

DEPARTMENT  
OF  
SPACE

STUDY LEAVE  
RULES 1979

VIKRAM SARABHAI SPACE CENTRE  
Thiruvananthapuram

Establishment Section,  
March 31, 1977

We are reproducing below 'The Department of Space Study Leave Rules' as amended from time to time.

No. 2/9(11)/94-III(I)(Vol.II)  
Government of India  
Department of Space

16th March, 1979

OFFICE MEMORANDUM

Subject: Personnel Service Regulations - Study Leave Rules for the employees of the Department of Space/Indian Space Research Organisation - Regarding.  
\*\*\*\*\*

Prior to the conversion of the Indian Space Research Organisation into a Government Body with effect from April 1, 1975 the provisions in the Physical Laboratory (PRL) Fundamental Rules were applicable to all ISRO employees in service matters, including special leave for purposes of study. Consequent on the conversion of the Indian Space Research Organisation into a Government Body with effect from April 1, 1975 the above mentioned rules (viz. the PRL Fundamental Rules apply study purpose of employees of ISRO who were in service with the organisation from April 1, 1975 and had elected to be governed by then existing terms "old terms"). For the others (i.e, who had opted for "new terms" applicable to new entrants), the provisions of the Central Civil Service (Leave) Rules, 1972 are applicable in all matters relating to leave, including Study Leave..

2. The question of formulating suitable Study Leave Rules for the employees of the Department of Space/Indian Space Research Organisation has been under consideration of the Department for some time past. After careful and detailed consideration of the matter taking into account all the relevant issues involved and the special features and needs of the Organisation and also keeping in mind the provisions contained in Fundamental Rules, the following rules have been formulated to regulate the grant of Study Leave to the employees of the Department of Space/Indian Space Research Organisation, who have elected the terms applicable to new entrants.

SHORT TITLE AND COMMENCEMENT

3. These Rules shall be called "The Department of Space Study Leave Rules" and shall come into force with effect from the date of issue of this Office Memorandum.

SCOPE AND DATE OF EFFECT

4. The Department of Space Study Leave Rules shall be applicable to all employees of the Department of Space/Indian Space Research Organisation (hereinafter referred to as DOS/ISRO), other than those who joined the Indian Space Research Organisation prior to April 1, 1975 and elected to be governed by the then existing terms (old term optees) and to whom the provisions of the Fundamental Rules of the Physical Research Laboratory shall continue to be applicable.

CONDITIONS FOR GRANT OF STUDY LEAVE

5.(a) Study Leave may be granted to a Government servant, with due regard to the exigencies of public service, to enable him/her to undergo, in or out of India, a special course of study or training having a direct and close connection with the subject with which DOS/ISRO is concerned.

(b) Study leave may also be granted:

(i) for research, or 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 by Chairman, ISRO/Director of the Centre/Chief Engineer, CED, as having a definite advantage to DOS/ISRO from the point of view of public interest and in related to the sphere of duties of the Government servant;

(ii) for the purposes of studies connected with the frame work or background of public administration subject to the conditions that the particular study or study tour should be approved by the authority competent to grant leave and Government servant should be required to submit on his/her return, a full report on the work done by him/her while on study leave.

(c) Study leave shall not be granted unless it is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage to DOS/ISRO from the point of view of public interest.

(d) In exceptional cases, scientists/engineers may be granted study leave for prosecuting a course of study for obtaining a doctorate or similar qualification on a research thesis subject to the condition that the subject of research, the duration of the leave and the institution at which such research is to be undertaken are approved by Chairman, ISRO.

@ Clarification: Approval of Chairman, ISRO is required to be obtained before permitting the employees to prosecute such courses of study irrespective of the fact that the study leave is requested or not.

(@ DOS letter No.3/1(1)/90-I dated 24th February 1992)

(e) Other specialists or technical persons may also be granted study leave, on merits or each case, for prosecuting a course of study directly related to the sphere of his/her duty, in case Chairman, ISRO/Director of the Centre/Department of Space certifies that the course of study shall enable the persons to keep abreast of modern developments in the field of his/her duty, improve his/her technical standards and competent and this substantially benefit the Department.

(f) In respect of grant of study leave outside India, the Department of Economic Affairs of the Ministry of Finance should agree to release foreign exchange involved in the grant of study leave, before such leave is sanctioned.

\* (g) study leave shall not ordinarily be granted to a Government Servant:

- (i) who has not satisfactorily completed the period of probation, or having so completed it, has rendered less than three years of regular continuous service, including the period of probation, under the Government.
- (ii) who is due to reach the age of superannuation from the Government service within three years from the date on which he/she is expected to return to duty after the expiry of the leave.
- (iii) who does not execute a bond as laid down in Rule 8 (d) (i) undertaking to service the Government for a period of three years after the expiry of the leave.
- (iv) with such frequency as to remove him/her from contact with his/her regular work or to cause DOS/ISRO difficulties owing to his/her absence from duty.  
(DOS OM NO.2/6(2)/86-I dt.16.08.88)

MAXIMUM AMOUNT OF STUDY LEAVE

6 (a) The maximum amount of study leave which may be granted to a government servant shall be:

- (i) Ordinarily 12 months at any one time, and
- (ii) during the entire service 24 months in all (inclusive of similar kinds of leave for study or training granted under any other Rules).

\* Clarification

Study Leave under the provisions of the DOS (Study Leave) Rules, 1979 can be availed of by the employees of DOS/ISRO in more than one spell also subject to the condition that such Study Leave availed of in one or different spells does not exceed 24 months.

(\* DOS OM NO.2/6(2)/86-I dt.16.8.1988)

(b) \*\* When a Scientist/Engineer is permitted by the Chairman, ISRO, to undertake higher studies/research leading to a doctorate, he/she may be granted special leave in exceptional cases for periods upto the minimum required for acquiring such qualifications, but not exceeding four years. The grant of such special leave, in excess of the study leave of 24 months and combinations with other kinds of leave due, if availed of will be treated as extraordinary leave and would require the approval of the Department of Space.

(\*\* DOS OM No. 2/6(2)/86-I dated 24.10.86)

APPLICATIONS FOR STUDY LEAVE

7. (a) Every application for study leave shall be submitted through proper channel to the authority competent to grant leave.

@ Clarification 1:

(1) The authorities competent to grant Study Leave under the DOS (Study Leave) Rules are as follows:

Sl. No. Category of employees	Authority competent to sanction Study Leave under the DOS Study Leave Rules.
1. All employees of VSSC, SHAR, SAC, ISAC, INSAT-I SSPD and APSU who have elected terms applicable to 'New Entrants' holding post of the Grade 'SE' and below.	Director, VSSC, SHAR, SAC and ISAC, Project Director, INSAT-I SSPD and Programme Director, APSU, respectively.
2. All employees of DOS/ISRO who have elected the terms applicable to 'New Entrants' holding post of the Grade 'SF' and above and all employees in DOS / ISRO Centres/ Units not covered at item (1) above.	Department of Space

Sanction of Study Leave under the DOS Study Leave Rules, 1979 by the Authorities empowered, as indicated above will be subject to fulfilment of the conditions laid down for the purpose in the said Rules.

(@ DOS OM No.2/9(11)74-III(I) dt. Aug. 7, 1981)

\* Clarification 2:

While considering sanction of Study Leave under the delegated powers to the employees of Centres/Units/Offices, the following guidelines may be adopted:-

... 5 ...

- (i) The applicant should fulfil the various conditions laid down in the DOS Study Leave Rules vide Office Memorandum of even number dated March 16, 1979 and be eligible for sanction of study leave.
- (ii) The absence of the applicant while on study leave should not adversely affect the implementation of various projects, programmes on hand in the Centre/Unit as scheduled and his services can be spared.
- (iii) The Centre Director/Unit Head may wish to have all applications for study leave scrutinised by an appropriate committee so that all relevant points are carefully considered before the Director takes a decision on the application.
- (iv) As is being presently done, cases of study leave for obtaining a Doctorate or similar qualification on a research thesis should have the approval of Chairman, ISRO and the existing practice in this regard may be continued.

(# DOS OM No.2/9(11)/74-III(I) dt. Aug. 7, 1981)

(b) The course or courses of study contemplated by the Government servant and any examination which he/she proposes to undergo shall be clearly specified in such application.

(c) Where it is not possible for the Government servant to give full details in his/her application, or if, after leaving India, he/she is to make any change in the programme which has been approved in India, he/she shall submit the particulars as soon as possible to the authority competent to grant leave with a copy to Head of Mission concerned, and shall not, unless prepared to do so at his/her own risk, commence the course of study or incur any expenditure in connection therewith until he/she received the approval of the authority competent to grant study leave for the course.

#### SANCTION OF STUDY LEAVE.

B. (a) A report regarding the admissibility of the study leave shall be obtained from the concerned pay and Accounts Officer of DOS/Centre. Study leave, if any, already availed of by the Government servant shall be included in the report to be given by the pay and Accounts Officer.

(b) Where a Government servant borne permanently on the cadre of one department or establishment is serving temporarily in the DOS/ISRO, the grant of study leave to him/her under these rules shall be subject to the condition that the concurrence of the Department or establishment, to which he/she is permanently attached, is obtained before leave is granted.

(c) Where the study leave is granted for prosecution of studies abroad, the Head of the Mission concerned shall be informed of the fact by the authority competent to grant study leave.

Note: Head of Mission shall be contacted by the Government servant for issue of any letters of introduction or for other similar facilities that may be required.

\*  
On corres-  
ponding to  
Form 7 or  
Form 8  
under CCS  
(Leave)  
Rules 1972.

(d) (i) Every Government servant in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a bond in Form A \* or Form-B \* as the Case may be, before the study leave or extension of such study leave granted to him/her commences.

\*\*  
On corres-  
ponding to  
Form 9 or  
Form 10  
under CCS  
(Leave)  
Rules 1972.

(ii) Every Government servant not in permanent employment who has been granted study leave or extension of such study leave shall be required to execute a bond in Form-C \*\* or Form-D \*\* as the case may be, before such leave or extension of such study leave granted to him/her commences.

Clarification - The Department of Space, vide letter No.3/1(1)/90-1 dated 9.11.1990 made some changes in the Bond. The said letter may be referred to for details.

(iii) The authority competent to grant leave shall send to the concerned Pay and Accounts Officer of DOS/ISRO Centre, a certificate to the effect that the Government servant referred to in Clause (i) or (ii) above, has executed the requisite bond.

(e) On completion of the course of study, the Government servant shall submit to the authority which granted him/her study leave, certificates of examinations passed, or special courses of study undertaken indicating the date of commencement and termination of the course with remarks if any, of the authority in-charge of the course of study.

(f) If the study is undertaken in a country outside India where there is an Indian Mission, the certificates shall be submitted through the Head of the Mission concerned, with an advance copy to the authority which granted him/her study leave.

ACCOUNTING OF STUDY LEAVE AND COMBINATION WITH LEAVE OF OTHER KINDS

9. (a) Study leave shall not be debited against the leave account of the Government Servant.

(b) Study leave can be combined with other kinds of leave, but in no case shall the grant of study leave at a time in combination with other kinds of leave, excluding extraordinary leave, involve a total absence of more than 28 months from the regular duties of the Government servant. Inclusive of extraordinary leave, total absence at a time shall not exceed five years. In exceptional cases where special leave is granted for prosecuting higher studies/research leading to a doctorate vide Rule 6(b), absence from regular duties upto a maximum of four years may be allowed. In such cases also, total absence from duty including study leave, combinations of other kind of leave and extraordinary leave shall not exceed five years at a time.

Explanation: The limits of absence prescribed in this sub-rule include the period or periods of vacation.

REGULATION OF STUDY LEAVE EXTENDING BEYOND COURSE OF STUDY

10. When the course of study falls short of study leave granted to Government servant, he/she 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 such short fall as ordinary leave.

ADMISSIBILITY OF LEAVE SALARY:

11. \*\*\*

Leave Salary during Study Leave shall be regulated as follows:

(a) In India

(i) During the Study Leave availed of in India, upto a maximum of 24 months during the entire service, leave salary payable shall be equal to the pay that the Govt. servant drew while on duty in Government immediately before proceeding on such leave and in addition the Dearness Allowance, House Rent Allowance and Compensatory (City) Allowance as admissible in accordance with Rule 15 of the DOS Study Leave Rules, 1979. The amount if any, received by the Government servant during the period of Study Leave as scholarship or stipend or remuneration in respect of



any part-time employment taken with the approval of the competent authority which sanctioned the study leave, shall be adjusted against the leave salary, but the leave salary shall not be reduced to an amount payable as leave salary during Half Pay Leave.

(\*\*\* DOS OM No.3/1(1)/90-SAO(1) dated May 15, 1990)

Note: Payment of leave salary at full rate shall be subject to furnishing of a certificate by the Government servant that he/she is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.

(ii) During the period covered by other kinds of leave taken in combination with study leave (Rule 9), the Government servant shall be paid the appropriate leave salary due for the kind of leave taken (with allowance admissible under the Rules).

(iii) In cases where special leave is granted for prosecuting higher studies leading to a Doctorate or similar qualifications, vide Rule 6(b), the Government servant shall be paid, for the first 24 months, leave salary equal to the pay without allowances other than Dearness Allowance, House Rent Allowance and Compensatory (City) Allowance as admissible in accordance with Rule 15) as in (i) above. If the Government servant has taken any other kind of leave in combination, the leave salary for that period shall be as in (ii) above. For the balance period (upto three years), no leave salary or allowance shall be paid, but the Department of Space may permit him/her to retain any scholarship, stipend or remuneration, received by him/her during this period.

\*\* (b) Outside India:

(i) During study leave availed outside India, up to a maximum of 12 months at a time, the rate of leave salary payable shall be the same as for study leave in India (vide (a) (i) above).

(ii) During the period covered by other kinds of leave taken in combination with study leave (Rule 9), leave salary shall be as in sub-rule (a) (ii) above.

(iii) In cases where special leave is granted up to four years for prosecuting higher studies leading to a doctorate or similar qualification, the provisions of sub-rule (a) (iii) above shall apply mutatis mutandis.

(\*\*DOS OM No. 2/6(2)/86-I dated 24.10.86)

STUDY ALLOWANCE

12. (a) Study allowance may be granted to a Government servant who has been granted study leave for studies outside India for the period spent in prosecuting a definite course of study or in any definite tour of inspection of any class of work as well as for the period covered by any examination at the end of the course of study. Where such a Government servant on study leave has been permitted to receive and retain in addition to leave salary any scholarship or stipend that may be awarded to him/her or any other remuneration in respect of any part-time employment, no study allowance shall be admissible in case the net amount of such scholarship or stipend or remuneration (arrived at by deducting the cost of fees, if any, paid by the Government servant from the value of scholarship or stipend or remuneration) exceeds the amount of study allowance otherwise admissible. In case the net amount of scholarship, stipend or remuneration is less than the study allowance otherwise admissible the difference may be granted by the authority competent to grant leave.

(b) Study allowance shall not be granted for any period during which a Government servant interrupts his/her course of study to suit his/her own convenience except in case of sickness for a period not exceeding 14 days at a time.

(c) Where a Government servant is on study leave outside India at the same place as his place of duty, the leave salary plus study allowance shall not together exceed the pay that he/she would have otherwise drawn had he/she been on duty.

\*\* (d) No study allowance shall be admissible beyond 24 months of study leave.

(e) No study allowance shall be paid during study leave for courses of study in India.

(\*DOS OM No. 2/6(2)/86-I dated 24.10.86)

RATES OF STUDY ALLOWANCE

13. (a) Rates of study allowance outside India shall be as follows:

Name of country	Study allowance per diem
Australia	£ 1 (sterling)
Continent of Europe	£ 1.65 (sterling).
New Zealand	£ 1.20 (sterling)
United Kingdom	£ 2.00 (sterling)
USA	£ 2.75 (sterling)

(b) The rates of study allowance prescribed above may be revised by the Department of Space from time to time in consultation with the Member for Finance, Space Commission.

(c) The rates of study allowance to be granted to a Government servant who takes study leave in any country other than the one specified in clause (a) above shall be such as may be specially determined by the Department of Space in consultation with the Member for Finance, Space Commission.

PROCEDURE FOR PAYMENT OF STUDY ALLOWANCE

14. (a) Payment of study allowance shall be subject to the furnishing of a certificate by the Government servant to the effect that he/she is not in receipt of any scholarship, stipend or any other remuneration in respect of any part-time employment.

(b) Study allowance shall be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Government servant that he/she shall refund to the Government any over-payment consequent on his/her failure to produce the required certificate of attendance or on his/her failure to satisfy the authority competent to grant leave about the proper utilisation of the time spent for which study allowance is claimed.

(c) (i) In the case of a definite course of study at a recognised institution outside India study allowance is payable by the Authority Competent to grant leave if the study leave availed of is in a country where there is no Indian Mission, and by the Head of the Mission in other cases, on claims supported by proper certificate of attendance.

(ii) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term, if the Government servant is undergoing studies in an educational institution or at intervals not exceeding 3 months if he/she is undergoing studies at any other institution.

(d) (i) When the programme of study approved does not include or does not concern entirely of such course of study, the Government servant shall submit to the authority competent to grant leave, direct or through the Head of the Mission, a periodical report showing how his/her time has been spent indicating also the nature of methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or operations to conditions obtaining in India.

(ii) The authority competent to grant leave shall decide whether the report shows that the time of the Government servant was properly utilised and shall determine accordingly for what periods study allowance may be granted.

ADMISSIBILITY OF ALLOWANCE IN ADDITION TO STUDY ALLOWANCE:

15. No allowance of any kind, other than dearness allowance (and study allowance where admissible) shall be granted to a Government servant during study leave.

\*\*\* (1) For the first 120 days of the study leave, House Rent Allowance and Compensatory (City) Allowance shall be paid at the rates admissible to the Government servant from time to time at the station from where he/she proceeded on study leave. The continuance of payment of House Rent Allowance and Compensatory

(City) Allowance beyond 120 days shall be subject to the production of certificates as prescribed in para B (d) of the Ministry of Finance O.M. No.2(37)/E.II(B)/64 dated 27.11.65 as amended from time to time.

(2) Except for House Rent Allowance and Compensatory (City) Allowance as admissible under Sub-Rule (i) and the Dearness Allowance and study allowance, where admissible, no other allowance shall be paid to Government servant in respect of the period of study leave granted to him.

#### TRAVELLING ALLOWANCE DURING STUDY LEAVE

16. A Government servant to whom study leave has been granted shall not ordinarily be paid travelling allowance, but the Department of Space may, in exceptional circumstances, sanction the payment of such allowance, with the concurrence of Member for Finance, Space Commission, limited to Rs5,000/- for study leave in USA and Rs.3,000/- in Europe.

#### COST OF FEES FOR STUDY

17. (a) A Government servant to whom study leave has been granted, shall ordinarily be required to meet the cost of fees paid for the study, but in exceptional cases, the Department of Space, may sanction grant of such fees with the concurrence of Member for Finance, Space Commission.

(b) In no case shall the cost of fees be paid to a Government Servant who is in receipt of Scholarship or stipend from whatever source or who is permitted to receive or retain in addition to his leave salary any remuneration in respect of part-time employment.

#### RESIGNATION OR RETIREMENT AFTER STUDY LEAVE

\*\*1B. (a) If a Government servant resigns or retires from service or otherwise quits service, without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificate required under sub rule 5 of rule 53 of the CCS Leave rules, he/she shall be required to refund (i) the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Government of India; and (ii) the actual amount, if any, of the cost incurred by other agencies such as foreign Governments, Foundations and Trusts in connection with the course of study, together with interest thereon, at rates for the time being in force on Government loans, from the date of demand, before his/her resignation is accepted or permission to retire is granted or his quitting service otherwise.

(\*\* DOS OM No. 2/6(2)/86-I dated 24.10.86)

Clarification No.1- It is clarified that interest on refund of amount has to be charged from the date of demand i.e., the date of intimation served on the employees to refund the amount till the date of refund. (DOS OM No.2/6(2)/86-I (Vol.II) dt.18.3.1977).

-12-

Clarification No.2:- If the request of Sci./Engrs for proportionate deduction in the bond amount for the service rendered after return from Study Leave is agreed to, the very purpose of having the bond, as a deterrent, will be defeated. In view of this, you will appreciate that it is not possible for the Department to agree to the proposal.

(DO letter No. 2/6(2)/86-I(Vol.II) dated 11.3.77 from JS to Director, VSSC)

Provided that except in the case of employees who fails to complete the course of study nothing in this Rule shall apply:-

(i) to a Government servant who, after return to duty from study leave, is permitted to retire from service on medical grounds.

OR

(ii) to a Government servant who, after return to duty from study leave, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his/her permanent absorption in the said statutory or autonomous body or institution in the public interest.

(b) (i) The study leave availed of by such Government servant shall be converted into regular leave standing at his/her credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any which cannot be so converted treated as extra-ordinary leave.

(ii) In addition to the amount to be refunded by the Government servant as above, he/she shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(c) Notwithstanding anything contained in this Rule, the Department of Space may, with the concurrence of Member for Finance, Space Commission, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases by order, waive or reduce the amount required to be refunded under Rule 18(a) by the Government servant concerned or class of Government servants.

#### LEAVE FOR STUDY PURPOSES TO COUNT FOR INCREMENT

19. All leave granted for study purposes will count for increments in the time-scale in which a Government servant was working immediately before he/she proceeded on such study leave in accordance with the provisions in the Fundamental Rules and orders on the subject.

COUNTING OF LEAVE FOR STUDY PURPOSES FOR REVIEW AND PROMOTION

20. Period spent by an employee on study leave (including other kinds of leave, if any, combined) shall be counted for purposes of review and promotion in accordance with DOS/ISAO norms and orders as amended from time to time. In respect of temporary Government servants, however, it should be certified by the competent authority that the Government servant would have continued to hold the post held by him/her immediately prior to proceeding on such leave, but for going on study leave.

INTER PRETATION

21. Where any doubt arises as to the interpretation of these Rules, it shall be referred to the Department of Space for a decision.

POWER TO RELAX

22. Where the department of Space is satisfied that the operation of any of these Rules causes undue hardship in any particular case, it may, by an order and for reasons to be recorded in writing, dispense with or relax the requirements of that Rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

Provided that no such order shall be made except with the concurrence of the Member for Finance, Space Commission.

REPEAL & SAVING

23 (a) On the commencement of these Rules, every rule, regulation or order including Office Memorandum in force immediately before such commencement shall in so far as it provides for any of the matters contained in these Rules, cease to operate.

(b) Notwithstanding such ceasing of operation, anything done or any action taken or any leave granted to a Government servant, under the old Rules, shall be deemed to have done, taken or granted under the corresponding provisions of these Rules.

(c) In respect of any matter not covered by these Rules, the provisions of CCS (Leave) Rules, 1972 as amended from time to time, shall apply.

---

	No.2/9(11)/74-III(I)	dated 07.08.1981
	No.2/9(11)/74-III(I)	dated 07.08.1981
**	No.2/6(2)/86-I	dated 24-10-1986
*	No.2/6(2)/86-I	dated 16-06-1986
***	No.3/1(11)/90-SAO(I)	dated 13-05-1990
	No.3/1(1)/90-I	dated 09-11-1990
	No.3/1(1)/90-I	dated 24-02-1992
DD Ir.	No.2/6(2)/86-I (Vol.II)	dated 11-03-1997
	No.2/6(2)/86-I (Vol.II)	dated 18-03-1997

shall.