

TATA INSTITUTE OF FUNDAMENTAL RESEARCH
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It appears that there are different practices in different departments under NSF regarding 'on duty' travel and deputation leave. In fact, the practice followed by members is not uniform in the same Department. Many members apply for deputation leave when they travel for purposes which are deemed to be 'on duty'. This also results in unnecessary paper work as Dean/Director's approval is taken for sanction of deputation leave. Also out-station travels by faculty members for professional reasons have increased. Hence it is suggested that the procedure for out-station, official travel and deputations may be made simple with proper record keeping.

In consultation with the Chairpersons of NSF departments, suitable guidelines have been prepared on line with the current practice and enclosed as an Appendix to this note.

With some suitable changes, the guidelines may be made applicable for other Schools in TIFR.

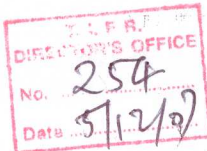
Submitted to the Director for consideration/approval.



S. Damal

Dean, NSF:

Punita Punia
(Punita Punia)
Secretary, NSF



Director: *M. Barma*

Dean NSF

Guidelines for Faculty members for 'On-duty' and Deputation travels within India.

All the records of 'on duty' travels to be kept in the Department office and all the records of deputation leave to be kept in the Establishment (which is the current practice).

Out of station travel by Faculty members of NSF for the following purposes are deemed to be 'on duty' travel. There is no need to fill up a leave application form for 'on duty' travel. Faculty members should inform the Secretary of the Department and the Secretary, NSF by email or in writing about the travel, dates, place and the purpose of travel.

Following travels may be considered as On duty, with expenses incurred by TIFR, partially or fully, as per rules.

- 1) Visits to Field stations
- 2) Field trips under sanctioned budget heads
- 3) Travel for any other purpose approved by Director.

Following travels may be considered as On duty, without incurrence of expenditure by TIFR

- 1) Examinations at Master's degree and higher level. Members may accept examinerships on their own.
- 2) Invited lectures in Universities, Institutions, Conferences, etc.
- 3) Invited lecture courses (up to ten days)
- 4) Attendance of meetings of committees constituted by Government agencies (e.g. DAE, DST, UGC, CSIR, etc), National Science Academies (e.g. INSA, etc), Universities, IISERs, IITs, Scientific Conference committees, professional bodies, Editorial Boards, selection/promotion/award committees in other institutions, etc as member, secretary, chair, etc. Visits associated with adjunct or honorary faculty positions in other institutions. Staff members are required to get a one-time approval from the Director before accepting membership of a committee which requires multiple travels in a year for two or more years.
- 5) Travel for any other purpose to be approved by the Director.

Deputation, with or without incurrence of expenditure by TIFR

Staff members are required to submit the leave application for sanction of Deputation leave by Dean, NSF or Chairperson of the Department for participation in conferences, symposia or as the case may be.

- a) Deputation leave, for members' participation in Conferences/symposia etc. which is approved and budget sanctioned by Dean, NSF in the beginning of the financial year under internal deputation budget for each Department, to be sanctioned by Chairperson.
- b) For all other conferences/symposia etc, deputation leave to be sanctioned by Dean, NSF.