

ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE
AVIKANAGAR (VIA: JAIPUR) RAJASTHAN-304501

IMPORTANT

Dated: .07.2016

F.No. 6(39)/Admn.I/95/Vol.III/

CIRCULAR

In continuation to Circular F.No. 6-39/95/Admn.I/ dated 09.08.1995, No. 3(340)/E/95 dated 14.10.1996 and 6(39)Adm.I/95/Vol. II dated 30.07.1997, the Director has been pleased to issued following guidelines and procedure to be diligently followed by eligible scientific and technical personnel of this Institute who are interested to apply for higher studies:

- (i) Direct correspondence with the University/Institutions for seeking admission will be treated violation of rules and will be rejected for grant of permission.
- (ii) One Scientist/Technical Personnel out of five, two out of 6-10 and three out of more than 10 Scientists/Technical Personnel in a Section/Unit can be considered/allowed to proceed for higher studies. Not more than one Scientist/Technical Personnel out of five, two out of 6-10 and three out of more than 10 should remain away on study leave at any time from a Section/Unit.
- (iii) Allowing/dis-allowing for study leave will be subject to the recommendations of Heads/Incharges of Divisions/Sections/Stations, keeping in view the requirements of the projects and discretion of the Competent Authority. Grant of study leave will not be claimed as a matter of right.
- (iv) While recommending for grant of study leave, Heads/Incharges of Divisions/Sections/Stations will give due importance/weightage on seniority/length of service.
- (v) The Scientific and Technical Personnel shall satisfy himself that he fulfil all the eligibility criteria as prescribed by the Council before applying for seeking permission for higher studies.
- (vi) Personnel who are interested to avail opportunity for higher studies should apply in the prescribed proforma **only in the month of December Every Year** for the next/following academic session.
- (vii) Applications received latest **by 31st December every year** will only be considered and scrutinized by the Committee.
- (viii) The decision of the Competent Authority will be conveyed to the individual accordingly.
- (ix) Thereafter, the individual may make correspondence with the University/Institution for seeking admission.
- (x) Permission for higher studies will be valid only for the next academic session/year for which granted.
- (xi) In case, any individual fails to secure admission during that year, he will have to apply a fresh.
- (xii) The permission granted does not entail the right for grant of leave/study leave. Grant of leave/study leave will be subject to the exigencies of work in the public interest.
- (xiii) Application received in Administration-I Section **after 31st December will not be entertained.**
- (xiv) The Scientific and Technical Personnel who applies for permission / have been permitted by Universities/Deem Universities to continue higher studies (without taking study leave) shall invariably intimate to the Head of Office immediately to avoid future administrative problems.

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The Heads/Incharges of Division/Section/Station are kindly requested to bring the contents of this circular to the notice of all concerned scientific and technical personnel working in their respective Division/Section/Station.



(Rakesh Kumar)

Chief Administrative Officer

Distribution: for kind information and further necessary action, please.

- (i) All Head of Division/Section Incharges
- (ii) Head, Sub-station(s)–ARC, Bikaner & NTRS, Garsa and Officer Incharge, SRRC, Mannavanur
- (iii) Incharge AKM Unit: for uploading on the Institute's website
- (iv) Notice Boards
- (v) Guard File