

OFFICE MEMORANDUM

Bhubaneswar, the 29th July, 1980

Subject:-

Liberalisation of terms for sanction of leave to Government employees for undertaking higher study/training in India and abroad.

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In Finance Department Office Memorandum No.22752 dated 1.5.79 principles have been laid down for grant of pay, leave etc. to Government servants undertaking higher study/training in India and abroad. Difficulties are, however, still being experienced in some Departments in the application of these principles to cases involving deputation or study leave. The procedure to be followed in such cases is clarified below.

2. A distinction should be made between Government Servant sponsored by the State Government or nominated by the Government of India for higher study/training and those who are not so sponsored or nominated but secure fellowship/scholarship/admission to institutions on their own initiative. Sanction of deputation/leave in the former case should be regulated by the stipulations of paragraph-3 and in the latter by paragraph 4 below.

3.(a) Government servants sponsored by the State Government or nominated by the Government of India for higher study/training should be treated as on deputation. Sponsoring should be only under programmes specifically approved by the Government and the sponsored candidates should be selected by a Departmental Screening Committee.

(b) Government servants who are selected for deputation may be allowed full pay and dearness allowance admissible to them before proceeding on deputation. They may also be allowed such other facilities as Government may decide to grant.

(c) Extension of the period of deputation for study/training is ordinarily prohibited. A deputed Government servant intending to continue study/training beyond the period of deputation may however be allowed study leave due and admissible provided the study/training is considered useful in the interest of the State Government and the total period of absence from duty does not exceed 30 months.

4.(a) A Government servant who is not sponsored by the State Government nor nominated by the Government of India secures a fellowship/scholarship/admission to an institution for higher study/training by his own initiative may be granted study leave due and admissible under the Orissa Service Code provided the course of study/training is an approved course/training in a recognised institution and is considered useful for improving his knowledge and skill in the field of his work.

(b) A Government servant who is granted study leave, will be entitled to leave salary equal to the pay and dearness allowance admissible to him while on duty immediately before proceeding on study leave.



(c) During study leave availed in India, Payment of leave salary will be subject to furnishing a certificate by the Government servant that he is not in receipt of any fellowship, scholarship, stipend or remuneration in respect of any part-time employment. Any such amount received during the period of study leave will be adjusted against the leave salary subject to the condition that the leave salary to be paid is not less than what is admissible during half pay leave.

(d) A Government servant on study leave will not be entitled to any travelling allowance for journeys to and from the institution or for other journeys performed for the purpose of study/training at the institution.

(e) The journey time required for joining the institution and for returning from the institution to the place of duty will be included in the period of study leave to be granted.

(f) A Government servant who is granted study leave may be allowed to continue the same study/training for a further period or undertake any other course of study/training by taking leave due and admissible to him if such study/training is considered useful in the interest of the State.

(g) The period of study leave shall not in any case exceed two years in the service career of the Government servant nor shall the total period of study leave in combination with other kinds of leave except leave on medical certificate or extraordinary leave involve his absence from duty for more than thirty months.

(h) No study allowance will be paid during study leave.

5. The above instructions are in supersession of all previous instructions on the subject.

S. KANUNGO

SECRETARY TO GOVERNMENT

Memo No. 38448(300) /F., Dated 29/7/80

Copy forwarded to All Departments of Government/All Heads of Departments/Accountant General, Orissa, Bhubaneswar/Deputy Accountant General, Orissa, Puri/District Offices/Financial Advisers and Assistant Financial Advisers/Treasury and Sub-Treasury Officers/Secretary to Governor/Secretary to Chief Minister/Principal, Accounts Training School/Principal to Secretariat Training Institute/Director, Administrative Officers Training School for information.

Sd/-29/7/80

DEPUTY SECRETARY TO GOVERNMENT.

Memo No. 38449 (100) /F., Dated 29/7/80

Copy to All Officers/All Branches (5 copies to Codes Branch) of the Finance Department including L.F.A. & E.A.C. and Accounts Section for information.

Sd/-29/7/80

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