

Nirman Bhawan, New Delhi  
Dated 2<sup>nd</sup> November, 2012

OFFICE MEMORANDUM

Sub: Grant of Study Leave/permission to pursue Post-graduate Degree/Diploma/DNB course by CHS officers- Guidelines for.

In supersession of the instructions issued by this Ministry from time to time on the above subject, the following instructions/guidelines are brought to the notice of all concerned for information & compliance:-

1. CHS officer who has satisfactorily completed period of probation and has rendered not less than five years' regular service including the period of probation under the Government and is not due to reach the age of superannuation from the Government service within five years from the date on which he is expected to return to duty after the expiry of the leave, is entitled to avail study leave under Rule 50 of CCS (Leave) Rules, 1972.
2. A medical officer, who has completed his/her period of probation satisfactorily and has also completed 3 years of continuous service in the grade, is eligible to apply for Extraordinary Leave (EOL) for prosecuting higher studies certified to be in public interest.
3. Immediately on receipt of the admission certificate from the University/Institution by the officer, his/her request for grant of study leave together with the under mentioned documents may be sent through his/her controlling authority to this Ministry:-
  - Leave application in the prescribed form;
  - Leave admissibility certificate;
  - A certificate to the effect that the proposed study by the officer will increase the efficiency in the performance of his/her duties and thus be in public interest;
  - A bond in the prescribed form for an amount equal to Gross Pay calculated on the basis of the pay that he/she drew while on duty with the Government immediately before proceeding on such leave plus all other allowances admissible during the study leave x 3 years if the study leave is for 3 years duration or 2 years if the study leave is for 2 years duration immediately before proceeding on such leave, duly filled by applicant and two permanent sureties possessing equal or higher status than the applicant, may be furnished. It may be certified that the sureties are permanent and are yet to render not less than 5 years of continuous service from the date of grant of leave. The authority forwarding the application should certify that the bond is in order in all respects otherwise, the leave application will be returned.