



हर कदम, हर डगर
किसानों का हमसफर
भारतीय कृषि अनुसंधान परिषद

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Institute

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Administrative Circular – I

Provision of higher course of study and trainings in areas directly related with duties and functions of an employee (both with and without study leave) has been provided for capacity building of employees on one hand and future career progression avenues on the other, without affecting the smooth functioning of the institute.

In this regard, a need has been felt to pen down the eligibility conditions for various capacity building programmes directly related to ones work in the Institute, ensuring the aforementioned objectives.

Accordingly, the following has been decided with approval of the Director, ICAR – IIVR, Varanasi for information and compliance, alongwith the guidelines issued by Go/ICAR (Annexure A) from time to time:

(A) Higher course of study (both with and without study leave):

S.No.	Course of Study	Pay Level	Designation of staff	Service length
1.	U.G. and below	Upto level 4 (Pre-revised G.P 2400)	SSS, LDC, UDC, Technician and Sr. Technician	Minimum 2 years of regular service and having probation cleared
2.	P.G.	Pay level 5-7 (Pre-revised G.P 2800-4600)	Assistant, AAO, T.A, S.T.A and T.O	
3.	P.D.F., Ph.D., M.Phil. and other higher levels	Pay level 8 and above (Pre-revised G.P 5400 and above)	A.O, S.T.O and Scientist and above level officials (except Pr. Scientists)	

Conditions

1. P.G. committee shall recommend the names for allowing higher course of study on seniority and eligibility basis.
2. Institute reserves the right to decide the maximum number of staff in total who would be allowed to pursue higher course of study on study leave from each division/ section of the institute including its units, keeping the representation and uninterrupted work in consideration.
3. Applications for higher course of study without study leave i.e. on correspondence/ private basis, without affecting the official duties, shall be considered on case to case merit basis. The applicant shall have to apply for the kind of leave due and admissible.
4. Only those applications would be considered which have been routed through the proper channel and are directly related with the nature of duty of the concerned employee.
5. The Director, ICAR-IIVR, Varanasi, reserves the right to disallow any or all applications/ recommendations in the interest of work.
6. Higher course of study request shall not be a matter of right and will be decided in public interest and ensuring that institute functioning is not adversely affected.

(B) Trainings:

S.No.	Category of Training	Eligibility
1.	Orientation Training	Employees required to undergo orientation training as per their terms of appointment would be eligible for such trainings irrespective of any conditions.
2.	In-house Training	All employees who are eligible as per the eligibility criteria of such in-house trainings would be eligible to apply for such trainings.
3.	Off-campus Training	Minimum 2 years of regular service and having probation cleared.
(a)	10 days or less	
(b)	More than 10 days	

Conditions

1. PME Cell shall recommend the names for training on seniority/first come and eligibility basis.
2. Institute reserves the right to decide the maximum number of staff in total who would be allowed to attend the trainings from each division/ section of the institute including its units, keeping the representation and uninterrupted of work in consideration.
3. Only those applications would be considered which have been routed through proper channel and are directly related with the nature of duty of the concerned employee.
4. The Director, ICAR-IIVR, Varanasi, reserves the right to disallow any or all applications/ recommendations in the interest of work.
5. Training request shall not be a matter of right and will be decided in public interest and ensuring that institute functioning is not adversely affected.



(Sumit Kumar Jindal)

Distribution:

- 1) Incharge, AICRP (VC), ICAR-IIVR, Varanasi for wide circulation amongst the staff.
- 2) All the Heads/ Incharges of Division/Section/Units, ICAR-IIVR, Varanasi for wide circulation amongst the staff.
- 3) Chairman, P.G. Committee.
- 4) Chairman, PME Cell.
- 5) Incharge, RRS-SPC Sargatia, Kushinagar for information and similar necessary action at their end.
- 6) All Heads/Incharges of KVKs for information and similar necessary action at their end.
- 7) P S to the Director for kind information of the Director.

AGRICULTURAL RESEARCH SERVICE STUDY LEAVE REGULATIONS, 1991

1. Study leave may be granted to a permanent whole-time Scientist viz. Scientist/ Senior Scientist with not less than 2 years continuous service, to pursue a special line of study or research, including a course for Ph.D degree, directly related to his work in the Organization. Principal Scientists and above are not eligible for Study leave.
2. Study leave shall be granted by the Competent Authority on receiving the full plan of work, for duration as may be considered necessary. The period of study leave shall be three years for Ph.D purposes. However, Study leave sanctioned for purposes of prosecuting courses other than Ph.D shall not exceed 2 years. Provided that Study Leave shall not be granted for more than three years in one spell, save in very exceptional cases, in which DG, ICAR is satisfied that such extension is unavoidable on the academic grounds and necessary in the interest of the Institution. Such cases shall be submitted to the Director General, ICAR for consideration, through the concerned SMD, alongwith comments of the Institute and SMD.
3. Study leave may be granted more than once provided that no less than five years have elapsed after the scientist returned to duty on completion of earlier spell of study leave. For the subsequent spell of study leave, the scientist shall indicate the work done during the period of earlier leave, as also give details of work to be done during the proposed spell of study leave. Provided that the Study Leave may not be granted more than twice during one's career. However, under no circumstances shall the maximum period of study leave admissible during the entire service exceed five years.
4. No Scientist who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Competent Authority. When the course of the study falls short of study leave sanctioned, the scientist shall resume duty on the conclusion of the course of study unless previous approval of the Competent Authority to treat the period of short-fall as Extra-ordinary leave has been obtained.
5. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with Earned Leave, Half Pay Leave, Extra-ordinary leave provided that the earned leave at the credit of the Scientist shall be availed of at the discretion of the Scientist. A Scientist, who is placed in higher scale during study leave shall be placed in that higher scale and shall get the higher scale only after joining back.
6. The period of study leave shall count as service for purposes of retirement benefits provided that the scientist rejoins the organization on the expiry of his study leave, and serves for the period for which the bond has been executed.
7. Study leave granted to a scientist shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction, provided that where study leave granted has been so cancelled, the scientist may apply again for such leave.
8. A scientist availing of study leave shall undertake that he shall serve the Organization continuously for double the period of study leave subject to a minimum of 3 years (in case of candidates availing of study leave for Ph.D. degree) from the date of his resuming duties after expiry of the study leave.
9. The scientists granted study leave would be entitled to continue to draw their total emoluments for the duration of the study leave. The annual increment will also be drawn as and when due. However, the amount of emoluments payable on study leave shall be reduced subject to the provision of sub-clause below.

- 10.** The amount of scholarship/fellowship or the financial assistance that a scientist granted study leave has been awarded will not preclude his being granted study leave with pay and allowances by the scholarship etc.so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The following guidelines may apply while determining the admissibility of pay and allowances where financial assistance is received by a scientist. (a) \$20,000 or above per annum - leave shall be granted without pay. (b) \$10,000/- and above but less than \$ 20,000 per annum - leave on half pay and (c) Below \$ 10,000 or equivalent in rupees per annum -leave with full pay.
- 11.** If a scientist, who is granted study leave is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave, he shall ordinarily not be granted any study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the competent authority may determine the study leave salary payable in each case. It shall be the duty of the scientist granted study leave to communicate immediately to the organization, the amount of financial assistance in any form received by him during the course of study leave from any person or Institution whatsoever.
- 12.** A scientist (a) who is unable to complete his studies within the period of study leave granted to him or (b) who fails to rejoin the service of the organization on the expiry of his study leave, or (c) who rejoins the services of the organization but leaves the service without completing the prescribed period of service after rejoining the service, or (d) who within the said period is dismissed or removed from the service by the organization, shall be liable to refund to the organization, the amount of leave salary and allowances and other expenses, incurred on the scientist or paid to him on his behalf in connection with the course of study: Provided that if a scientist had served in the organization for a period of not less than half the period of service under the bond on return from study leave, he shall refund to the organization half of the amount calculated as above. In case the scientist has been granted study leave without pay and allowances he shall be liable to pay to the organization an amount equivalent to his four months pay and allowances last drawn as well as other expenses incurred by the organization in connection with the course of study.
- 13.** If a scientist asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he will be deemed to have failed to rejoin the service on the expiry of his leave for the purpose of recovery of dues under these rules. Notwithstanding the above, the competent authority may order that nothing in these rules shall apply to a scientist who within three-years of return to duty from study leave is permitted to retire from service on medical grounds. Provided further that the competent authority may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a scientist under these rules.
- 14.** After the leave has been sanctioned, the Scientist shall, before availing of the leave, execute a bond in favour of the organization in the prescribed form undertaking to serve the organization for not less than double the period of study leave sanctioned to him on full, half or no pay subject to a maximum period of three years. In addition to executing a bond as aforesaid the scientist shall have to provide two sureties when study leave is granted to him on full pay and one surety when study leave is granted to him on half pay or no pay and given security of immovable property to the satisfaction of the organization of a Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The sureties furnished should be acceptable to the organization. Where two sureties or one surety, as the case may be, provided by the scientist are those who are permanent scientists of the institution to which the scientist belongs , the organization may, in its discretion waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The surety clause shall form part of the study leave bond and the persons giving surety shall be liable to pay to the organization the amount recoverable from the Scientist concerned on his failure to fulfill the obligations of the bond.

15. The scientist shall submit to the competent authority six monthly reports of progress in his studies from his supervisor or Head of the Institution. This report shall reach the Competent Authority within one month of the expiry of every six month of the study leave. If the report does not reach the Competent Authority within the time specified, the payment of salary may be deferred till the receipt of such report.

16. Rules & Guidelines for pursuing Ph. D. for Scientific Staff:

- a. The applicants should have completed a minimum of two years' service in the Council.
- b. Taking study leave will not be insisted upon for in service candidates as long as the Ph. D. work relates to an approved research project within institute's mandate.
- c. If the University/ Deemed University rules require attendance for the course work the Scientists would be granted leave for the same. However, the research/thesis work shall have to be done at the Institute. Registration with non/conventional universities for doing Ph. D. can also be permitted.
- d. A Scientist of the Institute where the candidates is employed can work as a co-guide if the university rules so permit.
- e. In cases where a Scientist desires to do Ph. D. in an area where work cannot be done within an approved research project in the mandated area of the Institute he may be permitted to do the Ph.D degree by granting him study leave under ARS Study Leave Regulations. Such permission will be granted only in cases where it is possible to spare the scientist without detriment to the work of the Institute.
- f. In case of failure to obtain degree/non completion of degree by scientist who have availed study leave are liable to repay relief salary and other allowance drawn during the study leave period.
- g. The permission to do Ph. D. degree without taking study leave within the Institute is again subject to the condition stipulated here under:
 - i. The research work being carried out by the Scientists in the Institute is effectively monitored and research project reviewed regularly in the RPFs by the Directors of the Institutes.
 - ii. The Director should certify every to the SMD that the RPFs are being regularly maintained and reviewed.
 - iii. The progress of research project of the scientists should be reviewed by the SRC of the Institute.

17. Rules & Guidelines for pursuing Ph. D. for Technical Staff:

- a. The applicants should have completed a minimum of two years' service in Council/ Institutes.
- b. Taking study leave will not be insisted upon for in service candidates as long as the Ph. D. work relates to an approved research project within institutes' mandate.
- c. If the University/ Deemed University rules require attendance for course work, the Technical Employees would be granted leave for the same. However, the research/ thesis work shall have to be done at the Council/ Institutes. Registration with non-conventional universities for doing Ph. D. can also be permitted.
- d. A Technical employee of the Council/ Institutes, where the candidate is employed, can work as a co-guide/ guide, if the university rules so permits.

- e. In cases where a Technical employee desires to do Ph. D. in an area where work cannot be done within an approved research project in the mandated area of the institute, he may be permitted to do the Ph. D. degree by granting him study leave under ARS study Leave Regulations, 1991. Such permission will be granted only in cases where it is possible to spare the technical employee without detriment to the work of the Council/ Institutes.
- f. The permission to do Ph. D. degree without taking study leave within the Institute is again subject to the conditions stipulated here under:
 - i. The research work being carried out by the Technical Employee in the Institute is effectively monitored and research project reviewed regularly in the Performance Records Files by the Directors of the Institutes.
 - ii. The Director should certify every year to the SMD that the Performance Record Files are being regularly maintained and reviewed.

The Staff other than the Scientific and Technical shall be governed by CCS Study Leave Regulations.

C.C.S. (LEAVE) RULES, 1972

CONDITIONS FOR GRANT OF STUDY LEAVE

1. Study leave may be granted to a Government servant with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.
2. Study leave may also be granted (i) for a course of training or study tour in which a Government servant may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to sphere of duties of the Government servant; and (ii) for the purpose of studies connected with the framework or background of public administration subject to the conditions that (a) the particular study or study tour should be approved by the authority competent to grant leave; and (b) the Government servant should be required to submit, on his return, a full report on the work done by him while on study leave; (iii) for the studies which may not be closely or directly connected with the work of a Government servant, but which are capable of widening his mind in a manner likely to improve his abilities as a civil servant and to equip him better to collaborate with those employed in other branches of the public service.
3. Study leave shall not be granted unless (i) it is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of public interests; (ii) it is for prosecution of studies in subjects other than academic or literary subject:
4. Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India or under any of the Schemes administered by the Department of Economic Affairs of the Ministry of Finance or by the Ministry of Education.
5. Study leave may be granted to a Government servant (i) who has satisfactorily completed period of probation and has rendered not less than five years' regular continuous service including the period of probation under the Government; (ii) who is not due to reach the age of superannuation from the Government service within three years from the date on which he is expected to return to duty after the expiry of the leave; and (iii) who executes a Bond as laid down in Rule 53(4) undertaking to serve the Government for a period of three years after the expiry of the leave.

6. Study leave shall not be granted to a Government servant with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

MAXIMUM AMOUNT OF STUDY LEAVE

The maximum amount of study leave, which may be granted to a Government servant shall be:

- (a) ordinarily twelve months at any one time, and
- (b) during his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rules).

APPLICATIONS FOR STUDY LEAVE

1. Every application for study leave shall be submitted through proper channel to the authority competent to grant leave.
2. The course or courses of study contemplated by the Government servant and any examination which he proposes to undergo shall be clearly specified in such application.
3. Where it is not possible for the Government servant to give full details in his application, or if, after leaving India, he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Head of the Mission or the authority competent to grant leave, as the case may be, and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the authority competent to grant the study leave for the course.

ACCOUNTING OF STUDY LEAVE AND COMBINATION WITH LEAVES OF OTHER

KINDS

1. Study leave shall not be debited against the leave account of the Government servant.
2. Study leave may be combined with other kinds of leave, but in no case shall be grant of this leave in combination with leave, other than extraordinary leave involve a total absence of more than twenty eight months generally and thirty-six months for the courses leading to Ph.D. degree from the regular duties of the Government servant. The limit of twenty-eight months/ thirty six months of absence prescribed in this sub-rule includes the period of vacation.
3. A Government servant granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave and subject to the other conditions laid down in Rule 57 being satisfied, draw study allowance in respect thereof Provided that the period of such leave coinciding with the course of study shall not count as study leave.

REGULARISATION OF STUDY LEAVE EXTENDING BEYOND COURSE OF STUDY

When the course of study fall short of study leave granted to a Government servant, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the authority competent to grant leave has been obtained to treat the period of shortfall as ordinary leave.

LEAVE SALARY DURING STUDY LEAVE

- 1.** Except as provided in sub-rule (3), during Study Leave availed of outside India, a Government servant shall draw Leave Salary equal to the pay that the Government servant drew while on duty with Government immediately before proceeding on such leave and in addition the Dearness Allowance, House Rent Allowance and Study Allowance as admissible in accordance with the provisions of Rules 57 to 60.
- 2.**
 - a.** Except as provided in sub-rule (3), during Study Leave availed of in India, a Government servant shall draw Leave Salary equal to the pay that the Government servant drew while on duty with Government immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance as admissible in accordance with the provisions of Rule 60.
 - b.** Payment of leave salary at full rate under Clause (a) shall be subject to furnishing of a certificate by the Government servant to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.
 - c.** The amount, if any, received by a Government servant during the period of Study leave as scholarship or stipend or remuneration in respect any part-time employment as envisaged in sub-rule (2) of Rule 57, shall be adjusted against the Leave Salary payable under this sub-rule subject to the condition that the Leave Salary shall not be reduced to an amount less than that payable as Leave Salary during half-pay leave.
 - d.** No study allowance shall be paid during Study Leave for courses of study in India.
- 3.** During the currency of Study Leave within or outside India on or after 1st day of January 1996, a Central Government servant shall draw benefits of Revised Pay from the date such revision took place.