

GUIDELINES FOR REGULATION OF STUDY LEAVE

The following guidelines shall be followed with regard to determination of eligibility, sanction and regulation of service benefits associated with the award of special qualification obtained during study leave period in the Pollution Control Board, Assam herein after called Board with effect from the date

1. Procedure for making application for study leave and grant of study leave :

- 1.1** The application for study or training leave for full time regular courses and grant of such leave shall be made as per format given in the appendix-A annexed to this guidelines. The employee/officer must submit the application only after confirmation of their admission to the intended course.
- 1.2** The employee/officer willing to undertake study/training courses through correspondence/distant learning shall not require to obtain study leave but invariably take permission of the Board before registering for such courses with any university/institution by submitting simple application on a plain paper.

2. The conditions for the grant of study leave:

- 2.1** Study leave may be granted to a Board officer/employee for study/training in or out of India. With the regard to the exigencies of Board and public service, to enable him or her to undergo a special courses of study consisting of higher studies in respect of pollution control/protection of environment/environmental management/financial management etc. and having close connection with the sphere of his or her duties/with work in the Board.
- 2.2** Study leave shall not be granted by the Board unless-
The Board is satisfied that the proposed course of study or training shall be of definite advantage from the point of view of Board interest and the absence of officer/employee to be granted study leave from his or her day to day regular duties/work is not likely to cause cadre difficulties owing to his absence.
- 2.3** Study leave for out of India shall not be granted for prosecution of study or undergoing training in subjects for which adequate facilities exist in India or under any of the schemes/projects administered by the officer/employee of the Board or the Govt. of Assam or the Govt. of India.
- 2.4** Study leave shall not ordinarily be granted to a Board officer/employee
(i) Who has rendered less than 3 (three) years of continuous service under the Pollution Control Board, Assam.



(ii) Who is due to retire or has the option to retire from the Board Service within 3 (three) years of the date on which he or her is expected to return to his /her duties after expiry of the study leave.

3. Period of study leave :

3.1 The period of study leave shall ordinarily be limited to 24(twenty four) months for any admissible course of study, once during entire service life of a Board officer or employee.

3.2 If any longer period of leave is required to complete the course of study, for reasons beyond the control of the Board officer/employee, to which the Board is satisfied, the Board officer /employee shall be permitted to combine any leave due and admissible to him under leave rules with the study leave.

3.3 Regulation of study leave extending beyond the course of study.

When the course of study or training falls short of study leave sanctioned, a Board officer/employee shall obtain the previous assent Of the Board to treat the excess period of study leave as ordinary leave and in case that is not assented by the Board then he/her shall resume duty before the conclusion of the course of study /training.

4. Cost of Fees for Study :

The Board shall ordinarily not pay to meet the cost of course/training fees paid for course of study /training, however in exceptional cases the training/study is of utmost value to the Board, the Board may consider to reimburse the course fee with the approval of the Board.

5. Execution of Bond:

A Board officer/employee, who has been granted study leave shall be required to execute a bond as given in Appendix-B annexed to these guidelines before proceeding on the study leave and furnish suitable surety for due fulfilment of the Board.

6. Resignation during or within 5(five) years of completion of study :

If the Board officer/employee resigns from the service without returning to duty after the period of study leave or within a period of 5(five) years after such return to duty, he/she shall be required to refund double the amount of leave salary and any other expenses incurred by Board on account of his study drawn by him/her for the period of study leave to the Board.

7. Regularisation of study leave Period :

The study leave availed of by such Board officer or employee shall be adjusted out of earned leave or commuted leave standing to his credit on the date on which the study leave commenced. Any further leave taken in continuation of study leave for the purpose which cannot be so adjusted shall be treated as extraordinary leave without pay.

8. Counting of study leave for promotion, pension, seniority and increment.

Study leave period shall be counted as period spent in service for the purposes of promotion, pension, seniority, and increments, provided that in the case of a Board officer/employee who at the time of proceeding on study leave has been officiating on a higher post, study leave shall count for increments to the extent indicated by the Board from time to time.

9. Cancellation of study leave :

If the selected candidate commits breach of any provision of the guidelines or fails to join the place of study/training within the prescribed period of discontinuous the course of study/training or does not make satisfactory progress in the course for which study leave is granted or is recalled or sent back for misconduct his/her leave shall be cancelled and the provision of compulsory Retirement shall be applied to the extent indicated by the Board in the order cancelling the study leave. Provided that the Board may authorise continuance or study leave in such cases in which it is satisfied that the candidate discontinued the study/training or failed to join the place of study/training, within the prescribed limit on account of illness or for any other causes beyond his/her control.

10. Leave Salary during Study Leave.

10.1 During study or training leave availed of outside India, a Board Officer or employee shall draw leave salary equal to the pay that the Board officer or employee drew while on duty with the Board immediately before proceeding on such leave and in addition to the dearness allowances and leave rent allowances.

10.2 During study leave availed of in India, a Board officer or employee shall draw leave salary equal to the pay that the Board officer or employee drew while on duty with the Board immediately before proceeding in such leave and in addition to the dearness allowance and house rent allowance as admissible. The Board shall not bear any TA/DA and any other expenses for the purposes.



- 10.3** Payment of leave salary at full rate under above clauses (1 & 2) shall be subject to furnishing of a certificate by the Board officer or employee to the effect that he or she is not in receipt of any scholarship, stipend or fellowship.
- 10.4** The amount, if any received by a Board Officer or employee during the period of study leave or training leave as scholarship or stipend shall be adjusted against the leave salary payable under this sub-clause 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.
- 10.5** The officer /employee granted Study leave shall not be allowed to take any full time/part time job during the course of study. If the Board gets any proof of joining any part/full time job by the officer/employee on study leave, it may cancel the study leave and recall him/her from the institution where is pursuing higher study/training.

11. No Appointment.

The vacancies caused due to grant of study leave will not be filled up in the Board.

12. Incentives for Higher Studies.

Two advance incentives shall be provided for successful completion of ME/M.Tech/P.G. Diploma/Ph.D etc. on availing study leave by the Board in the field of Pollution Control, Protection of Environment & Environmental Management, etc. and considered to be an added qualification for performance of his or her duty in the Board.

An Employee/Officer of the Board shall be granted two (2) advance increments only once in his service career with the Board.



**APPENDIX – “A”
FORM TO BE USED BY BOARD OFFICER/EMPLOYEE
IN MAKING APPLICATION FOR STUDY LEAVE**

1. Name in full :
2. Father's name in full and present address :
3. Post held :
4. Pay and allowances drawn in the present post. (Indicate special pay, if any , separately) :
5. Educational qualification together with School/College/University certificates (attested copies) and the subject studied in the Intermediate, degree and post graduate examination. :
6. Other special qualification, (Give full particulars) :
7. The period of continuous service under Government. :
8. Age on 1st January (According to Matric or any other equivalent certificate, attach attested copy) :
9. Have you taken Study Leave previously? (If yes give full particulars of the total period of leave taken so far, the courses of study or training undertaken and examination or examinations. :
10. Course of study /training and examination, if any, proposed to be undertaken, (Give full details of the programme of the study/training showing its duration as also the name of the country and the institution in which it is proposed to be taken. :

The facts stated above are true to the best of my knowledge and belief. In case of any false statement, I am liable to any action, Government may deem fit and proper.

Date:

Signature of the Applicant



APPENDIX "B"

FORM-A: BOND FOR BOARD OFFICER/EMPLOYEE PROCEEDING ON STUDY LEAVE UNDER STUDY LEAVE RULES

KNOW ALL MEN by these presents that I, _____
Son _____ of _____ /daughter
of _____ resident of _____
_____ in the District of _____ at
present _____ employed _____ as
_____ in the Board
/Office of _____ do hereby
bind myself, my heirs, executors and administrators to pay to the Pollution Control
Board, Assam (hereinafter referred to as "the Board") on demand and without demur
the sum of _____ Rs. _____ (Rupees
_____) together with interest thereon from the date
of demand at Board rates for the time being in force on Government loans, or, if the
payment is made in a country other than India, the equivalent of the said amount in
the currency of that country converted at the official rate of exchange between that
country and India and together with all costs between attorney and client and all
charges and expenses that shall and/ or may have been incurred by the Board.

Dated this _____ day of _____, _____.

Whereas the above bounden _____ is granted study leave by the
Board.

And whereas for the better protection of the Government the above bounden
has agreed to execute this bond with such condition as hereunder is written;

Now the condition of the above written obligation is that in the event of the
above bounden _____ not conforming to the instructions
regarding study/training conveyed to him by an authorised agent of the P.C.B.A. or
of his continued adverse report regarding the progress of his /her studies/training or
regarding his conduct or the above bounden resigning or retiring from service without
returning to duty after the expiry of termination of the period of study leave or at any
time within a period of 3 years after his return to duty or above bounden
_____ refusing to serve the Board if required to do so as an officer of the
Board in any other employment indicated by the Governor of Assam for a minimum
period of 10 years he /she shall forthwith pay to the Board or as may be directed by
the Board on demand the said sum of Rs. _____ (Rupees _____)
together with interest thereon from the date of demand at Government rates for the
time being in. And upon the above, bounden _____ making such
payment the above written obligation shall be void and of no effect otherwise it shall
be and remain in full force and virtue.

And Upon the above bounden _____ making such payment
the above written obligation shall be void and no effect, otherwise it shall be and
remain in full force and virtue.

The Board have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the above bounden _____ in the
presence of _____.

ACCEPTED

For and on behalf of the Chairman, P.C.B.A.

