



(S): 0194-2506205, 2506054 (F)  
(J): 0191-2562531, 2546185 (F)  
E-mail: compwd@rediffmail.com

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

Subject: Norms for processing of application for Higher Studies by the employees of Public Works(R&B) Department and inclusion in the seniority list thereof regarding.

Government Order No:- 81 -PW(R&B) of 2020  
D a t e d: 16 .02. 2021

In order to streamline the process of applications for higher studies leave and subsequent inclusion in the seniority list as the incumbents, the following norms shall be adhered to:

1. The Head of the Departments (HoDs) shall recommend cases for higher studies as per SRO-274 dated: 30-05-2013 issued by the Finance Department in the consolidated form.
2. The number of officers/ officials in whose favour permission for study leave granted shall not exceed 1% of cadre strength of the department in each calendar year to join higher study course.
3. The permission at Administrative level shall be on First come First Serve basis.
4. The cases of officers/officials in whose favour permission for higher study leave is sought shall be submitted in order of seniority.
5. Priority shall be given to those candidates who are selected in Government Institution for undertaking higher studies on their own merit.
6. Case for higher study leave/ permission shall not be recommended in the first five years of appointment as per the new Guideline in J&K.
7. No official shall leave his station/office for undertaking higher studies in inland or off shore institute/university unless a written permission/NOC is accorded by the Administrative Department.
8. The Head of Departments shall examine these cases with due diligence ensuring that only and only those courses/institutions are recommended which are recognized by the Government and AICTE while recommending cases to the Administrative Department a certificate to this effect shall be attached by the Head of Department alongwith the list of AICTE approved, Institutes marking thereby the chosen one.
9. No permission for part time/correspondence/distance study shall be granted.
10. After completing the courses undertaken with due permission, the officials shall submit their cases to their concerned Head of Department, as early as possible, no later than one year, for acceptance/inclusion of their degree/diploma qualifications after 12 months from the date of completion of the course, proposal for inclusion/modification in the seniority list shall not be entertained. Administrative Department shall process proposals for inclusion in the seniority list only twice in a calendar year i.e June and December. After acceptance of the Degree/Higher qualification so obtained shall be entered in the service book of the employee.

11. Study leave shall be granted for acquiring III 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 five 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 at least 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 more than the 1% of the sanctioned strength.
12. The study leave shall be sanctioned to the candidates for perusing of Higher Qualification in discipline/stream as per job requirement/ framework of job. A study leave can be conducted for a special course of study consisting of higher studies or specialised training in professional or technical subject having a direct and close connection with the sphere of duty duly certified by the Head of Department.
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 Head of Department shall be screened by a committee to be nominated by the concerned Head of Department and the cases as recommended by the said committee shall be considered on merits.
15. Sponsorship shall be subject to 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. Study Leave 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 study leave cases shall be dealt with as per these guidelines with immediate effect.

It is reiterated that mere submission of an application even though recommended by the Head of Department 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 "unauthorised absent" from duties.

By Order of the Government of Jammu & Kashmir.

Sd/-

(Shailendra Kumar), IAS  
Principal Secretary to Government  
Public Works (R&B) Department  
Dated: 16.02.2021

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

Copy to the:

1. All Administrative Secretary of the Government \_\_\_\_\_
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 the Government

