



Government of Jammu and Kashmir  
Public Works (R&B) Department  
Civil Secretariat, Jammu / Kashmir

Subject: Guidelines issued by Administrative Department for cases pertaining to study leave and permission to pursue higher studies. - Referral of cases regarding

Circular No. 04 - PW(R&B) of 2017

Dated: 13.09.2017

Instances have come to the notice of Administrative Department where some government employees enter into direct correspondence with the Administrative Department in service matters particularly grant of study leave without being eligible for such consideration under Rule 61 (4) (i) of J&K Civil Services (Leave) Rules, 1979 which reads as under:

***"Study leave shall not ordinarily be granted to a government servant:***

- (i) Who has rendered less than three years service under the government or till he/she, if probationer, does not complete the period of probation satisfactorily whichever is later".***

The role of the Head of Department is to ensure that accepted standards and norms, as laid down by the government, are followed in these matters as well as other related issues. The Administrative Department is seriously concerned with the casual manner in which such cases are referred by some HoDs without considering the rule position and superior claim of other employees.

The matter has been once again reviewed and accordingly the undersigned is directed to urge upon all Heads of Departments in the Public Works (R&B) Department to ensure that no recommendations for such cases, falling outside the ambit of rules are forwarded to Administrative Department, without any compelling and justifiable reasons and to take immediate

*Of*

necessary steps for curtailing the tendency of direct correspondence with the Administrative Department by their subordinate officials.



(Asif Hamid Khan)

Special Secretary to the Government  
PW (R&B) Department

13.09.17

No..PW(R&B)/NG/32/2017

Dated: 04.09.2017

Copy to the:

1. Development Commissioner (Works); Public Works (R&B) Department, Civil Secretariat, Srinagar
2. Chief Engineer, Public Works (R&B) Department, Kashmir / Jammu
3. Managing Director, J&K Project Construction Corporation Limited, J&K, Srinagar.
4. Chief Engineer, Economic Reconstruction Agency (ERA), Jammu / Kashmir
5. Chief Engineer, PMGSY; Jammu / Kashmir
6. Chief Engineer, Mughal Roads Project, J&K
7. Chief Engineer, Designs Inspections & Quality Control (DIQC), J&K, Jammu
8. Chief Engineer, Mechanical Engineering Department, Kashmir / Jammu
9. Chief Engineer, Stores Procurement Department, J&K, Jammu
10. Special Assistant to Hon'ble Minister for Public Works (R&B) Department, Civil Secretariat, Srinagar
11. Special Assistant to Hon'ble Minister for Public Works (R&B) Department, Civil Secretariat, Srinagar
12. Special Assistant to Hon'ble Minister of State for Public Works (R&B) Department, Civil Secretariat, Srinagar
13. Private Secretary to Commr./Secretary to Government, Public Works (R&B) Department, Civil Secretariat, Srinagar
14. Incharge website, Public Works (R&B) Department
15. Circular file/Notice Board