

**Government of Jammu and Kashmir
General Administration Department,
Civil Secretariat, Jammu**

Subject: - Proceeding on study leave without prior Approval of Competent Authority- Instructions thereof.

**Circular No: 37-JK (GAD) of 2020
Dated: 18.12.2020**

In terms of Rule 61(3)(i) of J&K Civil Services (Leave) Rules, 1979, 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 from the point of view of public interest.

Vide Circular No. 08-GAD of 2017 dated 06-02-2017, it was impressed upon all the Administrative Secretaries that the study leave cases may be forwarded to Finance Department and General Administration Department in advance and within the stipulated time frame to ensure that the officers/officials shall proceed for study outside J&K only after fulfilling all the laid down requisite formalities.


Further, vide Circular No. 35-GAD of 2018 dated 13-08-2018, it was again impressed upon all Administrative Secretaries to forward study leave cases to the General Administration Department for concurrence with complete details, so that the Government employees shall not proceed on study leave without the prior approval of Competent Authority.

However, it has been observed that the officers/officials of various Departments proceed on study leave for pursuing higher studies in institutes within the Country and even abroad, pending formal sanction/approval of the Competent Authority, as a consequence of which these cases are placed for approval before authorities on post facto basis. The Hon'ble Lieutenant Governor has desired that in future no Government employee shall proceed on leave without prior permission of the Competent Authority.

Accordingly, it is Impressed upon all Administrative Secretaries to ensure that the study leave cases are forwarded to General Administration Department in advance, so that the same are decided within the stipulated time frame and no officer/official shall be

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allowed to proceed on study leave without prior approval of the Competent Authority.



(Manoj Kumar Dwivedi) IAS
Commissioner/Secretary to the Government

No. GAD(Adm)198/2018-IV

Dated:18.12.2020

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2. Director General of Police, J&K.
3. All Principal Secretaries to the Government
4. Principal Secretary to the Lieutenant Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. All Commissioner/Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. Divisional Commissioner, Jammu/Kashmir.
9. Chairperson, J&K Special Tribunal.
10. Director General, J&K Institute of Management and Administration & Rural Development.
11. Director Information, J&K.
12. All Deputy Commissioners.
13. All Heads of the Departments/Managing Directors/Secretary, Advisory Boards.
14. Secretary, PSC/SSB/J&K Academy of Art, Culture & Languages.
15. Director Estates.
16. Director Achieves, Archaeology & Museums, J&K.
17. Secretary, J&K Legislative Assembly.
18. General Manager, Government Press, Srinagar/Jammu.
19. Private Secretary to the Chief Secretary.
20. Private Secretary to the Advisor (F)/(B) & (BK) to the Lieutenant Governor.
21. Private Secretary to the Commissioner/Secretary to the Government, General Administration Department.
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