



No.11/112/2022-3FR/2338

From

The Additional Chief Secretary to Govt. Haryana
Finance Department

To

1. All Administrative Secretaries to Govt. Haryana
2. The Registrar General, Punjab and Haryana High Court, Chandigarh.
3. All Head of Departments
4. All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.

Dated : 09.11.2022

Subject : To grant permission for higher studies to Group-B to Group-D Government employees – instructions regarding.

Reference FD's earlier instructions No.11/51/2021-3FR/13970 dated 20.07.2021 on the subject noted above.

2. The matter regarding grant permission for higher studies for Group B, C and D employees has been examined by the Government and following decisions have been taken by the Competent authority:-

(i) Where study leave is not required:

- a) For cases for pursuing higher studies/course/training including technical or scientific studies in public interest **through online/private/ correspondence/ distance mode/evening classes**, where there is no need to attend class physically during office hours, he/she may be granted **permission** to pursue higher studies by the Head of Department (in case of Group-C and Group-D employees) and by Administrative Department (in case of Group-B officers) subject to the condition that official work does not suffer under any circumstances. The official/officer shall be expected to attend to his/her duties and work assigned. After granting such permission, applied leave including casual leave (other than study leave) may be granted for preparation or appearing for examination by the competent authority as specified in HCS (Leave) Rules, 2016.
- b) For cases for pursuing higher studies/course/training including technical or scientific studies in public interest **through regular mode**, where the employee has to attend classes physically as a regular student, he/she may be granted such permission as mentioned above in para 2(i) (a) subject to fulfilment of condition of three years' service as prescribed under Rule 41(iii) of HCS (Leave) Rules, 2016. **The competent authority shall be Administrative Secretary for Group C & D and Minister-in-**



Charge for Group-B.

The competent authority for above para 2(i)(b) shall assess the request based on the availability of officials on the concerned posts and the vacancy position before granting leave.

- c) Where an employee is pursuing higher study before joining regular service, permission as well as EOL (without pay) may be granted for a period upto six months by Head of Department in case of Group-C and Group-D employees and by Administrative Department in case of Group-B officers. Beyond period of six months, matter shall be referred by the Administrative Department with clear recommendations to the Finance Department for considering relaxation in Rule 41(i) of HCS (Leave) Rules, 2016.

- (ii) **Where the employee has applied for study leave**, the same shall be examined and granted by the Finance Department as per provisions of Chapter-X of HCS (Leave) Rules, 2016.

3 Above instructions shall be applicable with effect from the date of issue of this order. The same may be brought to the notice of all concerned for strict compliance.

4. Copy of this order is available on the official website of the Finance Department i.e. finhry.gov.in

Secretary Finance
for Additional Chief Secretary to Govt. Haryana,
Finance Department

Endst.No.11/112/2022-3FR/2338

Dated : 09.11.2022

A copy is forwarded to the Chief Principal Secretary, Principal Secretary, Additional Principal Secretary/Officers on Special Duty/Senior Secretaries/ Secretaries/ Private Secretaries for kind information of Hon'ble Chief Minister, Deputy Chief Minister and Ministers of Haryana State.

Secretary Finance
for Additional Chief Secretary to Govt. Haryana,
Finance Department

To

The Chief Principal Secretary, Principal Secretary, Additional Principal Secretary/Officers on Special Duty/Senior Secretaries/Senior Secretaries/Private Secretaries for kind information of Hon'ble Chief Minister, Deputy Chief Minister and Ministers of Haryana State.

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