



**Government of Jammu and Kashmir
Public Works (R&B) Department
Civil Secretariat, J&K, Srinagar**

Subject: Norms for processing of application for Higher Studies by the employees of Public Works(R&B) Department.

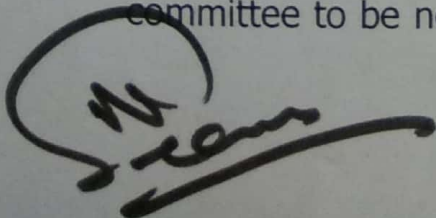
Government Order No:- 406 -PW(R&B) of 2019
D a t e d: 19 - .09. 2019

In order to streamline the processing of applications for higher studies leave, the following norms shall be adhered to:

1. The Head of the Departments (HoDs) shall recommend cases for higher studies as per SRO-274 issued by the Finance Department in the consolidated form.
2. The number of officers/ officials in whose favour permission for study leave has been granted shall not exceed 10% of cadre strength of that cadre at any point of time.
3. The cases of officers/ officials in whose favour permission for study leave is sought shall be submitted in order of seniority.
4. Priority shall be given to those candidates who are selected in Government Institution for undertaking higher studies on their own merit.
5. Case for study leave/ permission shall not be recommended in the first three years of appointment.
6. No official shall leave his station/office for under taking higher studies unless a written permission/NOC is accorded by the Administrative Department.
7. The officers/ officials desirous of undertaking different courses outside the country shall not leave the country unless written permission is granted to them by the competent authority.
8. The HODs shall examine these cases with due diligence ensuring that only those courses/institutions are

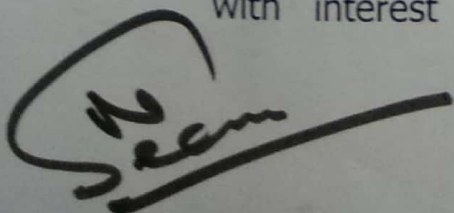
recommended which are recognized by the Government and AICTE/Competent Authorities.

9. No permission for part time study shall be granted.
10. After completing the courses undertaken with due permission, the officials shall submit their cases to their concerned HoD, as early as possible, no later than one year, for acceptance/inclusion of their degree/diploma qualifications.
11. Study leave shall be granted for acquiring ITI Diploma/ 3 years Diploma /4 years degree/ other higher studies to the desirous in service candidates provided that:
 - I. He/ she has satisfactorily **completed period of probation** and has rendered **not less than three years** continuous service including the period of probation.
 - II. He/ she is not retiring superannuation from the government services within **10 years** from the date on which he/she resumes duty after the completion of the study leave.
 - III. He/ she shall not have availed the same leave for undergoing any of the above course during last **5 years**; and
 - IV. He/ she shall have to execute an undertaking to serve the department for a period of five years after completion of diploma/ degree course.
 - V. Number of persons already perusing course on full time basis in the said discipline/cadre should not exceed sanctioned leave reserve posts.
 - VI. Seniority of applicants shall be reckoned when the number of applicants is higher.
12. The study leave shall be sanctioned to the candidates for **perusing** of Higher Qualification in discipline/stream **as per job requirement**.
13. Sponsorship shall be subject to the J&K Civil Service Leave Rules as amended from time to time.
14. Course should be relevant to the **Engineering Services** of the applicant. All the cases being referred to the Administrative Department by HODs shall be screened by a committee to be nominated by the concerned **HOD's** and the



cases as recommended by the said committee shall be considered on merits.

15. Sponsorship shall be subject to the performance appraisal of the applicant for last 3 years with a minimum grading of **"Very Good"** in all 3 years.
16. There should be no departmental enquiry or RDA or any other disciplinary action pending against applicant.
17. Sponsorship shall be subject to overall vacancy position and recommendation of the department in the relevant discipline.
18. In the event of an emergent requirement, if the government so desires, the officials on study leave can be called back to join their duties.
19. On completion of the courses, the officers/officials shall submit their certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and completion of the course with the remarks, if any, of the authority in charge of the institute where from said course has been undertaken.
20. Duration of the study leave shall be as per the provisions available under the J&K Civil Services Leave Rules 1979 as amended from time to time.
21. Case of Junior Engineer and below on deputation to other departments shall be forwarded through respective Chief Engineer of the division where posted.
22. If a Government Servant resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is unable to furnish the certificates he/she shall have to refund:-
 - a. The actual amount of leave salary, study Allowance, cost of fees, travelling and other expenses, if any, incurred by the government
 - b. The actual amount, if any, of the cost incurred by other agencies such as foreign governments, foundations and Trusts in connection with the course of Study, together with interest thereon at rates being in force on



Government loans, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise.

All the fresh/ pending cases shall be dealt with as per fresh guidelines.

It is reiterated that mere submission of an application even though recommended by the HODs shall not confer any right on the applicant for grant of the study leave. Any Official/ Officer who proceeds for higher study leave without prior permission from the Administrative Department shall be treated as absent from duties and proceeded against under rules.

Sd/-

(Khurshid Ahmad), IAS

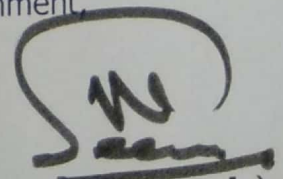
Commissioner/ Secretary to Government
Public Works (R&B) Department

No: PW(R&B)NG/119/2015

Dated: 19-09.2019

Copy to the:

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2. All Managing Director_____
3. All Directors _____
4. All Registrar of Universities of J&K_____
5. Chief Engineer, PW(R&B) Department Kashmir/ Jammu.
6. Chief Engineer, PMGSY, Kashmir/Jammu.
7. Chief Engineer, Mechanical Engineering Department, Kashmir/ Jammu
8. Chief Engineer, Mughal Road, Jammu.
9. Director, Store Procurement Department, Jammu.
10. Chief Engineer, Design Inspections and Quality Control, J&K Jammu.
11. Deputy Secretary to the Government, PW(R&B) Department (HRM Branch)
12. Under Secretary to the Government, PW(R&B) Department (N)/(F)/(B)
13. OSD to Hon'ble Advisor, I/c PW(R&B) Department.
14. Pvt. Secretary to Commissioner/ Secretary to Government, PW(R&B) Department.
15. Circular file/ Stock File



(Naseema Nazir)

Under Secretary to Government
PW(R&B) Department