



Government of Jammu and Kashmir
Health & Medical Education Department
Civil Secretariat, Srinagar.

Subject: Submission of Study Leave case(s) to the Administrative Department for obtaining approval of the competent authority.

Reference:- Circular No.35-GAD of 2018 dated 13-08-2018 from General Administration Department.

Circular No. 119 -HME of 2018

D a t e d : 10 - 09 - 2018

It has been observed that the Subordinate Heads of Health & Medical Education Department adopt very casual approach while submitting the Study Leave Cases of their employees, as these cases are usually incomplete and without a certificate regarding the fulfillment of mandatory conditions as contained in the J&K Civil Services (Leave) Rules, 1979(Amended) which leads to an unnecessary delay in settlement of study leave cases in the department.

It is pertinent to state that the General Administration Department has already issued a checklist for final settlement of study leave cases vide Circular No.35-GAD of 2018 dated 13-08-2018.

It is accordingly, impressed upon all the Subordinate Heads of Health & Medical Education Department to ensure that every Study Leave Case be submitted to Administrative Department in a devised **Proforma annexed** to this Circular while authenticating the fulfillment of conditions as laid down in rules governing Study Leave alongwith requisite documents/bonds/affidavit(attested by the First Class Judicial Magistrate).

Sd/-

(Dr. Pawan Kotwal) IAS
Principal Secretary to Government
Health & Medical Education Department

No. HD/Gaz/Gen/115/2018-Cir.

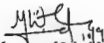
Dated:- 10-09-2018

Copy to the:-

1. Principal/Dean, Government Medical College Srinagar/Jammu.
2. Principal/Dean, Government Dental College Srinagar.
3. Principal/Dean, Indira Gandhi Government Dental College Jammu.
4. Director General, Health Services, Kashmir.
5. Director, Indian System of Medicines, J&K, Srinagar.

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6. Director, Health Services Jammu.
7. Director Family, Welfare MCH & Immunization, J&K, Srinagar.
8. Mission Director, National Health Mission, J&K Srinagar.
9. Managing Director, J&K, Medical Supplies Corporation Limited, Srinagar.
10. All officers of Health & Medical Education Department.
11. Project Director, J&K State AIDS Control Society, J&K.
12. Controller, Drugs and Food Control Organization, J&K Srinagar.
13. Private Secretary to Principal Secretary, Health & Medical Education Department.
14. I/C Website Health & Medical Education Department.
15. Circular File.



(Mohammad Iqbal Lone)

**Under Secretary to the Government
Health & Medical Education Department**

PROFORMA

S. No.	Conditions/Particulars required to be fulfilled.	Particulars/certification with cogent grounds
1.	Name of the officer/official:	
2.	Present designation:	
3.	Place of posting:	
4.	Permanent Address:	
5.	Present Address:	
6.	Date of Birth	
7.	Date of appointment:	
8.	Present Pay Scale:	
9.	Whether on probation or confirmed:	
10.	Whether the officer/official has completed his period of probation satisfactorily:	
11.	Name of the service to which belongs:	
12.	Number of year of service:	
13.	Name of the course of study or training:	
14.	Whether the said course is recognized or not:	
15.	Duration of the course of study:	
16.	Date of commencement of the course:	
17.	Confirmation letter from the University/College/Institution:	
18.	Name of the University/College/Institution:	
19.	Whether the University/College/Institution is recognized or not:	
20.	Leave required (duration) from to :	
21.	Whether the officer/official has taken study leave earlier detail thereof:	
22.	Whether the case is genuine and course of higher studies has due regard to the exigencies of public service and would be of definite advantage to the department:	
23.	Whether the said course/training is prosecution of studies in subjects other than academic or literary:	
24.	Whether the officer/official submitted the Bond(s) as required under Study Leave Rules:	
25.	Whether the work of the Officer/Official on account of his/her study leave shall be managed through internal arrangement:	
26.	Whether there is a dearth of such qualified employees/doctors in the department:	
27.	The officer/official shall have no superior claim over his seniors for consideration of promotion after acquiring higher/additional qualification (Undertaking from the applicant duly attested by 1st Class Judicial Magistrate):	
28.	The amount of stipend paid to the doctor shall be deducted from his pay/allowance during study leave, if so granted:	

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29.	The Officer/Official availing the study leave shall not exceed 03 years during their entire service:	
30.	Whether the Officer/Official availing the study leave is due to retire or has the option to retire from the Government service within three years of the date on which he is expected to return to duty after the expiry of the leave:	
31.	Whether the Officer/Official is recommended for allowing to undergo said course in anticipation of grant of Study Leave under rules, if so, cogent reasons thereof supported with Undertaking from the applicant duly attested by the 1st Class Judicial Magistrate that he will not claim for Study Leave, if the competent authority do not agree for the same later on:	

Seal & Signature of the
Head of Department

Dated:- - -

 2/10/19