



No.11/128/2023-1FR/7557

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 : 28.08.2023

Subject : To grant permission for higher studies to Government employees – instructions regarding.

Reference FD's earlier instructions No.11/112/2022-3FR/2338 dated 09.11.2022 and 22.11.2022 regarding the subject noted above.

2. In this regard, following guidelines were issued vide instructions No.11/112/2022-3FR/2338 dated 09.11.2022:-

Para 2 (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.

3. With reference to query received in the Finance Department, it is hereby clarified that in those cases which are covered under aforesaid guidelines, such permission shall be granted by the competent authority subject to fulfilment of condition of three years' service on regular basis.

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

Superintendent (FR)

for Additional Chief Secretary to Govt. Haryana,
Finance Department

Endst.No.11/128/2023-1FR/7557

Dated : 28.08.2023

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.

Superintendent (FR)

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/Secretaries/Private Secretaries for kind information of Hon'ble Chief Minister, Deputy Chief Minister and Ministers of Haryana State.

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