

## **Appendix 20 of Civil Services Rules (Punjab) Volume-I, Part-II**

(Referred to the notes under Rules 8.86 & 8.129 OF Civil Services Rules (PUNJAB) Vol-I, P-I)

### **STUDY LEAVE RULES PRESCRIBED BY THE GOVERNOR**

1. Study leave may be granted as additional leave to Government Servants for the study of scientific, technical or similar problems, or in order to undertake special courses of instructions.

2. These rules are not intended to meet the cases of Government servants deputed to other countries at the instance of Government, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties. Such cases will continue to be dealt with on their merit under the provisions of @@Rule 6.1 of the Civil Services Rules (Punjab) Vol-I.

3. The rules shall apply to the Departments of Health, Forestry & Wildlife, Agriculture, Education, Communication and Works, Industries & Mineral Development, Irrigation and Power, Livestock and Dairy Development, Housing, Physical & Environment Planning Department and Labour Department.

4. The rules may be extended by the authorities empowered to sanction study leave to any Government servant, including Government servant of a Federal Service, not belonging to any of the departments mentioned above, in whose case if the sanctioning authority is of the opinion that leave should be granted in the public interest to pursue a special course of study or investigation of scientific or technical nature.

5. The powers granted by these Rules to the Government may be delegated to any other authority subject to any condition they may think fit to impose.

6. Extra leave on half pay for the purpose of study may be taken either in or outside Pakistan. It may be granted to a Government servant of any of the Departments named above provided that when a Government servant borne permanently on the cadre of one Department is serving temporarily in another Department the grant of leave will be subject to the conditions:

- a) that the sanctioning authority can make local arrangements to carry on his work in his absence; and
- b) that the sanction of the parent Department to which he is permanently attached is obtained before leave is given.

7. Study leave should not ordinarily be granted to Government servants who have less than five years' service. Such leave shall not be granted to Government servants three years of the date of superannuation or the date of which they have the option of retiring.

8. Administrative Departments may grant study leave to Government servants under their administrative control subject to such restrictions as may be applicable.

9. The study leave should be granted with due regard to the exigencies of the public service. In no case should the grant of this leave in combination with leave other than extra-ordinary leave or leave on medical certificate, involve an absence of a Government servant for more than 28 months from regular duties, or exceed two years in the entire service of a Government servant; nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. A period of 12 months at one time should ordinarily be regarded as a suitable maximum and should not be exceeded save for exceptional reasons.

Note 1: The period of two years may be extended to **\*four** years on the merit of each case for obtaining a Doctorate, subject to the condition that the extension should not be available for scholars who fail to complete the courses within the prescribed time limit.

Note 2: The limits of absence from regular duties prescribed above include the period of vacation if any, with which study leave and other leave may be combined.

Note 3: Extraordinary leave may be taken in conjunction with study leave without regard to the maximum prescribed above.

**10.** A Government servant whose study leave is combined with any other kind of leave should be required to take his period of study leave at such a time as to retain at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.

**11.** When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced by the excess period of study leave unless he produces the assent of the sanctioning authority in Pakistan to his taking it as ordinary leave.

**12.** Except as provided in paragraph 13 all applications for study leave should be submitted with the Accountant General's certificate to the head of the department through the prescribed channel, and the course or courses of study contemplated and any examination which the candidate proposes to undergo should be clearly specified therein. If the course of study is outside Pakistan the Head of the

Department should also forward to the Embassy of Pakistan a copy of the approved program of study. If it is not possible for the Government servant to give full details as above, in his original application, or if after leaving Pakistan he wishes to make any changes in the program, which has been approved in Pakistan, he should submit particulars as soon as possible to the Embassy of Pakistan. In such cases, he should not unless prepared to do so at his own risk, commence the course of study, nor incur any expenses in connection therewith, until he receives approval to the course through the Embassy of Pakistan.

**13.** Government servants on leave outside Pakistan who wish to convert part of their leave into study leave or to undertake a course of study during leave, should before commencing study and before incurring any expenses in connection therewith, submit a program of their proposed course of study to the Embassy of Pakistan. The program should be accompanied by an official syllabus of the course, if one is available and by any documentary evidence that the particular course or examination has the approval of the competent authority in Pakistan. In the absence of such evidence the program may, if approved by the Embassy of Pakistan, be proceeded with but no study leave allowance will be admissible until the concurrence of the competent authority in Pakistan is received.

**14.** No course of study will be recognized as qualifying for the grant of study allowance, or for study leave for any other purpose unless it has been approved in at least broad outline by the competent authority in Pakistan in accordance with paragraph 12 and 13 above, and unless, in cases where it has not been found possible to submit full particulars to the authorities in Pakistan, it has been approved in detail by the Embassy of Pakistan before it is begun.

**15.** A study allowance will be granted for the period spent in pursuing a definite course of study at a recognized institution or in any definite tour of inspection of any special

class of work, as well as for the period covered by any examination at the end of the course of study. The rates are 25 Shillings per Diem in the United Kingdom, and \$ 4.20 per Diem in the other countries. These rates are liable to revision. During study leave in Pakistan a Government servant shall be allowed study allowance of Rs.300/- p.m. in addition to half average pay or 75% of full pay, whichever is more beneficial. In no case will subsistence allowance be granted in addition to study allowance, and ordinary traveling expenses will not be paid but in exceptional cases claims may be considered on their merits by the competent authority:

**\*Provided that a Government servant admitted in the Ph.D course shall be allowed full pay during study leave.**

16. Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Government servant interrupts his course for his own convenience cannot be considered as vacation. Study allowance will be given at the discretion of the competent authority for any period up to fourteen days at one time, during which the Government servant is prevented by sickness duly certified by a medical practitioner from pursuing the sanctioned course of study. In the case of a Government servant retiring from service without returning to duty after a period of study leave the study allowance will be forfeited and the study leave will be converted into ordinary leave to the extent of the ordinary leave standing to his credit on the date of retirement. Any balance of the period of study leave mentioned which cannot be so converted will be excluded in reckoning service for pension.

Note: A Government servant of vacation department can draw study allowance during vacation if he prosecutes his studies during the period. The period of such a vacation will be taken into account in calculating the maximum period of two years or three years as the case may be for which study allowance is admissible.

17. Government servants granted study leave are ordinarily required to meet the cost of fees paid for courses of study. In exceptional cases the competent authority may waive this condition.

18. On completion of a course of study, a certificate on the proper form (which may be obtained from the Embassy of Pakistan), together with certificates of examinations passed or of special study shall when the study leave has been taken outside Pakistan, be forwarded to the Embassy of Pakistan. In the case of a definite course of study at a recognized institution the study allowance will be paid in such manner as may be prescribed by the Government on claims submitted by the Government servant from time to time, supported by proper certificates of attendance.

19. Study leave will count as service for promotion and pension, but not for leave. It will not affect any leave which may already be due to a Government servant; it will count as extra leave on half average pay but will not be taken into account in reckoning the leave on half average pay taken by the Government servant towards the maximum period admissible under the Revised Leave Rules, 1981.

20. On an application for study leave outside Pakistan being sanctioned by the competent authority, it shall inform the Embassy of Pakistan of the particulars of the case. It will be necessary for each Government servant concerned to place himself in communication with the Embassy, who will arrange any details and issue any letters of introduction that may be required.