



भा.कृ.अ.प.—केंद्रीय भेड़ एवं ऊन अनुसंधान संस्थान  
**ICAR-Central Sheep & Wool Research Institute**  
 अविकानगर तहसील – मालपुरा, जिला टोंक, राजस्थान – 304501  
**Avikanagar, Tehsil Malpura, Dist. Tonk, Rajasthan – 304501**



F.No. 3((103)Adm.I/Ext.Examiner./2019/ 8197  
Circular

Dated:28.01.2019

It is observed that Scientist/Officer/Official of this Institute are granted permission to attend seminar/conference/meeting/radio talk to deliver lecture/ Selection Committees/Interview Boards and to conduct viva-voce examinations of Ph.D. students in the state agricultural universities and also to act as external examiner etc. for which Special Casual Leave is sanctioned for the purpose to the concerned.

In this regard, it has been decided by the competent authority that a register shall be maintained at the Division/Section level for keeping record of Special Casual Leave availed by the concerned Scientist/Officer/Official during the calendar year. Further, while forwarding the application of the Scientist/Officer/Official for grant of Special Casual Leave for attending the Seminar/viva etc. the Head of the Division/Incharges/ as the case may be indicate the number of Special Casual Leave availed by him/her on earlier occasion on the application of the Scientist/Officer/Official so as to ensure that a Scientist/Officer/Official may not avail Special Casual Leave more than the prescribed limit.

The Special Casual Leave granted to Scientist/Officer/Official will include the day/days of the meeting/conference/seminar etc. and the actual time taken in the journey.

This issues with the approval of the Director.

*Neeraj*  
 28/01/19  
 (Neeraj Tanwar)  
 Administrative Officer

**Distribution:-**

- (1) All HODs/Incharges for information with request to bring the content of the circular in the notice of the staff working under them, for strict compliance.
- (2) Head/Incharges of NTRS, Garsa, ARC, Bikaner and SRRC, Mannavanur for information with request to bring the content of the circular in the notice of the staff working under them, for strict compliance.
- ✓ (3) AKMU for information with the request to upload the circular on the official website of the Institute.
- (4) PS to Director
- (5) Guard file