

No.11020/12/2005-AIS-III  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

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New Delhi, the 30<sup>th</sup> April, 2009

To

Chief Secretaries of all States/UTs

Subject: - The All India Services (Study Leave) Regulations, 1960 – Obtaining of prior approval of the Central Government for grant of/extension of ex-India study leave/leave in continuation of ex-India study leave.

Sir/Madam,

I am directed to refer to this Department's letter No.9/26/71-AIS(III) dated 23<sup>rd</sup> September, 1972, which, inter-alia, envisages that all cases, in which the State Government propose to send a member of the All India Service abroad on leave including study leave, should be referred to the respective Cadre Controlling Authorities in the Central Government. Further, this Department's letter No.11020/20/77-AIS(III) dated 26<sup>th</sup> October, 1977, envisages, inter-alia, that application for grant of study leave abroad should be forwarded to the respective Cadre Controlling Authorities in the Central Government at least two months before the last date prescribed for the purpose and the member of the Service as well as the sponsoring Government should not presume the sanction of study leave.

2. However, a number of cases has come to the notice of this Department wherein the sponsoring Governments did not send the proposals in time, did not seek prior approval of the Central Government for grant of/extension of ex-India study leave/leave in continuation of ex-India study leave and sought ex-post facto approval of leave from the Central Government in a routine manner. This approach, while causing administrative problems, results in avoidable inconvenience to the members of the All India Services.

3. The following instructions, as contained in the Departments letter No.11020/20/77-AIS(III) dated 26<sup>th</sup> October, 1977, are reiterated for strict compliance by all the sponsoring authorities as well as members of the All India Services:

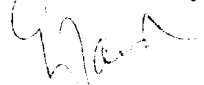
- (i) Applications seeking admission to grant of study leave for pursuing higher studies abroad should be forwarded to the respective Cadre Controlling Authorities at least 2 months before the commencement of study leave/leave for study purposes.

- (ii) Before forwarding applications for grant of study leave to the respective Cadre Controlling Authorities, the State Governments should satisfy themselves that the applicants fulfill the conditions of eligibility laid down in the AIS(Study Leave) Regulations, 1960.
- (iii) The requisite information/copies of the documents, as mentioned in the Check-list (Copy enclosed) should be invariably provided.
- (iv) Members of the Services concerned and the sponsoring Governments. Administrative Ministries/Departments should not presume the sanction of study leave.
- (v) Applicants should not make any preparations for journey etc. in anticipation of sanction of study leave to avoid frustration. They will do so only at their risk.

4. The same procedure should also be adopted for extension of ex-India study leave/other kind of leave in continuation of ex-India study leave.

5. The contents of this letter may be brought to the notice of all members of the All India Services.

Yours faithfully,



(G.C. Pandey)

Under Secretary to the Government of India

Encl: As above

Copy to:

1. All Ministries/Departments of the Government of India
2. The Ministry of Home Affairs (Attn: Joint Secretary, Police), North Block, New Delhi
3. The Ministry of Environment and Forests (Attn: Joint Secretary, Forests), Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.
4. All Officers/Sections of the Department of Personnel and Training.
5. Website of the Ministry ([www.persmin.nic.in>circulars>service>leave/study leave](http://www.persmin.nic.in/circulars/service/leave/study%20leave))



(G.C. Pandey)

Under Secretary to the Government of India

## CHECK LIST

**Proposal for grant of Study Leave under AIS (Study Leave) Regulations, 1960**

1.	<b>Name and designation of the officer</b>	
2.	<b>Date of birth</b>	
3.	<b>Service/cadre to which the officer belongs</b>	
4.	<b>Year of allotment to the cadre</b>	
5.	<b>Job description of the officer</b>	
6.	<b>Relevance of the study course</b>	
7.	<b>Course/University</b>	
	(i) Name of the study course	
	(ii) Name of the institution/ country	
	(iii) Duration	
	(iv) Details of the cost of the study course	
8.	<b>Expenditure</b>	
	(i) Details of expenditure (including travel, hospitality etc.)	
	(ii) Sources of funding Agencies bearing funding with details	
9.	<b>Whether the officer is clear from vigilance angle</b>	
10.	<b>Regulations under which Study Leave is applied/ covered</b>	
11.	<b>Relaxation of any specific Regulation, if required</b>	
12.	<b>Recommendation of the Cadre Controlling State Government/ Ministry</b>	
13.	<b>Concurrence of the State Government, if the member of the Service is on Central Deputation.</b>	
14.	<b>Remarks, if any</b>	

**No objection/approval of Deptt. of Personnel & Trg. will be subject to clearance by Ministry of External Affairs from political angle, Ministry of Home Affairs in FCRA .**