

**No.DOPT-1714373075933**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel and Training**  
**AIS(AIS-III)**  
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**North Block, New Delhi**  
**Dated 25 April, 2024**

**OFFICE MEMORANDUM**

**Subject:- Consolidated instruction - Obtaining prior approval of Central Government for grant of or extension of ex-India Study Leave/leave in continuation of ex-India study leave under AIS Study Leave Regulations, 1960.**

**Subject: Consolidated instruction – Obtaining prior approval of Central Government for grant of/extension of ex-India Study Leave/leave in continuation of ex-India study leave under AIS (Study Leave) Regulations, 1960.**

I am directed to refer to the subject mentioned above and to state that the Central Government examines the proposal of ex-India Study Leave of IAS officers in terms of Regulation 3(3) of AIS (Study Leave) Regulations, 1960. This Department has issued various instructions from time to time regarding regulating cases of members of All India Services (AIS) proceeding abroad on ex-India Study leave, Accordingly, an effort has been made to consolidate the said instructions at one place and the same is summarized for better understanding and guidance as under:

- i. Applications seeking admission to grant of Study Leave for pursuing higher studies abroad should be forwarded to the respective Cadre Controlling Authorities at least 2 months before the commencement of study leave/leave for study purposes.
- ii. Before forwarding applications for grant of study leave to the respective Cadre Controlling Authorities, the State Governments should satisfy themselves that the applicants fulfill the conditions of eligibility laid down in the AIS (Study Leave) Regulations, 1960.
- iii. The requisite information/copies of the documents, as mentioned in the Check-list (*Copy enclosed*) should be invariably provided.
- iv. Members of the Services concerned and the sponsoring Governments. Administrative Ministries/Departments should not presume the sanction of study leave.

- v. Applicants should not make any preparations for journey etc. in anticipation of sanction of study leave to avoid frustration. They will do so only at their risk.
2. The same procedure should also be adopted for extension of ex-India study leave/other kind of leave in continuation of ex-India study leave.
3. Further, while recommending the proposals of ex-India Study Leave in respect of Indian Administrative Service (IAS) officers, the State Governments should submit the following along-with the Study Leave proposal:
- (a) The details of officers sponsored for Central Deputation during the previous year and the current year against the prescribed norms of Central Deputation Reserve (CDR) @ 40% of Senior Duty Posts (SDPs);
- (b) The details of IAS officers who are on Study leave within India and outside India vis-à-vis Leave Reserve;
- (c) The details of IAS officers who have returned from the Study leave during the last two years and the posting(s) given to them according to the practical knowledge and experience acquired during Study Leave.
4. The contents of this letter may be brought to the notice of all members of the All India Services.

Encl: As stated

**Check-list**

<b>S.No.</b>	<b>Particulars</b>	<b>Description</b>
1.	Name and designation of the officer	
2.	Date of birth	
3.	Service/cadre to which the officer belongs	
4.	Year of allotment to the cadre	
5.	Job description of the officer	
6.	Relevance of the study course	
7.	<b>Course/university</b>	
	(i) Name of the study course	
	(ii) Name of the institution / country	
	(iii) Duration	
	(iv) Details of the cost of the	

	study course	
8.	<b>Expenditure</b>	
	(i) Details of expenditure (including travel, hospitality etc.)	
	(i) Sources of funding Agencies bearing funding with details	
9.	Whether the officer is clear from vigilance angle	
10	Vigilance clearance from AVD	
11.	Regulations under which Study Leave is applied/ covered	
12	Relaxation of any specific Regulation, if required	
13.	Recommendation of the Cadre Controlling State Government/Ministry	
14.	Remarks, if any	

(Sign of Authority)  
**KAVITA CHAUHAN**  
**UNDER SECRETARY**  
**01123093479**

**References:**

- (i) [11020/12/2005-AIS-III dated 30.04.2009](#)
- (ii) [11020/02/2023-AIS-III dated 16.01.2023](#)

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**Other Reference OMs**

- 1. [OM No: No. 11020/12/2005-AIS-III Dated: 30/4/2009](#)

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