



श्री माता वैष्णो देवी विश्वविद्यालय
Shri Mata Vaishno Devi University
Kakryal (Katra) - 182 320 (J&K)

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No.: SMVDU/Adm/Estt./16/1529-32

Date: 5th July 2016

OFFICE ORDER

Sub: Grant of Study Leave

With reference to application dated: 28th June 2016 of Dr. Indu Bhushan, Assistant Professor, Department of Biotechnology, duly recommended and forwarded by Head, Department of Biotechnology and Dean, Faculty of Engineering and as approved by the Competent Authority, Sanction is hereby conveyed for grant of Study Leave for a period of 190 days w.e.f. 25th July 2016 to 30th January 2017 in favour of Dr. Indu Bhushan for being awarded the Raman Fellowship for Post Doctoral Research in United States of America for the year 2015-16 to be awarded by UGC for a period of 06 months

Consequent upon the above, Dr. Indu Bhushan shall be relieved from his duties and responsibilities in the Department of Biotechnology on 22nd July 2016(A/N) (23rd & 24th July 2016 being Saturday & Sunday respectively) to avail Study Leave subject to fulfilling of the following conditions:

- a) That he shall complete all his pending academic assignments at Department of Biotechnology before proceeding on Study Leave.
- b) That he shall hand over the charge of documents /property/ equipments/chemicals etc. which may be in his possession to the next concerned at Department of Biotechnology as may be directed by the Dean, Faculty of Engineering.
- c) That he shall submit No Dues Certificate from all concerned at this University.
- d) That the rules governing payment of salary (basic pay & all allowances), leave , medical benefits, gratuity, CPF,GIF ,GSLI etc would continue to be applicable to him during the entire period of fellowship and he will have to join his present post on the completion of tenure of his fellowship.
- e) He shall submit his departure and joining report respectively while proceeding on and returning from leave to be forwarded to this office for record.
- f) He may be eligible to the benefit of the annual increment(s) after his return and re-joining the service of the university which he would have earned in the course of time if he had not proceeded on study leave. He shall however not be eligible to receive arrears of increments.
- g) Study leave shall count as service for contributory provident fund, provided he joins the university on the expiry of his study leave.
- h) Dr. Indu before availing the leave shall furnish a service bond on Rs. 10/- non-judicial stamp papers duly notarized to the University giving an undertaking that he shall serve the University for a minimum period of three years after the successful completion of his Post Doctoral Fellowship in USA w.e.f the date of his rejoining duties at this University, after availing his Study Leave.

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- i) He has to keep the University informed with the progress of his research by submitting 6 monthly progress reports in the office of Registrar for perusal of the Competent Authority
 - j) He shall be required to submit the proof of his successful completion of Post Doctoral Fellowship in USA sponsored by UGC, India at the time of rejoining the services at this University.

The grant of Study Leave in favour of Dr. Indu Bhushan is however subject to the condition that Head, Department of Biotechnology shall ensure that there is no hindrance of the academic activities at Department of Biotechnology.

He will be eligible for the allowances sanctioned by UGC vide letter no F.No.5-70/2016(IC) dated: 10th February 2016 (copy enclosed) towards his visit to USA as enumerated below:

- i. Fellowship amount of US \$ 3000 per month.
- ii. One time personal contingency grant of Rs. 50,000/- to cover expenses for visa, airport, transfer, medical insurance etc.
- iii. Grant of US \$ 600 for fellowship period up to 6 months or US \$1200 for fellowship period beyond 6 months to travel within USA to attend Conferences or other institutes of interest with the approval of advisor of the host institute.

Sanction is also accorded for release of 1st installment of fellowship as sanctioned by UGC vide letter no. F.No.5-70/2016(IC) Dated: 10th June 2016 in favour of Dr. Indu Bhushan.

Indu Bhushan

Registrar

Copy to:-

1. Dean, FoE / Head, DoBT, for information.
2. Finance Officer, SMVDU for information.
3. PS to VC for the kind information of Hon'ble Vice-Chancellor.
4. Concerned: Dr. Indu Bhushan.
5. Office Order file.
- ✓ 6. Personal file of the concerned.