

Nirman Bhawan, New Delhi
Dated 2nd 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.

- Vigilance Clearance Certificate.
 - A certificate indicating that the officer has completed period of probation satisfactorily and that the same has not been extended.
4. In the event of final selection of an officer falling under the category and who proposes to avail of EOL for the purpose, his/her request may be accompanied with the following documents:-
 - Leave application giving details of the leave applied for in the prescribed form.
 - An undertaking from the officer that he will return to duty after the expiry of leave and serve the Government for three years after completion of PG course.
 5. The maximum amount of thirty-six months study leave may be granted to CHS officers for acquiring post-graduate qualification, subject to the condition mentioned in sub-rule(4) of Rule 53 of CCS(Leave) Rules, 1972.
 6. Study leave may be granted to a CHS officer with due regard to the exigency of public service to enable him/her to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duty.
 7. Study leave may be granted for a course of training or study tour in which a Medical Officer 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 CHS officer.
 8. For the purpose of studies connected with the framework or background of public administration subject to the condition that the particular study or study tour should be approved by the authority competent to grant leave, the CHS officer should be required to submit on return, a full report on the work done by him/her while on study leave and for studies which may not be closely or directly connected with the work of CHS officer, but which are capable of widening his/her mind in a manner likely to improve his/her abilities as a civil servant and to equip him/her better to collaborate with those employed in other branches of public service.
 9. It should be certified by the competent authority that the proposed course of study or training shall be of definite advantage from the point of view of public interest and should be for prosecution of studies in subjects of other than academic or literary subject.
 10. Study leave shall not be granted to go out of India for 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.

11. Study leave shall not be granted to CHS officer with such frequency as to remove him/her from contact with his/her regular work or to cause cadre difficulties owing to his/her absence on leave.
12. Applications of officers who have not completed three years of regular service in the grade should not be forwarded for availing of EOL for the purpose of pursuing PG Degree/Diploma/DNB courses in connection with higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his/her duty.
13. Every application for study leave shall be submitted through proper channel to the authority competent to grant leave and the course or course of study contemplated by the CHS officer and any examination which he proposes to undergo shall be clearly specified in such application.
14. If it is not possible for the CHS officer to give full details in his/her application, or if, after leaving India, he is to make any changes 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/her 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 study leave for the course.
15. CHS officers shall seek prior approval of the concerned Head of the institution/ participating unit for appearing in the entrance test of the PG courses and the Head of the participating units shall forward a copy of the permission order to this Ministry at the time of forwarding the application of the officer for grant of study leave.
16. Applications of officer on EOL/study leave may be sent only if it is certified that in the event of his/her selection, no substitute will be required and that the work performed by the officer will be undertaken by internal adjustment during his/her absence on EOL/study leave for doing P.G. Degree/Diploma courses. Applications sent as a matter of routine which are not accompanied with the said certificate will be returned.
17. Applications of officers fulfilling the condition of required minimum service for grant of EOL/study leave and who can be relieved without substitutes, may be sent to Director General of Health Services in respect of officers working in subordinate offices under the control of Dte.GHS. The applications of the officers working in other participating organizations of CHS will be sent to this Ministry for onward submission to the concerned Universities.
18. Request for grant of EOL in respect of Medical Officers working in subordinate offices may henceforth, be sent, to the Director General of Health Services. The Head of the Department of other participating units of the CHS are competent to deal with such request under the aforesaid rules and such

requests need not be sent to this Ministry unless they require relaxation of rule.

19. Application of CHS officers posted under Dte.GHS or its sub-ordinate offices should be forwarded by the concerned Head of the institutions, along with all the necessary documents directly to this ministry without any delay.
20. Request for grant of "*No Objection Certificate*" for appearing in PG entrance test / interview will not be entertained in this Ministry unless the application in the prescribed form is routed through this Ministry/DGHS. Officers are, however, free to send advance copy of their applications for admission but they should ensure that original applications are submitted to this Ministry/DGHS, through channel sufficiently in advance. The final decision on forwarding of the application would rest on the satisfaction on the conditions mentioned in Para 1 to 4 above. In case an officer is selected for admission on the basis of advance copy submitted by him/her, he /she shall not claim his/her release to join the course, in case it is decided by the competent authority to withhold his/her application due to administrative reasons/ or due to non-fulfilling of any conditions mentioned above.
21. Check list to be filled up by CHS officer at the time of forwarding of application for admission to P.G. course is enclosed as per Annexure.
22. No Medical Officer should be released to join PG course in anticipation of grant of Extra-Ordinary Leave/ Study Leave without prior approval of this Ministry/DGHS.
23. CHS officers shall not presume permission/recognition without specific approval. Heads of the institutions/ participating units should not relieve CHS officer to join PG courses without prior approval of this Ministry/Dte.GHS, failing which Head of the institution shall be held responsible.
24. In the event of release of an officer to pursue higher studies, no substitute shall be provided and the officer concerned will continue to be borne on the strength of that particular organization/ institution from where he proceeds on leave for the purpose of grant of study leave allowance/ leave salary etc. and shall rejoin the same organization on completion of their study.
25. Permission/study leave will be sanctioned only for courses recognized by the Medical Council of India.


(Note-Study leave to CHS officers may be granted for pursuing PG Degree/diploma/DNB courses conducted by National Board of Examination as well, though may not be recognized by the Govt. of India at the recommendation of Medical Council of India subject to the condition that PG allowance shall be granted only for possession of PG degree/diploma/DNB qualification which are recognized by Medical Council of India.)

26. PG allowance shall not be granted to those officers of GDMO sub-cadre who have joined/pursued their course without obtaining the prior permission of the Ministry.
27. The officers who have been recommended by UPSC and pursuing the PG course shall not be allowed to join the post.
28. The limits prescribed hereunder may strictly be adhered to while allowing the Medical Officers to join the post-graduate courses at a particular point of time:-

<i>Sanctioned strength of officers in an Organization/Institute</i>	<i>Number of CHS Officers who may be allowed to join PG courses</i>
Between 1 to 10	1
Between 11 to 20	2
Between 21 to 40	3
Between 41 to 60	6
Between 61 to 80	8
Between 81 to 100	10
Over 100	Upto 10% of the total sanctioned strength

A complete account of this shall be maintained by all Heads of participating units of CHS.

29. Since PG degree/diploma courses in Medicine including DNB courses are full time courses, all Heads of the institutions/participating units should not allow CHS officers to pursue such courses without taking study leave, while holding duty posts and night duty.
30. The practice of Ex-post-facto approval should be curbed.
31. In case an officer violates any guidelines, prescribed for him/her to be followed, and joins the course without proper and prior permission of his/her Ministry/DGHS, he/ she will render himself/herself liable to disciplinary proceedings or termination of service under the CCS (Temporary Service) Rules, 1956 as the case may be.
32. In case of any variance of these instructions with Study Leave Rules, contained in CCS (Leave) Rules, 1972 as amended from time to time, the latter will prevail.


 (LALIT KUMAR)
 UNDER SECRETARY TO THE GOVT. OF INDIA
 TEL: 23062550

To

1. All participating units of CHS
2. PPS to Secretary(HFW)
3. PPS to DGHS
4. PPS to AS & DG
5. PS to JS(CHHS)/ PA to DS(CHHS)
6. US(MKS), M/o HFW
7. US(LK), M/o HFW
8. Section Officers of CHS-I/II/III/IV & Estt.III, M/o HFW
9. NIC-Ministry of Health & Family Welfare with a request to upload the O.M. in the website of MoHFW/CHS Division

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(LALIT KUMAR)
UNDER SECRETARY TO THE GOVT. OF INDIA
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Annexure

Check list to be filled up at the time of forwarding of application for admission to Post-graduate Degree/Diploma/DNB Courses.

1.	Name of the Officer.	
2.	Permanent or Temporary.	
3.	Date of initial appointment in CHS.	
4.	a. Date of completion of 3 years' service. b. Date of completion of 5 years' service	
5.	Details of duration of the course.	
6.	Whether the course is a part time or full time?	
7.	Name of the institute.	
8.	Date of submission of application.	
9.	Last date of forwarding of application to the concerned University/Board/Institute.	
10.	Vigilance Clearance status.	
11.	Whether the officer has completed his/her probation period and the same has not been extended.	
12.	Certificate that the proposed study will increase the efficiency in the performance of officer's duties & thus be in public interest.	
13.	Whether the application is within the limits prescribed in Para-28 of the Ministry of Health & Family Welfare's O.M. No. A.12034/03/2012-CHS-Vdated 2 nd November, 2012.	
14.	Whether in the event of selection of study, applicant can be relieved without a substitute.	
15.	Bond details.	