

**Government of Jammu and Kashmir
Finance Department (Codes Division),
Civil Secretariat, Srinagar/Jammu**

Subject:-Grant of permission to Government employees for pursuing higher studies through distance/online mode without availing of study leave.

CIRCULAR

In terms of rule 61 to 73 of the J&K Civil Services (Leave) Rules, 1979, the employees of Government of Jammu and Kashmir are granted study leave for pursuing special course in a professional or technical subject, having a direct and close connection with sphere of their duties, initially for a period of one year and maximum for a period of three years during their entire service.

It has been observed that various cases are being referred to Finance Department for seeking opinion with regard to granting of Permission to Government employees who want to pursue higher studies through distance/online mode without availing study leave.

The issue has been examined and need has been felt to issue a general advisory for information/guidance of all the Departments.

Ordinarily there can be no objection to the pursuit of knowledge by Government Servant in leisure hours. But this must be subject to condition that such pursuit does in no way detract the employees from their efficiency. Where ever found necessary, the Administrative Authorities may require that Government servants under their control should take prior permission before joining educational institutions or courses of studies for University Degrees, as the joining of educational institutions involves advance commitment about attendance at specific hours and absence from duty during periods of examinations.

Generally, permission is to be granted but with a view to deal with cases where it is noticed that the Government servant has been neglecting his duties for sake of his studies, a condition may be attached that the permission

may be withdrawn at any moment without assigning any reason. This will, of course, be without prejudice to any other departmental action being taken where mere withdrawal of the permission is not considered adequate.

Accordingly, it is hereby clarified that the cases involving grant of permission to Government employees for pursuing higher studies through distance/online mode without availing of study leave shall be decided by the concerned Administrative Department at its own level, subject to the following conditions:

- i. The Government servant shall pursue study course before and after the normal working hours of the office and holidays.
- ii. The completion of the course shall be without detriment to the efficient discharge of his/her official duties. If at any stage, it is found that the employee has been neglecting his duties for sake of his studies, the permission shall be withdrawn at any moment without assigning any reasons besides inviting disciplinary action.
- iii. The permission shall not entitle him to claim leave either for preparation or for the duration of the examination and that leave, if any, required for the purpose will be sanctioned subject to its admissibility and also administrative interest, in terms of relevant rules.
- iv. The University/Institute as well as the course is recognized.

Sd/-
(Vivek Bharadwaj), IAS,
Financial Commissioner
(Additional Chief Secretary),
Finance Department.

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Copy to the:-

1. Advocate General J&K High Court Srinagar/Jammu.
2. Principal Accountant General J&K Srinagar/Jammu.
3. All Financial Commissioners (Additional Chief Secretaries).
4. Director General of Police, J&K.
5. Principal Secretary to Hon'ble Lieutenant Governor.
6. All Principal Secretaries to Government.
7. Jt. Secretary (J&K), Ministry of Home Affairs, Government of India.
8. Principal Resident Commissioners, 5-Pritivraj Road, New Delhi.
9. Chief Electoral Officer, J&K.

10. All Commissioner/Secretaries to Government.
11. Divisional Commissioner, Kashmir/ Jammu.
12. Chairperson, J&K Special Tribunal.
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14. Registrar General, J&K High Court Srinagar/ Jammu
15. Director, Anti Corruption Bureau, J&K.
16. Director General, Audit and Inspections.
17. Director General, Budget Division J&K.
18. Director General, Accounts and Treasuries.
19. Director General, Local Fund Audit & Pensions, J&K.
20. Director General, J&K Funds Organization.
21. Director, Information J&K.
22. All Head of Departments / Managing Directors/ Chief Executives of State PSUs / Autonomous Bodies/Societies.
23. Secretary, J&K Public Service Commission.
24. All District Development Commissioners.
25. Secretary, J&K Legislative Assembly.
26. Director, Accounts & Treasuries Kashmir/Jammu.
27. Director / Principal, Northern Zonal Accountancy Training Institute Jammu.
28. All Directors of Finance/Financial Advisors & CAOs.
29. Principal, Accountancy Training Institute Srinagar.
30. Joint Director, J&K Funds organization Srinagar/Jammu
31. General Manager, Government Press, Srinagar/Jammu for publication in Government Gazette.
32. All Treasury Officers.
33. Private Secretary to Hon'ble Advisor (B).
34. Private Secretary to Chief Secretary.
35. Private Secretary to Financial Commissioner (Additional Chief Secretary), Finance Department.
36. I/C website, Finance Department (www.jakfinance.nic.in)
37. I/C website, GAD (www.jkgad.nic.in).
38. Government Order File(W2scs).


(S.L.Pandita)


Director General (Codes)
Finance Department