

Government Medical College & Its Associated Hospitals Srinagar

Subject:- Guidelines/Policy related to Study Leave.

O R D E R NO:- 112 of 2020
D A T E D :- 05-03- of 2020

Whereas, the employees working in Government Medical College Srinagar and Its Associated Hospitals/Departments are invariably approaching this office for grant of Study Leave to pursue higher studies ; and

Whereas, it has also been observed that some employees approach/ apply directly to the concerned Institutions/Universities without following the laid down procedure and subsequently approaching this office for grant of permission as a result of which, such cases remain un-settled for pretty long time and;

Whereas, at such time they join the respective Institutions without getting formal permission from the competent authority which creates chaos and confusion in the Department and disturbs seniority in the respective units as these employees steal march over their seniors and;

Whereas, with a view to put in place a robust mechanism for grant of Study leave/Permission etc., a committee was constituted to chalk out the modalities for recommending the study leave cases (s) to Administrative Department in respect of the employees of Government Medical College & its Associated Hospitals, Srinagar to undergo training (s) in various Para Medical Courses / acquire Higher Qualification.

Whereas, the said committee submitted its report/recommendations on 27.02.2020 and;

Whereas, the recommendations made by the designated committee were examined and accepted in toto and ;

Now, therefore, Sanction is hereby accorded to adoption of the following guidelines for **strict adherence** with regard to grant of permission to the employees of Government Medical College and its Associated Hospitals Srinagar while recommending the study leave cases of the employees of Government Medical College Srinagar and its Associated Hospitals, to the Administrative Department:

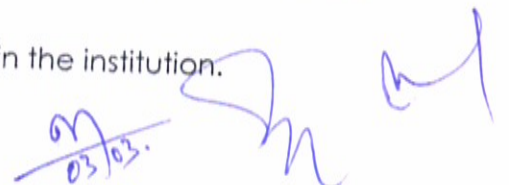
1. No employee of Government Medical College, Srinagar & Associated Hospitals shall proceed for higher studies without prior permission of the competent authority.
2. The permission to proceed on study leave shall be granted only for pursuing course (s) under regular mode in recognized institutions. The onus of the

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[Signature]

- genuineness of the Degree /Diploma (s) so obtained, shall be on the employee himself/herself and mere permission of the Department to proceed on study leave shall in no case be construed as authentication of the Degree/Diploma (s) / University / institution (s) with regard to its genuineness / recognition.
3. No employee shall be allowed to pursue more than one course in his/her entire service career.
 4. The permissibility of study leave and the duration thereof shall be governed strictly as per the J&K Civil Service (Leave) Rules, 1979 as amended from time to time.
 5. An employee shall be eligible to proceed on study leave for undergoing higher studies only after completion of 3 years of regular service including the period of probation. However, the employees appointed under SRO 202 of 2015, dated: 30-06-2015 shall be eligible only after completion of their prescribed period of probation i.e. 05 years.
 6. Permission to proceed on study leave for undergoing higher studies shall always be granted on the basis of seniority.
 7. Not more than 5% of the total incumbency position of a particular category shall be allowed to proceed on study leave for undergoing higher studies in a calendar year. The permissible quota in each category shall in no case be more than 5% including previous ones who are undergoing higher studies.
 8. The employees, who shall be allowed to proceed on study leave, shall have to submit an undertaking to the effect that he/she shall render the services in the institution for at least five years after completion of the training course. Further, such employees shall have no superior claim over their seniors for consideration for promotion after acquiring higher qualification.
 9. The employee who intends to proceed on study leave shall apply for grant of provisional permission for such leave in the first week of January of every calendar year.
 10. The eligible employees desirous to pursue higher studies shall route their application through their controlling officer / concerned Medical Superintendent with his/her specific and clear cut recommendations / certificate to the effect:
 - a. That the proposed course of higher study has due regard to the exigencies of public service and would be of definite advantage to the Department/ Institution.
 - b. That the work of the official (s) on account of his / her study leave shall be managed through internal management.
 - c. That there is dearth of such qualified employees in the institution.

07/03/03.



11. All the applications received in the office of Principal, Government Medical College, Srinagar shall be placed before **Eligibility Verification Committee** to be constituted separately by the Principal/Dean. The committee shall examine each case in light of aforesaid guidelines / J&K Civil Service (Leave) Rules, 1979 and make recommendations in respect of the employees found eligible for prosecution of higher studies.
12. On the recommendations of the Eligibility Verification Committee, the Principal, Government Medical College, Srinagar shall grant provisional permission in favour of the eligible employees for pursuing higher education subject to the final approval of the Administrative Department.
13. No employee shall directly approach any institution for admission without obtaining prior provisional permission from the Dean/Principal Medical College Srinagar and no claim whatsoever shall be entertained if any employee got mere admission in any institution without prior permission of the Principal /Dean and then applies for grant of study leave.

The above mentioned policy/guidelines shall have prospective effect and anything done in the past shall not become precedence for grant of permission in future.

Kashid
Principal/Dean 4/3/2020
Govt. Medical College Srinagar.
Dated:- 05-03-2020.

NO:-AH-9/Est-I,II,III/Mc/ 1234-50

Copy to :-

01. Head, Department of _____ Government Medical College Srinagar.
02. Registrar, Academic Government Medical College Srinagar.
03. Director, Artificial Limb Centre, Barzulla, Srinagar.
04. Director, Chittaranjan Mobile Hospital Government Medical College Srinagar.
05. Medical Superintendent _____ Hospital Srinagar.
06. Principal, Nursing College Shireen Bagh Srinagar.
07. Chief Accounts Officer, Government Medical College Srinagar.
08. Accounts Officer, Associated Hospitals Government Medical College Srinagar.
09. Dy. Medical Superintendent, _____ Hospital Srinagar.
10. Administrative Officer, Government Medical College Srinagar.
11. Principal, AMT School Srinagar.

for information and **STRICT COMPLIANCE** with the request to circulate the directions among the employees working under your control for their information as well.