



दक्षिण रेलवे/ **SOUTHERN RAILWAY**

NO.P(R)420/P/Vol.VIII

प्रधानकार्यालय/ Headquarters Office
कार्मिक शाखा/ Personnel Branch
चेन्नै/ Chennai - 600 003
दि./ Dated: 10-09-2018

पी बी सी सं/ PBC No. 176 / 2018

All PHODs / DRMs / CWMs / CEWE / CAO / CPM / Dy.CPOs / Sr.DPOs /
DPOs / SPOs / WPOs / APOs of HQ / Divisions / Workshops / other Units,
etc.,

(As per mailing list -'A')

विषय/Sub: Guidelines for sanction of Study Leave to Railway
Officers.

A copy of Railway Board's letter No.E(O)III-2018/PL/06 dated
27/07/2018 on the above subject is enclosed for information, guidance and
necessary action.



(V.SRINIVASAN)
वरिष्ठ कार्मिक अधिकारी/नियम
Senior Personnel Officer/Rules
for Principal Chief Personnel Officer

संलग्न/Encl: as above

प्रतिलिपि/Copy to : The Genl Secy / SRMU
The Genl Secy / AISCSTREA
The Genl Secy / AIOBCREA
The Genl Secy / NFIR

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)



No. E(O)III-2018/PL/06

New Delhi, dt. 27.07.2018

The General Managers, *Southern Rly*
All Zonal Railways/PUs, etc.
(As per standard list)

(Atten: Dy.CPOs/G)


Sub: Guidelines for sanction of Study Leave to Railway officers.

Ref: The then Secretary/Railway Board's D.O. No. E(O)I/2003/LE-6/12 dated 18.11.2003.

Vide Board's letter dated 18.11.2003 detailed instructions have been laid down specifying the conditions for sanction of Study Leave to Railway officers. However, it has come to notice through Railway vigilance that these instructions are not being complied with strictly by certain Railways and certain norms are being flouted.

2. In view of the above, all Zonal Railways/PUs, etc. sanctioning Study Leave to officers are directed to strictly adhere to the rules contained in IREC Vol. I Appendix V (Study Leave Rules) as well as Board's instructions circulated on 18.11.2003 (copy enclosed)

DA: As above


(A K SEN)
Director (Estt.)
Railway Board



R.R. BHANDARI

सचिव, रेलवे बोर्ड
Secretary, Railway Board

भारत सरकार
रेल मंत्रालय (रेलवे बोर्ड)
नई दिल्ली-110001
GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)
NEW DELHI-110001

D.O. No.E(O)I/2003/LE-6/12

Dated : 18-11-2003

My dear

Sub : Guidelines for sanction of Study Leave to Railway Officers

During a recent review of study leave granted to Railway Officers for both within India and abroad, it has been observed that the facility of study leave is being availed by the Railway Officers ostensibly for the purpose of avoiding postings to locations not of their interest or for meeting their personal family requirements. It is only in very few cases that Railway Officers are availing this leave for genuine study purposes or for acquiring additional qualifications. In a way, this facility is misused to a great extent which is borne out by the fact that on return from study leave they do not even submit either certificate of having successfully completed the study or any other document to this effect. A list of officers who had availed study leave and have not yet furnished certificates of satisfactory completion of study despite lapse of considerable time is enclosed. This is indicative of study leave being taken in a cavalier fashion and inadequate attention paid to the subject. Misuse of this facility is further compounded when Railway Officers seek grant of other forms of leave on expiry of study leave, thereby extending their absence from duty.

2. As you would appreciate, Railways spend considerable amount of money in cases where study leave is granted. Unless this money is fruitfully utilized for the intended purpose, there is no point in allowing Railway Officers to proceed on study leave for furtherance of their own agenda. Railway should be benefited from the study leave availed by these officers through their exposure to such courses or acquisition of additional qualifications. It is suggested that while considering the requests received from the Railway Officers for grant of study leave for both within and ex-India, a critical view needs to be taken as to whether the proposed study would be beneficial to the Railways at the cost of time spent by the officers drawing full salary and if this parameter is not satisfied, then, the request needs to be turned down.

3. Once having accepted that study leave is justified, it has to be ensured that study leave is granted for a maximum period of 12 months at any one time prescribed under the Study Leave Rules. In case, the duration of the intended course of study exceeds 12 months, further continuance of the study has to depend on consistently good performance by the Railway Officers through the initial 12 months period. A regular watch has to be maintained on the performance of the Railway Officers which could be, say, once every six months and this could be done by the concerned PHOD/HOD of the particular service, who shall be provided performance sheet, results and other materials by the Railway Officers through e-mail or any other mode of correspondence regularly. It has to be impressed on the Railway Officers proceeding on study leave that their performance would be under watch and continuance of study would be conditional to their consistent satisfactory progress during the study leave period. Topic of the projects that may be taken up by the Railway Officers during the course of study leave should be decided in consultation with the nominated PHOD, so that such projects could later prove beneficial to the Railways. Extension of Study Leave after every twelve months should be after careful review and fruitful progress of the Study being undertaken.

4. After completion of study leave, the officer is required to furnish certificate or documents bringing out his level of performance during the study leave as also reports of the projects undertaken, if any. This should be done within the specified time frame, say, within a maximum of three months and in case a Railway Officer is unable to submit the same, he should give valid reasons as to why the same is not possible. In case of failure to submit these documents without valid justification, action should be taken to enforce the provisions of the Bond furnished by the Railway Officer before proceeding on Study Leave to effect recoveries of pay and allowances etc. made to him. A suitable provision to this effect should be incorporated in the sanction order itself, so that the person is aware of the relevant rules and the possibility of recovery of sums in the event of his/her failure to complete the study satisfactorily.

5. After completion of study leave, the reports or other documents submitted by the officer should be considered by the Railway Administration for circulation to other officers who could be benefited by experience gained by one of their colleagues in specialized areas of working. Copies of these reports may also be retained in the Railway libraries for future reference and record.

6. My purpose through this letter is to ensure that study leave facility is not misused but utilized for genuine purposes only, and apart from the Railway Officers, the Railways should also be benefited from such study

leave and the money spent is fruitfully utilized. A check-list in this regard is enclosed. You may also devise a check-list to see that the utility of study leave is audited from time to time by HOD/PHOD and in a few cases by yourself. Any suggestions in this regard are welcome.

With regards,

DA : as above

Yours sincerely,



(R.R. BHANDARI)

Shri (By name)

General Managers
Open line/Production Units.

DGs, RDSO/Lucknow, RSC/Vadodara.

CAO/DMW, Patiala

1. G.M. WR
2. G.M. ECR
3. G.M. NCR
4. G.M. NWL
5. G.M. S.E. CR
6. SUR
7. NCR
8. MER
9. NOR
10. N.F.R.
11. SA
12. SER
13. CAO (R) DMW-PTA
14. GM/DL
15. G.M. ICP
16. G.M. RUF
17. DG, RDSO/UKS
18. DG/RSC, BAL
19. G.M. NFR/comb
20. G.M. Malwa/Kolha, G.M. - CORE
22. G.M. - RCF
23. G.M. CUW
24. G.M. - ECR
25. G.M. ER
26. G.M. CR
27. G.M. SER

| Proforma/ Check List for Proposals of Study Leave (To be filled in by the officer unless otherwise mentioned. Sheet to be attached wherever necessary) (Filled in proforma to be sent to Board in cases of ex-India Study Leave) | | |
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| 1. | Name (in full) of the officer | : |
| 2. | Service | : |
| 3. | Batch | |
| 4. | Designation | : |
| 5. | Date of birth | : |
| 6. | Date of appointment in Railways | : |
| 7. | Date of appointment to Gazetted Cadre | : |
| 8. | Whether the officer has completed the period of probation satisfactorily | : |
| 9. | Date of Increment in Time Scale (DITS) | : |
| 10. | Scale of Pay and basic pay at present | : |
| 11. | Grade in which the officer is working at present. | : |
| 12. | If working in the present grade on ad-hoc basis, then since what date? | : |
| 13. | Regular and continuous service rendered by the officer in Group 'A' (including period of probation in the case of Direct recruits). | : |
| 14. | Details of the record of service/postings of the officer. | : |
| 15. | Complete data regarding educational qualifications together with the academic gradation of the officer (statement to be attached). | : |
| 16. | The course for which Study Leave is proposed. | : |

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| 17. | Name of the University and Country where the proposed course of study will be held. | : | |
| 18. | Details of the course (prospectus to be attached). | : | |
| 19. | Duration of the course (with details of semesters, vacations etc.) | : | |
| 20. | Date of commencement of the course (documentary support to be attached if available) | : | |
| 21. | Date when the course/ study will be over (documentary support to be attached if available) | : | |
| 22. | Period of Study Leave requested by the officer. | : | |
| 23. | Has the officer asked for combination of any other leave with the Study Leave? If yes, the leave account of the officer to be furnished. | : | |
| 24. | Certificate regarding admissibility of leave from the Accounts Officer to be annexed. | : | To be furnished by the CPO's office. |
| 25. | Are the family or relations are staying/ settled in the place & country where the officer proposes to undertake study? If so, the details may be furnished. If the family/ relatives are in some nearby place, the details of the same along with the distance of the place from the place of study may be indicated. | : | |
| 26. | Is the course closely or directly connected with the sphere of present duties or service requirement of the officer? If so, how? Exact details are to be furnished. | : | |
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| 27. | Whether the Railways are going to substantially benefit from the course proposed to be undertaken by the officer. If so, in what manner? Details of the possible benefits may be furnished. | : |
| 28. | In case it does not substantially benefit the Railways, does it widen the mind of the Railway officer in a manner likely to improve his abilities as a civil servant and equip him better to collaborate with those employed in other branches of public service? If so, how it is going to benefit the Railway servant which in turn would help the Railways. | : |
| 29. | Has the competent authority certified the advantage of doing this study course? The comments of the competent authority. | : To be furnished by the CPO's office. |
| 30. | Can the course/ study not be done on part-time/ correspondence basis? If the proposed study/ course cannot be done on part-time basis in the proposed university, can it not be done in some other University on part-time/ correspondence basis? Has the possibility of the same been explored? If so, details may be furnished. If not, the same may be done and details be furnished. | : |
| 31. | Whether Universities in India offer the proposed course of study? If so, why is it proposed to pursue the course abroad? Detailed reasons to be furnished. | : |
| 32. | Comments of the competent authority on the provision that 'Study Leave out of India shall not be granted if adequate facilities exist in India'. | :To be furnished by the CPO's office. |
| 33. | Is the officer on deputation currently? If the officer was on deputation earlier, the exact duration (with dates) of the deputation and the place of deputation may be advised. | : |

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| 34. | Has the officer ever availed Study Leave during his career? If so, for what duration and details of the leave availed, course etc. to be furnished. Verification certificate to be enclosed. | : |
| 35. | The exact duration of the vacations during the proposed study (within India) be furnished. Can the officer come back and join the duties during the vacation? If not, why not? Detailed reasons may be furnished. | : |
| 36. | Is the officer required to undertake projects of study during the study leave period? If so, the project topics have to be finalized in consultation with the concerned PHOD/ HOD of the officer. The topics have to be of direct relevance to the working/ functioning of the Railways. | : |
| 37. | The cadre position of officers in the Railway. | : To be furnished by the CPO's office. |
| 38. | Number of officers already available on the Railway who have similar qualifications for which Study Leave is applied. | : To be furnished by the CPO's office. |
| 39. | If the Study Leave is for a doctor, details of the doctors presently on Study Leave from the Zonal Railway alongwith the duration, date of sanction and course. | : To be furnished by the CPO's office. |
| 40. | Details of how the officer got the offer to do the course. | : |
| 41. | Does the course carry any fellowship, scholarship or any form of assistance? Will the officer receive any scholarship, fellowship or any other assistance? If yes, the details of the same. | : |
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| 42. | If answer is 'Yes' to the above question, did it require negotiation with the foreign government/Institutions/agencies by either the individual officer or the Railway administration? If so, explanation and justification for sanction of Study Leave in view of specific prohibition to negotiate directly with foreign government, institutions or agencies by the Railway Administration or individual officer vide Board's letter No.E(Trg)98(7)/3 dated 31.3.99. | : |
| 43. | If answer is 'No' to the above question, how the officer plans to meet the Study, Boarding, and Travel etc. expenses? Details to be furnished. | : |
| 44. | In case the proposal is for higher studies abroad, has financial assistance been secured from University/ training institution which is of standard nature and is available on open merit based criteria, viz., University Fellowships, Teaching Assistantship, Research Assistanceship or Tuition waiver? Details to be furnished. (Ref: Board's letter No.E(Trg)98(7)/3 dated 31.3.99). | : |
| 45. | Does the grant of Study Leave involve any grant of Study Allowance which is in foreign exchange? | : |
| 46. | The foreign exchange commitment involved in the grant of Study Leave. | : |
| 47. | If the officer is in Junior Scale or Senior Scale, detailed justification for Study Leave as Board's letter No. F(E)III/92/LE-1/5 dated 25.06.92 (RBE No.102/92) prohibits sanction of study leave to officers below J.A. Grade. | : To be furnished by the CPO's office. |
| 48. | Is the proposal for <i>post facto</i> sanction of Study Leave? If so, justification for sanction of the same in view of Board's letter No.E(O)I-87/LE-6/8 dated 07.12.87 specifically prohibiting the same. | : To be furnished by the CPO's office. |

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| 49. | Whether required bond as per Rule 4(4) of Appendix-V of Leave Rules-R-I has been signed by the Railway officer? Copy to be furnished. | : |
| 50. | Has the proposal been approved by the General Manager? Photocopy of the approval and the relevant notings to be furnished. | : To be furnished by the CPO's office. |
| 51. | How does the officer intend to be in touch with his/her PHOD/HOD during the course of your leave (i.e., by way of timely reports to PHOD/HOD, personal dialogues etc.)? To be clarified. | : |

For information of the Officer availing study Leave:-

1. Study Leave has to be sanctioned to the officer in the first instance only for the maximum period of one year or exact duration of the course, whichever is less. During this one year period, the officer is required to be in touch with the PHOD/ HOD concerned and has to apprise him of the progress/ developments in the study and the experience gained. The mode of such communication is to be verbal as well as in writing. Documents/ certificate in support of the progress/ developments need to be furnished regularly or when it becomes available.
2. During the study leave, the officer is expected to achieve specified level/ degree of proficiency in the particular course/ study and failure to do so could attract cancellation of the study leave.
3. In case, the duration of the course is more than one year, extension of study leave beyond a period of one year would be subject to satisfactory performance of the officer during the one year period. If the progress is not satisfactory, study leave will not be extended and the leave already sanctioned will be cancelled and leave period utilized will be converted to leave due to the officer/ EOL and necessary recoveries will be effected from the officer.
4. No extension of leave beyond the duration of the course (for which study leave was sanctioned) shall be allowed. Any overstay beyond the sanctioned period may attract punitive measures.
5. Study leave is liable to be cancelled without any notice if any of the above statements declared by the officer is found to be false.

(Signature of the officer with date)

Date:

Annexures:-

Signature of CPO/ Dy CPO(G) of the Railway/P.U.