



GOVERNMENT OF SIKKIM  
DEPARTMENT OF PERSONNEL  
GANGTOK

No. F(106)105/GEN/DOP

Dated: 14/08/2023

**NOTIFICATION**

The State Government is hereby pleased to introduce "***Sabbatical Leave Scheme***" for all regular State Government employees. The Scheme aims to provide the employees with the following opportunities, which otherwise is not available to a Government employee bound by service rules; namely: -

- a. to acquire additional educational qualification including skill development in the subject of their interest;
  - b. to pursue entrepreneurial ventures both within and outside the State;
  - c. to pursue artistic and literary pursuits like writing, composing music, creating art etc;
  - d. discharge various familial and social obligations (e.g. health issues of parents, spouse, children, etc);
  - e. join spouse abroad /other place of posting in India;
  - f. pursue hobbies and interests;
  - g. go for wellness sojourns;
  - h. pursue philanthropic goals;
  - i. voluntarily explore different work environment by seeking employment elsewhere within India and abroad;
2. The scheme shall apply to every person appointed to a service or post in connection with the affairs of the State of Sikkim in regular establishment and drawing pay from the Consolidated Fund of the State. However, the scheme shall not apply to any Government servant who is a member of All India Service or any other person serving the State Government on deputation from Central Government, other State Governments Public

Sector Undertakings, Boards, Projects and Centrally Sponsored Schemes etc.

3. Under this scheme, the employee shall be granted sabbatical leave for a period not less than 365 (three hundred sixty-five) days extendable upto a maximum of 1080 (one thousand eighty) days once in the entire service career.
4. Any regular Government employees who wish to avail the leave should have completed not less than 5 (five) years of continuous service.
5. A regular employee on Sabbatical leave shall be provided with 50% of the basic pay drawn immediately prior to proceeding on sabbatical leave. However, during the period of sabbatical leave no allowance whatsoever shall be admissible.

Terms and conditions governing Sabbatical leave is enclosed at Annexure I.

By order and in the name of the Governor.



**(Rinzing Chewang Bhutia) SCS**  
Secretary to the Government of Sikkim

Memo No. 401-404/GEN/DOP

Date: 14/08/2023

Copy to:

1. All Secretaries/Heads of Departments
2. Secretary to the Hon'ble Chief Minister
3. Secretary to the Hon'ble Governor
4. Controller of Accounts-cum-Secretary, Finance Department
5. File
6. Guard file

## **Annexure I to Notification No. F(106)105/GEN/DOP Dated 14/08/2023**

### **Terms and Conditions for availing Sabbatical Leave:**

1. The scheme is applicable to regular employees working under State Government Departments.
2. Government employees willing to avail the leave should have completed not less than 5 (five) years of continuous service.
3. An employee opting for sabbatical leave shall apply in the prescribed format (Annexure II).
4. The request of employee for proceeding on sabbatical leave shall be recommended by the concerned Head of Department for approval of the Government through Department of Personnel.
5. Under this scheme, an employee shall be granted sabbatical leave for a period not less than 365 (three hundred and sixty-five) extendable up-to a maximum of 1080 (one thousand and eighty) days once in the entire service career.
6. During Sabbatical leave the Government employee shall be provided with 50% of the basic pay drawn immediately prior to proceeding on sabbatical leave. However, during the period of sabbatical leave no allowance whatsoever shall be admissible.
7. No substitute appointment shall be made against the employees opting for sabbatical leave.
8. Government employees on sabbatical leave shall continue to be governed by the provisions of Sikkim Government Servants' Conduct Rules, 1981 and all other rules in force
9. An employee on sabbatical leave may be recalled to duty by the Competent Authority whenever the State Government deems fit to do so in the interest of the State by giving notice of 1 (one) month. Likewise, the employee will have the option to rejoin duty during the course of his sabbatical leave after giving one month's notice. In case a Government servant intends to resign from service during the course of sabbatical leave he/she may submit his/her resignation to concerned Head of Department by giving prior notice of 3 (three) months.
- 10 In case of death of a Government servant during the course of sabbatical leave, the existing provisions of Sikkim Services (Pension) Rules, 1990 and Sikkim Government (Contributory Pension) Rules, 2006 shall apply.
- 11 During sabbatical leave, the employee shall not be entitled to Maternity/Paternity/study leave.

- 12 Employees against whom Departmental enquiry, vigilance cases are contemplated or pending or who are placed under suspension shall not be eligible for the scheme till the pendency of such enquiry, vigilance cases or suspension.
- 13 Government employees who have executed any kind of agreement bond with the State Government shall also not be eligible till the bond is in force.
- 14 Employees who have availed loan from any bank or financial institution for which repayment is deducted from salary shall also not be eligible if the EMI cannot be met from the monthly pay entitled to draw during the period of sabbatical leave.
- 15 Contribution towards General Provident Fund/Contributory Provident Fund, or any other monthly deductions shall be deducted as usual from the pay admissible during sabbatical leave and the State Government shall continue to contribute its share towards CPF.
- 16 Other service benefits like Annual Increments, Promotions, Financial up-gradation, shall be regulated notionally on return from sabbatical. His inter-se-seniority in the service shall remain unchanged.
- 17 The period spent on sabbatical leave shall not be debited from leave account but the period of absence on account of sabbatical leave shall be recorded in remarks column of the leave account form.
- 18 Period spent on sabbatical leave shall qualify for pensionary benefits.
- 19 Where any doubt arises as to the interpretation of this scheme, it shall be referred to the Government in the Department of Personnel for decision.
- 20 Sabbatical Leave cannot be claimed as a matter of right. The State Government reserves the right to accept or reject any application for sabbatical leave without assigning any reasons thereof. Decision of the Government shall be final and binding.

**Annexure II**

**Application form for availing Sabbatical Leave in case of regular  
employees**

(Application must be forwarded through proper channel to the Authority  
specified in Clause 3 of the Sabbatical Leave Policy)

1 Name :

2 Designation :

3 GPF/CPF No. :

4 Department :

5 Basic Pay: Rs.

6 Date of joining :

8 Date from which applicant is willing to proceed on Sabbatical Leave:

9 Period of Sabbatical Leave required :

10 Reason/s for availing Sabbatical Leave :

11. Address during Sabbatical Leave:

(Signature of employee with date)

Recommendations of the concerned HOD:

(Signature of HoD with date)