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TATA INSTITUTE OF FUNDAMENTAL RESEARCH
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परमाणु ऊर्जा विभाग की स्वायत्त संस्था,
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OFFICE ORDER OD-18-2015
Guidelines for Leave with Lien

1 Preamble

Members of the Institute sometimes decide to leave the Institute to take up positions in other organisations. The Institute recognizes that such movement of personnel out of the Institute, while bringing benefits to the academic, scientific and technological communities of our country, also brings prestige to the Institute. Further, the past association of such individuals with the Institute helps it in various ways to achieve its goals. Procedures for leave with lien are formalized in this document in order to facilitate such transitions by allowing members to keep their position at TIFR for a reasonable amount of time.

Formally, when an Institute member wishes to leave the Institute to take up an assignment or a job, that is permanent or on contract aimed towards becoming permanent, with or without probation, and offered by the Government of India, its Autonomous Organisations or a Public Sector Undertaking, he or she may request a leave with a lien on the position he or she currently holds in the Institute. During the period of the lien, the member will effectively not be in the service of the Institute, but will have the right to return to the post on which he or she has been granted a lien.

2 Operating procedures

2.1 Eligibility

In order to be eligible to apply for lien, at the time of the application, the staff member must have held a regular position with the Institute continuously for a period of at least five years.

In the course of a member's service to the Institute, the total period of all liens cannot exceed three years, and liens can be granted at most twice to any member. When a senior staff member wishes to take up a fixed term leadership position, such as Director of another institution or Chief Executive of a public sector company, he or she may be considered for deputation up to a limit of five years on the same conditions as those given below for leave with lien.

2.2 Application

The member must apply to the Director's office with the following information:

- (a) The offer letter;
- (b) Start date of the lien;
- (c) The period for which lien is sought;
- (d) The period for which the member wishes to retain laboratory and office space;
- (e) The period for which the member wishes to retain Institute housing.

The application should be forwarded through the appropriate Dean or Centre Director. The decision to grant leave with lien rests with Director, TIFR.

2.3 Period of the lien

Lien will normally be granted one or two years at a time, with some scope for extension subject to the maximum stated above. The letter of approval will address the requests made under 2.2 (a)-(e). A member can hold the lien only up to the period of his or her superannuation at TIFR subject to the maximum stated above.

2.4 Rejoining the Institute

The lien will be valid only as long as the member holds the job for which the lien was initially granted.

The member will have the right to rejoin the Institute in the period of the lien provided he or she resigns the position for which he or she was granted the lien. The member should inform the Institute of his or her intention to do so at least a month before the date of rejoining.

3 Administrative formalities

(a) **Computer account:** The member will retain the Institute computer account during the period of the lien.

(b) **Identity card:** The member will retain the identity card. It is expected that while presenting the card to confirm association with TIFR, the member declares that he or she is currently on leave with lien.

(c) **Faculty listings on Institute web sites:** The name of the faculty member proceeding on leave with lien may be retained in the list of faculty members with the addition. "(On leave with lien at _____)".

(d) **Member's contributions:** Contributions at prescribed rates have to be paid to the Institute for leave salary and pension contribution, contributory provident fund, medical scheme, group insurance, etc.

e) **Undertaking :** An undertaking as given below, is to be signed by the applicant at the time of forwarding his/her application for Lien

"I certify that if I am not permanently absorbed in the post of the new appointment at the end of my Lien period, I shall either resign from the service or revert to my parent cadre. "

4. The role of an academic member proceeding on leave with lien

(a) Laboratories, office: Laboratories and offices are to be vacated at the beginning of the lien period. If the laboratory or office space is to be made available for completing ongoing research activities with the help of students, staff or collaborators, an extension period of up to four months must be sought from the Director along with the request for lien, giving sufficient justification. During the extension period, a member in charge of the laboratory should be specified and the concurrence of the proposed member-in-charge and the department should be obtained. At the end of any extension granted, all such space is expected to be returned to the Institute for reallocation.

(b) Faculty meetings etc.: The faculty member on leave with lien will not participate in Departmental meetings, Faculty meetings, fund-allocation-related meetings etc., and will not be sent any intimation of such meetings, its agenda papers or its minutes.

(c) Teaching courses: Arrangements for teaching the course(s) hitherto offered by the member proceeding on leave with lien, if the start date of lien is during the session/term, or for any other course agreed upon earlier and falling in the lien-period should be made in consultation with the respective Subject Boards well in advance.

(d) Guiding students: Students under the guidance of the member should be assigned to another member as the first guide and the member proceeding on leave with lien may be the co-guide subject to approval by the Subject Board, the Dean of the respective faculty, or the Centre Director. The member is not allowed to take on any new student at the Institute during the period of the lien.

(e) Subordinate staff: The Chairperson of the department (in the case of NSF) or the respective Dean or Centre Director would be in-charge of staff members working with the faculty member and they would take necessary steps for their activities (including reassignment under other faculty members).

(f) Intellectual property: Any intellectual property generated during the period of lien arising out of the work done at TIFR shall be jointly owned with the faculty member, and the member will have to intimate TIFR on this matter.

(g) Institute plan projects: Since the member is effectively not serving the Institute, he or she is not expected to write an Institute Plan Proposal or to use Institute Plan Funding already in operation. The Director may redistribute the allocated plan funds as appropriate.

(h) External projects: For externally funded projects, the faculty member proceeding on leave with lien should either make arrangements for its transfer to his or her new institution, or identify another faculty member as the principal investigator; the member proceeding on leave with lien can be a co-investigator, provided the member gets a written concurrence from the funding agency. While the budget is being maintained at TIFR, the member proceeding on leave with lien will not be authorized to sign indents/bills/cash-advances/TA/DA etc., during the period of lien. No new sponsored projects to be conducted at the Institute will be allowed to be taken up during the period of the lien.

However, budgets associated with fellowship schemes such as JC Bose, Ramanujan etc., may be operated by the member until he or she makes necessary arrangements for their transfer to the new institution.

(i) Operating money accounts: Financial support for attending national and international conferences, schools, workshops or any other academic or non academic meetings will not be available for utilization during the period of lien.

(j) Continuation and initiation of consultancy projects: The Consultancy work, on hand at the time of proceeding on leave with lien will be permitted to be completed during lien period, but no new consultancy work can be taken up during the period of the lien. The faculty member must identify a colleague as the Consultant and the member proceeding on lien will be the Co-Consultant. If the organisation to which the member goes on lien has an objection and the consultancy cannot be shifted to the new institution, the consultancy may be terminated.

(k) Administration connected to the Institute: During the period of the lien, the member will have no administrative role in the Institute.

(l) Institute accommodation: The faculty member is normally expected to vacate the quarters before proceeding on leave with lien. In case the member wishes to retain the quarters in occupation at the time of proceeding on leave with lien, the maximum period that he/she may be allowed would be one year on payment of the license fee at rates similar to those currently being applied for retiring members: normal license fee for the first two months, double for the next two months, four times for the next two months, and six times for the remaining period.

Sd/
(S.P. Trivedi)
Director

Director

Centre Directors - NCRA/NCBS/HBCSE/ICTS/TCIS

Deans, NCRA/NCBS/HBCSE/ICTS/TCIS/TIFR-CAM, Bangalore

Dean, NSF

Dean, MF

Dean, STCS

Dean, GS

Department Chairpersons

Dy. Registrar (Officiating)

Head, Establishment

Head, Accounts

Administrative Office (C), Gen. Admn.

The above guidelines have been approved by the Council of Management at its 177th Meeting held on March 19, 2015.