that all Confidential Information constitutes a proprietary right which Council / Institute and its affiliated organizations are entitled to protect.



3.0 Non-disclosure

- 3.1 Scientist agrees that during his/her employment with Council / Institute" or at any time thereafter, Scientist will not disclose any Confidential Information to any person or his / her future employer.
- 3.2 Scientist will not use the confidential information for any purpose other than those permitted by Council / Institute.

4.0 Return of property

Scientist agrees that before proceeding on sabbatical or at any time Council / Institute may request, to promptly deliver all memoranda, notes, records, reports, manuals, and any other hard copy documents or electronic data belonging to Council / Institute, or containing Confidential Information, including all copies of materials Scientist may possess or have under his/her control.

5.0 General Provisions

5.1 Scientist acknowledges that the restrictions contained in this Agreement are necessary for the protection and goodwill of Council / Institute and Scientist consider them to be reasonable for that purpose. Scientist therefore agrees that any breach of the terms of this Agreement is likely to cause Council / Institute substantial and irrevocable damage and irreparable harm. In the event of any such breach, Scientist agrees that Council / Institute, in addition to such other remedies which may be available, shall be entitled to specific performance and other injunctive or marketing relief including interim or interlocutory relief, if demanded.

5.2 Scientist agrees he / she will comply with all security precautions and measures of Council / Institute that are intended to maintain the confidentiality of its Confidential Information and to limit its distribution to instances of a legitimate need-to-know basis that are intended to promote the best interests of Council / Institute.

5.3 Scientist agrees he / she will not make copies, summaries, or extracts of Confidential Information, nor will Scientist remove any Confidential Information from the place of work unless authorised in writing by Council / Institute.

5.4 Scientist agrees that he / she will not disclose any Confidential Information concerning Council / Institute or its affiliated bodies / institutes which could adversely affect the council's image, reputation or value.

5.5 This Agreement sets forth the entire Agreement as to its subject matter. No modification, amendment, termination or waiver of this Agreement shall be binding unless in writing and signed by a duly authorized officer of Council / Institute. Failure of Council / Institute to insist upon strict compliance with any of the terms, covenants or conditions of this Agreement shall not be deemed a waiver of such terms, covenants or conditions.

6.0 Continuing obligations

Scientist agrees that the provisions of this Agreement are continuing in nature and shall survive in perpetuity.



7.0 Severability

In the event that any provision of this Agreement or part thereof shall be deemed void, invalid, illegal or unenforceable in whole or in part, the remaining provisions or parts shall remain in full force and effect.

8.0 Independent Legal Advice

Scientist have been advised that Scientist have the right to obtain legal counsel before signing this Agreement and Scientist have obtained the level of advice Scientist deem appropriate.

9.0 Enforcement

9.1 Scientist agrees that if Scientist commits a breach of any of the provisions of agreement, Council / Institute shall have the right to enforce this Agreement in any court having equity jurisdiction.

9.2 Scientist agrees that in case it is revealed / known at any stage that he/she have shared any confidential information with any third person without authorization, then the Council / institution shall take action as against him/her as per prescribed law/rules/instructions/ guidelines.

9.3 Scientist acknowledges and agrees that any such breach of this Agreement by me will cause irreparable injury to Council / Institute and that money damages will not provide an adequate remedy to Council / Institute. In addition, Council / Institute shall have any other rights and remedies available at law or in equity.

10 Applicable law and Jurisdiction

This Agreement shall be governed by and construed in accordance with the laws of Delhi/India and the parties agree to the Jurisdiction of courts at Delhi alone.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date set forth above.

| Scientist | | For & on behalf of Council | |
|-----------------------------------|--|---|--|
| Signature of Scientist | | Signature of the Director/officer/Scientist / Authorised by the Institute on behalf of Council | |
| Name of Scientist | | Name of the Director/Officer/Scientist Authorised by the Institute on behalf of the Council. | |
| Designation and seal of Scientist | | Designation and seal of the Director/officer/Scientist Authorised by the Institute on behalf of the Council | |



| | | | |
|--|--|--|--|
| Witness (Name and Address and Signature) 1. 2. | | Witnesses (Name, Address and Signature. 1. 2. | |
|--|--|--|--|



UNDERTAKING

I,(name & designation of the scientist with name and place of the Institute where posted), have been granted Sabbatical Leave for (period in year/months with break-up thereof also) from (name of Host Institution).

I, therefore, undertake as under (include only those points in the undertaking which are relevant to the scientist concerned):-

- i. That I shall utilize the sabbatical leave for the bonafide purpose for which it has been sanctioned/granted, and that during the said period I shall not accept any commercial employment (my services / works / assignments with the host institution during the sabbatical leave period don't come under the purview of commercial employment). Further, during the sabbatical leave period, I shall not undertake any permanent position with any organization including the host institution in India/abroad.
- ii. That during the period of sabbatical leave, I shall observe absolute integrity and allegiance to the Council/Institute and shall not participate in any anti-Government/anti-Council activities. Breach of any of the provisions of CCS (Conduct) Rules, 1964 shall render me liable to disciplinary action, as deemed fit.
- iii. That I give my acceptance to the payment by the Council of pay & allowances, if any, during the sabbatical leave as per the provisions of Para 5 and other terms and conditions of Sabbatical Leaves Guidelines-2022.
- iv. That I give my acceptance to receive/ make payment towards HRA / Licence Fee, as the case may be in accordance with the extant Government of India / ICAR instructions / guidelines in this regard.

[Applicable to scientists who have been allotted Council's residential quarters].

- v. That I undertake to serve the Council for a minimum period of 03 (three) years from the date of my return after expiry or Sabbatical Leave or termination thereof failing which I shall be liable to pay to Council the amount mentioned in Bond along with Interest (a Bond duly signed by me has been attached).



- vi. That I undertake to seek all necessary approvals / permissions, including political clearance from MEA and FCRA clearance from MHA, from the concerned Government Ministries / Departments, as mandated by extant Government of India instructions / guidelines in this regard.

[Applicable in respect of scientists proceeding on Sabbatical Leave from foreign universities / host institutions located outside India]

In case of any breach, disciplinary action, as deemed fit, may be taken against me.

Signature of the Scientist

Date:

(Name & designation of the scientist)

Place:

(Name of Institute where posted)

