



सत्यमेव जयते

**Consolidated version**  
**of**  
**DEPARTMENT OF SPACE**  
**STUDY LEAVE RULES, 1979**  
**(Corrected upto 1st March 1997)**

**Department of Space**

**March 1997**



No.2/9(11)/94-III(I)(Vol.II)  
Government of India  
Department of Space  
\*\*\*\*\*

16th March 1979

OFFICE MEMORANDUM

Subject: Personnel Service Regulations - Study Leave Rules for the employees of the Department of Space/ Indian Space Research Organisation - Regarding.

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Prior to the conversion of the Indian Space Research Organisation into a Government Body with effect from April 1, 1975, the provisions in the Physical Research Laboratory (PRL) Fundamental Rules were applicable to all ISRO employees in service matters, including special leave for purposes of study. Consequent on the conversion of the Indian Space Research Organisation into a Government Body with effect from April 1, 1975, the above mentioned rules (viz., the PRL Fundamental Rules) apply only to those of the employees of ISRO who were in service with the organisation as on April 1, 1975 and had elected to be governed by the then existing terms ("old terms"). For the others (ie., who had opted for "new terms" applicable to new entrants), the provisions of the Central Civil Service (Leave) Rules, 1972 are applicable in all matters relating to leave, including Study Leave.

2. The question of formulating suitable Study Leave Rules for the employees of the Department of Space/Indian Space Research Organisation has been under consideration of the Department for sometime past. After careful and detailed consideration of the matter taking into account all the relevant issues involved and the special features and needs of the Organisation, and also keeping in mind the provisions contained in the PRL Fundamental Rules, the following Rules have been formulated to regulate the grant of Study Leave to the employees of the Department of Space/Indian Space Research Organisation, who have elected the terms applicable to new entrants.

3. SHORT TITLE & COMMENCEMENT

These Rules shall be called "The Department of Space Study Leave Rules" and shall come into force with effect from the date of issue of this Office Memorandum.



**4. SCOPE AND DATE OF EFFECT**

The Department of Space Study Leave Rules shall be applicable to all employees of the Department of Space/ Indian Space Research Organization (hereinafter referred to as DOS/ISRO), other than those who joined the Indian Space Research Organization prior to April 1, 1975 and elected to be governed by the then existing terms (old term optees) and to whom the provisions of the Fundamental Rules of the Physical Research Laboratory shall continue to be applicable.

**5. CONDITIONS FOR GRANT OF STUDY LEAVE**

- (a) Study Leave may be granted to a Government servant, with due regard to the exigencies of public service, to enable him/her to undergo, in or out of India, a special course of study or training having a direct and close connection with the subject with which DOS/ISRO is concerned.
- (b) Study Leave may also be granted :
  - (i) for research, or a course of training or study tour in which a Government servant may not attend a regular academic or semi-academic course, if the course of training or the study tour is certified by Chairman, ISRO/Director of the Centre/Chief Engineer, CED, as having a definite advantage to DOS/ISRO from the point of view of public interest and is related to the sphere of duties of the Government servant;
  - (ii) for the purposes of studies connected with the frame work or background of public administration subject to the conditions that the particular study or study tour should be approved by the authority competent to grant leave and the Government servant should be required to submit on his/her return, a full report on the work done by him/her while on study leave.
- (c) Study Leave shall not be granted unless it is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage to DOS/ISRO from the point of view of public interest.



- (d) In exceptional cases, Scientists/Engineers may be granted study leave for prosecuting a course of study for obtaining a Doctorate or similar qualification on a research thesis subject to the condition that the subject of research, the duration of the leave and the institution at which such research is to be undertaken are approved by Chairman, ISRO.

\* *Clarification: Approval of Chairman, ISRO is required to be obtained before permitting the employees to prosecute such courses of study irrespective of the fact that the study leave is requested or not.*

(\* DOS letter No.3/1(1)/90-I dated 24th February 1992)

- (e) Other specialists or technical persons may also be granted study leave, on merits of each case, for prosecuting a course of study directly related to the sphere of his/her duty, in case Chairman, ISRO/Director of the Centre/Department of Space certifies that the course of study shall enable the persons to keep abreast of modern developments in the field of his/her duty, improve his/her technical standards and competence and thus substantially benefit the Department.
- (f) In respect of grant of study leave outside India, the Department of Economic Affairs of the Ministry of Finance should agree to release foreign exchange involved in the grant of study leave, before such leave is sanctioned.
- (g) \* Study leave shall not ordinarily be granted to a Government servant :
- (i) who has not satisfactorily completed the period of probation, or having so completed it, has rendered less than three years of regular continuous service, including the period of probation, under the Government.
  - (ii) who is due to reach the age of superannuation from the Government service within three years from the date on which he/she is expected to return to duty after the expiry of the leave.
  - (iii) who does not execute a bond as laid down in Rule 8(d)(i) undertaking to service the Government for a period of three years after the expiry of the leave.
  - (iv) with such frequency as to remove him/her from contact with his/her regular work or to cause DOS/ISRO difficulties owing to his/her absence from duty.

(\* DOS OM No.2/6(2)/86-I dated 16th August 1988)



## 6. MAXIMUM AMOUNT OF STUDY LEAVE

(a) The maximum amount of study leave which may be granted to a Government servant shall be :

- (i) ordinarily 12 months at any one time; and
- (ii) during the entire service, 24 months in all (inclusive of similar kinds of leave for study or training granted under any other Rules).

\* Clarification: *Study Leave under the provisions of the DOS (Study Leave) Rules, 1979 can be availed of by the employees of DOS/ISRO in more than one spell also subject to the condition that such Study Leave availed of in one or different spells does not exceed 24 months.*

✗ (\* DOS OM No.2/6(2)/86-I dated August 16, 1988)

- (b) \* when a Scientist/Engineer is permitted by the Chairman, ISRO, to undertake higher studies/research leading to a Doctorate, he/she may be granted special leave in exceptional cases for periods upto the minimum required for acquiring such qualifications, but not exceeding four years. The grant of such special leave, in excess of the study leave of 24 months and combinations with other kinds of leave due, if availed of, will be treated as extraordinary leave and would require the approval of the Department of Space. ]

(\* DOS OM No.2/6(2)/86-I dated 24.10.1986)

## 7. APPLICATION FOR STUDY LEAVE

- (a) Every application for study leave shall be submitted through proper channel to the authority competent to grant leave.



\* Clarification 1 :

(1) The authorities competent to grant Study Leave under the DOS (Study Leave) Rules are as follows:

Sl. No. Category of employees	Authority competent to sanction Study Leave under the DOS Study Leave Rules
1. All employees of VSSC, SHAR, SAC, ISAC, INSAT-I SSPO and APSU who have elected terms applicable to 'New Entrants' holding post of the Grade 'SE' and below.	Directors, VSSC, SHAR, SAC and ISAC, Project Director, INSAT-I SSPO and Programme Director, APSU, respectively.
2. All employees of DOS/ISRO who have elected the terms applicable to 'New Entrants' holding post of the Grade 'SF' and above and all employees in DOS/ISRO Centres/Units not covered at item (1) above.	Department of Space

Sanction of Study Leave under the DOS Study Leave Rules, 1979 by the Authorities empowered, as indicated above will be subject to fulfilment of the conditions laid down for the purpose in the said Rules.

(\* DOS OM No.2/9(11)/74-III(1) dated August 7, 1981)



\* Clarification 2 :

*While considering sanction of Study Leave under the delegated powers to the employees of Centres/Units/Offices, the following guidelines may be adopted:-*

- (i) The applicant should fulfil the various conditions laid down in the DOS Study Leave Rules vide Office Memorandum of even number dated March 16, 1979 and be eligible for sanction of study leave.*
- (ii) The absence of the applicant while on study leave should not adversely affect the implementation of various projects, programmes on hand in the Centre/Unit as scheduled and his services can be spared.*
- (iii) The Centre Director/Unit Head may wish to have all applications for study leave scrutinised by an appropriate committee so that all relevant points are carefully considered before the Director takes a decision on the application.*
- (iv) As is being presently done, cases of study leave for obtaining a Doctorate or similar qualification on a research thesis should have the approval of Chairman, ISRO and the existing practice in this regard may be continued.*

*(\* DOS OM No.2/9(11)/74-III(I) dated August 7, 1981)*

- (b) The Course or Courses of study contemplated by the Government servant and any examination which he/she proposes to undergo shall be clearly specified in such application.*
- (c) Where it is not possible for the Government servant to give full details in his/her application, or if, after leaving India, he/she is to make any change in the programme which has been approved in India, he/she shall submit the particulars as soon as possible to the authority competent to grant leave with a copy to Head of Mission concerned, and shall not, unless prepared to do so at his/her own risk, commence the course of study or incur any expenditure in connection therewith until he/she received the approval of the authority competent to grant study leave for the course.*



8. SANCTION OF STUDY LEAVE

- (a) A report regarding the admissibility of the Study Leave shall be obtained from the concerned Pay and Accounts Officer of DOS/Centre. Study Leave, if any, already availed of by the Government servant shall be included in the report to be given by the Pay and Accounts Officer.
- (b) Where a Government servant borne permanently on the cadre of one department or establishment is serving temporarily in the DOS/ISRO, the grant of study leave to him/her under these rules shall be subject to the condition that the concurrence of the Department or establishment, to which he/she is permanently attached, is obtained before leave is granted.
- (c) Where the study leave is granted for prosecution of studies abroad, the Head of the Mission concerned shall be informed of the fact by the authority competent to grant study leave.

Note: Head of Mission shall be contacted by the Government servant for issue of any letters of introduction or for other similar facilities that may be required.

- (d)(i) Every Government servant in permanent employment who has been granted study leave or extension of such study leave shall be required to execute a bond in Form-A or Form-B (corresponding to Form 7 or Form 8 under CCS (Leave) Rules, 1972) as the case may be, before the study leave or extension of such study leave granted to him/her commences.
- (ii) Every Government servant not in permanent employment who has been granted study leave or extension of such study leave shall be required to execute a bond in Form-C or Form-D (corresponding to Form-9 or Form-10 under CCS (Leave) Rules, 1972) as the case may be, before such leave or extension of such study leave granted to him/her commences.

Clarification: The Department of Space, vide letter No.3/1(1)/90-I dated 9.11.1990 made some changes in the Bond. The said letter which is appended (page No.33) may be referred to for details.

- (iii) The authority competent to grant leave shall send to the concerned Pay and Accounts Officer of DOS/ISRO Centre, a certificate to the effect that the Government servant referred to in Clause (i) or (ii) above, has executed the requisite bond.



- (e) On completion of the course of study, the Government servant shall submit to the authority which granted him/her study leave, certificates of examinations passed, or special courses of study undertaken indicating the date of commencement and termination of the course with remarks, if any, of the authority in-charge of the course of study.
- (f) If the study is undertaken in a country outside India where there is an Indian Mission, the certificates shall be submitted through the Head of the Mission concerned, with an advance copy to the authority which granted him/her study leave.

9. ACCOUNTING OF STUDY LEAVE AND COMBINATION WITH LEAVE OF OTHER KINDS

- (a) Study leave shall not be debited against the leave account of the Government servant.
- (b) Study leave can be combined with other kinds of leave, but in no case shall the grant of study leave at a time in combination with other kinds of leave, excluding extraordinary leave, involve a total absence of more than 28 months from the regular duties of the Government servant. Inclusive of extraordinary leave, total absence at a time shall not exceed five years. In exceptional cases where special leave is granted for prosecuting higher studies/research leading to a Doctorate vide Rule 6(b), absence from regular duties up to a maximum of four years may be allowed. In such cases also, total absence from duty including study leave, combinations of other kinds of leave and extraordinary leave shall not exceed five years at a time.

Explanation: The limits of absence prescribed in this sub-rule include the period or periods of vacation.

10. REGULATION OF STUDY LEAVE EXTENDING BEYOND COURSE OF STUDY

When the course of study falls short of study leave granted to a Government servant, he/she shall resume duty on the conclusion of the course of study, unless the previous sanction of the authority competent to grant leave has been obtained to treat the period of such short fall as ordinary leave.



11. **LEAVE SALARY**

Leave salary during study leave shall be regulated as follows :

(a) **In India:**

- \* (i) During Study Leave availed of in India, upto a maximum of 24 months during the entire service, leave salary payable shall be equal to the pay that the Government servant drew while on duty in Government immediately before proceeding on such leave and in addition the Dearness Allowance, House Rent Allowance & Compensatory (City) Allowance as admissible in accordance with Rule 15 of the DOS Study Leave Rules, 1979. The amount, if any, received by the Government servant during the period of Study Leave as scholarship or stipend or remuneration in respect of any part-time employment taken with the approval of the competent authority which sanctioned the study leave, shall be adjusted against the leave salary, but the leave salary shall not be reduced to an amount less than the amount payable as leave salary during Half Pay Leave.

(\* DOS OM No.3/1(1)/90-SAO(I) dated May 15, 1990)

**Note:** Payment of leave salary at full rate shall be subject to furnishing of a certificate by the Government servant that he/she is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.

- (ii) During the period covered by other kinds of leave taken in combination with study leave (Rule 9), the Government servant shall be paid the appropriate leave salary due for the kind of leave taken (with allowance admissible under the Rules).
- \* (iii) In cases where special leave is granted for prosecuting higher studies leading to a doctorate or similar qualifications, vide rule 6(b), the Government servant shall be paid, for the first 24 months, leave salary equal to the pay without allowances other than Dearness Allowance, House Rent Allowance & Compensatory (City) Allowance as admissible in accordance with Rule 15 as in (i) above. If the Government servant has taken any other kind of leave in combination, the leave salary for that period shall be as in (ii) above. For the



balance period (upto three years), no leave salary or allowance shall be paid, but the Department of Space may permit him/her to retain any scholarship, stipend or remuneration, received by him/her during this period.

(\* DOS OM No.3/1(1)/90-SAO(I) dated May 15, 1990)

\* (b) Outside India

- (i) During Study Leave availed outside India, upto a maximum of 24 months during the entire service, the rate of leave salary payable shall be the same as for study leave in India vide (a)(i) above.
- (ii) During the period covered by other kinds of leave in combination with study leave (Rule 9), leave salary shall be as in sub-rule (a)(ii) above.
- (iii) In cases where special leave is granted upto four years for prosecuting higher studies leading to a doctorate or similar qualification, the provisions of sub-rule (a)(iii) above shall apply mutatis - mutandis.

(\* DOS OM No.2/6(2)/86-I dated October 24, 1986)

12. STUDY ALLOWANCE

- (a) Study allowance may be granted to a Government servant who has been granted study leave for studies outside India for the period spent in prosecuting a definite course of study or in any definite tour of inspection of any class of work as well as for the period covered by any examination at the end of the course of study. Where such a Government servant on study leave has been permitted to receive and retain in addition to leave salary any scholarship or stipend that may be awarded to him/her or any other remuneration in respect of any part-time employment, no study allowance shall be admissible in case the net amount of such scholarship or stipend or remuneration (arrived at by deducting the cost of fees, if any, paid by the Government servant from the value of scholarship or stipend or remuneration) exceeds the amount of study allowance otherwise admissible. In case the net amount of scholarship, stipend or remuneration is less than study allowance otherwise admissible, the difference may be granted by the authority competent to grant leave.



- (b) Study allowance shall not be granted for any period during which a Government servant interrupts his/her course of study to suit his/her own convenience except in case of sickness for a period not exceeding 14 days at a time.
- (c) Where a Government servant is on study leave outside India at the same place as his place of duty, the leave salary plus study allowance shall not together exceed the pay that he/she would have otherwise drawn had he/she been on duty.
- (d) \* No study allowance shall be admissible beyond 24 months of study leave.
- (e) No study allowance shall be paid during study leave for courses of study in India.

(\* DOS OM No.2/6(2)/86-I dated 24.10.86)

### 13. RATES OF STUDY ALLOWANCE

- (a) Rates of study allowance outside India shall be as follows :

<u>Name of the country</u>	<u>Study allowance per diem</u>
Australia	£ 1.00 (Sterling)
Continent of Europe	£ 1.65 "
New Zealand	£ 1.20 "
United Kingdom	£ 2.00 "
USA	£ 2.75 "

- (b) The rates of study allowance prescribed above may be revised by the Department of Space from time to time in consultation with the Member for Finance, Space Commission.
- (c) The rates of study allowance to be granted to a Government servant who takes study leave in any country other than the one specified in clause (a) above shall be such as may be specially determined by the Department of Space in consultation with the Member for Finance, Space Commission.



**14. PROCEDURE FOR PAYMENT OF STUDY ALLOWANCE**

- (a) Payment of study allowance shall be subject to the furnishing of a certificate by the Government servant to the effect that he/she is not in receipt of any scholarship, stipend or any other remuneration in respect of any part-time employment.
- (b) Study allowance shall be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Government servant that he/she shall refund to the Government any over payment consequent on his/her failure to produce the required certificate of attendance or on his/her failure to satisfy the authority competent to grant leave about the proper utilisation of the time spent for which study allowance is claimed.
- (c)
  - (i) In the case of a definite course of study at a recognised institution outside India, study allowance is payable by the authority competent to grant leave, if the study leave availed of is in a country where there is no Indian Mission, and by the Head of the Mission in other cases, on claims supported by proper certificate of attendance.
  - (ii) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term, if the Government servant is undergoing studies in an educational institution, or at intervals not exceeding three months if he/she is undergoing studies at any other institution.
- (d)
  - (i) When the programme of study approved does not include or does not concern entirely of such course of study, the Government servant shall submit to the authority competent to grant leave, direct or through the Head of the Mission, a periodical report showing how his/her time has been spent indicating also the nature of methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or operations to conditions obtaining in India.
  - (ii) The authority competent to grant leave shall decide whether the report shows that the time of the Government servant was properly utilised and shall determine accordingly for what periods study allowance may be granted.



**15. ADMISSIBILITY OF ALLOWANCE IN ADDITION TO STUDY ALLOWANCE**

- (1) \* For the first 120 days of the study leave, House Rent Allowance and Compensatory (City) Allowance shall be paid at the rates admissible to the Government servant from time to time at the station from where he/she proceeded on study leave. The continuance of payment of House Rent Allowance & CCA beyond 120 days shall be subject to the production of certificates as prescribed in para 8(d) of the Ministry of Finance OM No.2(37)/E.II(B)/64 dated November 27, 1965 as amended from time to time.
- (2) \* Except for House Rent Allowance & CCA as admissible under Sub-Rule (1) and the Dearness Allowance and the study allowance, where admissible, no other allowance shall be paid to Government servant in respect of the period of study leave granted to him.

(\* DOS OM No.3/1(1)/90-SAO(I) dated 15.5.1990)

**16. TRAVELLING ALLOWANCE DURING STUDY LEAVE**

A Government servant to whom study leave has been granted shall not ordinarily be paid travelling allowance, but the Department of Space may, in exceptional circumstances, sanction the payment of such allowance, with the concurrence of Member for Finance, Space Commission, limited to Rs.5000/- for study leave in USA and Rs.3000/- in Europe.

**17. COST OF FEES FOR STUDY**

- (a) A Government servant to whom study leave has been granted, shall ordinarily be required to meet the cost of fees paid for the study, but in exceptional cases, the Department of Space, may sanction grant of such fees with the concurrence of Member for Finance, Space Commission.
- (b) In no case shall the cost of fees be paid to a Government servant who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain in addition to his leave salary any remuneration in respect of part-time employment.



**18. RESIGNATION OR RETIREMENT AFTER STUDY LEAVE OR NON-COMPLETION OF THE COURSE OF STUDY**

- (a) \* If a Government servant resigns or retires from service or otherwise quits service, without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificate required under sub-rule 5 of Rule 53 of the CCS Leave Rules, he/she shall be required to refund (i) the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Government of India; and (ii) the actual amount, if any, of the cost incurred by other agencies such as foreign Governments, Foundations and Trusts in connection with the courses of study, together with interest thereon, at rates for the time being in force on Government loans, from the date of demand, before his/her resignation is accepted or permission to retire is granted or his quitting service otherwise.

Provided that, except in the case of employees who fails to complete the course of study, nothing in this Rule shall apply :-

- (i) to a Government servant who, after return to duty from study leave, is permitted to retire from service on medical grounds, or
- (ii) to a Government servant who, after return to duty from study leave, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his/her permanent absorption in the said statutory or autonomous body or institution in the public interest.

(\* DOS OM No.2/6(2)/86-I dated 24.10.86)

- (b) (i) The study leave availed of by such Government servant shall be converted into regular leave standing at his/her credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.
- (ii) In addition to the amount to be refunded by the Government servant as above, he/she shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.



- (c) Notwithstanding anything contained in this Rule, the Department of Space may, with the concurrence of Member for Finance, Space Commission, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases by order, waive or reduce the amount required to be refunded under Rule 18(a) by the Government servant concerned or class of Government servants.

**19. LEAVE FOR STUDY PURPOSES TO COUNT FOR INCREMENT**

All leave granted for study purposes will count for increments in the time scale in which a Government servant was working immediately before he/she proceeded on such study leave in accordance with the provisions in the Fundamental Rules and orders on the subject.

**20. COUNTING OF LEAVE FOR STUDY PURPOSES FOR REVIEW AND PROMOTION**

*Amended* (X) Period spent by an employee on study leave (including other kinds of leave, if any, combined) shall be counted for purposes of review and promotion in accordance with DOS/ISRO norms and orders as amended from time to time. In respect of temporary Government servants, however, it should be certified by the competent authority that the Government servant would have continued to hold the post held by him/her immediately prior to proceeding on such leave, but for going on study leave.

**21. INTERPRETATION**

Where any doubt arises as to the interpretation of these Rules, it shall be referred to the Department of Space for a decision.

**22. POWER TO RELAX**

Where the Department of Space is satisfied that the operation of any of these Rules causes undue hardship in any particular case, it may, by an order and for reasons to be recorded in writing, dispense with or relax the requirements of that Rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

Provided that no such order shall be made except with the concurrence of the Member for Finance, Space Commission.



**23. REPEAL & SAVING**

- (a) On the commencement of these Rules, every rule, regulation or order including office memorandum in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these Rules, cease to operate.
- (b) Notwithstanding such cesser of operation, anything done or any action taken or any leave granted to a Government servant, under the old Rules, shall be deemed to have done, taken or granted under the corresponding provisions of these Rules.
- (c) In respect of any matter not covered by these Rules, the provisions of CCS (Leave) Rules, 1972 as amended from time to time, shall apply.

Sd/-

(S.K. Warrior)

Joint Secretary to the Govt. of India



: 17 :

## COPIES OF ORDERS



## INDEX

<u>Sl. No.</u>	<u>Office Memorandum</u>	<u>Date</u>	<u>Page No.</u>
01.	No.2/9(11)/74-III(I)	07.08.1981	19
02.	No.2/9(11)/74-III(I)	07.08.1981	21
03.	No.2/6(2)/86-I	24.10.1986	23
04.	No.2/6(2)/86-I	16.08.1988	29
05.	No.3/1(1)/90-SAO(I)	15.05.1990	31
06.	No.3/1(1)/90-I	09.11.1990	33
07.	No.3/1(1)/90-I	24.02.1992	35
08.	Proforma for sending proposals to the Department for sanction of Study Leave.	-	36
09.	Proforma for sending proposals to ISRO Hqrs. for granting permission to undertake Docto- rate courses.	-	38

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Government of India  
Department of Space

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Bangalore-560 009  
August 7, 1981

No.2/9(11)/74-III(I)

1. The Chairman, Indian Space Research Organisation, Bangalore
2. The Director, Vikram Sarabhai Space Centre, Trivandrum
3. The Director, Space Applications Centre, Ahmedabad
4. The Director, SHAR Centre, Sriharikota
5. The Director, ISRO Satellite Centre, Bangalore
6. The Project Director, INSAT-I Space Segment Project Office, Bangalore
7. The Programme Director, Auxiliary Propulsion System Unit Care Vikram Sarabhai Space Centre, Trivandrum

Sir,

Subject: Personnel Service Regulations - Study Leave Rules for the employees of the Department of Space/Indian Space Research Organisation - Authorities competent to sanction study leave - guidelines for.

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As you are aware, the Department of Space Study Leave Rules were published in this Department's Office Memorandum of even number dated March 16, 1979 to regulate the grant of study leave to the employees of DOS/ISRO who elected the terms applicable to new entrants. The question of delegating powers to grant study leave to DOS/ISRO employees has been under consideration in the Department. It has now been decided to delegate powers to the Directors of ISRO Centres as well as Project Director, INSAT-I Space Segment Project Office and Programme Director, Auxiliary Propulsion System Unit to sanction study leave to all employees in DOS/ISRO who have elected to be governed by the terms applicable to 'New Entrants' and are holding posts of grade 'SE' (Rs.1500-2000) and below, subject to fulfilment of the conditions laid down in the said Study Leave Rules. A copy of the Office Memorandum No.2/9(11)/74-III(I) dated August 7, 1981 issued in this regard delegating powers to sanction study leave to the Heads of Departments as above, is enclosed.

2. While considering sanction of study leave under the delegated powers to the employees in your Centre/Unit/Office, the following guidelines may be adopted:-

2.1 The applicant should fulfil the various conditions laid down in the DOS Study Leave Rules vide Office Memorandum of even number dated March 16, 1979 and be eligible for sanction of study leave.

2.2 The absence of the applicant while on study leave should not adversely affect the implementation of various projects, programmes on hand in the Centre/Unit, as scheduled and his services can be spared.

2.3 The Centre Director/Unit head may wish to have all applications for study leave scrutinised by an appropriate committee so that all relevant points are carefully considered before the Director takes a decision on the application. A proforma in which information may be furnished to the committee and the Director is enclosed. This is only a suggestion and Centres may make changes as considered necessary.



3. As is being presently done, cases of study leave for obtaining a Doctorate or similar qualification on a research thesis should have the approval of Chairman, ISRO and the existing practice in this regard may be continued.

4. Approval of the Department would be necessary in respect of grant of Study Leave to DOS/ISRO employees who have elected terms as for 'New Entrants' in the grade of 'SF' (Rs.1800-2250) and above. The procedure presently being followed in processing such cases may be continued.

5. Receipt of this letter may kindly be acknowledged.

Yours faithfully,

Sd/-  
(K.A.Varadan)  
Joint Secretary to the Government of India



No.2/9(11)/74-III(I)  
Government of India  
Department of Space  
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Bangalore-560 009

August 7, 1981

OFFICE MEMORANDUM

Subject: Personnel Service Regulations - Study Leave Rules for the employees of the Department of Space/Indian Space Research Organisation - Authorities competent to sanction study leave - regarding.  
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The Department of Space Study Leave Rules 1979 were published vide this Department's Office Memorandum of even number dated March 16, 1979 to regulate the grant of Study Leave to the employees of the Department of Space/Indian Space Research Organisation, who have elected the terms applicable to new entrants. Para 7(a) of the said rules stipulates that the applications for study leave shall be submitted through proper channel to the authority competent to grant leave. It has now been decided that the authorities competent to grant study leave under the 'DOS Study Leave Rules' will be as follows:-

Sl. No.	Category of employees	Authority competent to sanction study leave under the DOS Study Leave Rules
1.	All employees of VSSC, SHAR, SAC, ISAC, INSAT-I SSPO and APSU who have elected terms applicable to 'New Entrants', holding post of the Grade 'SE' (carrying scale of pay of Rs.1500-2000) and below.	Directors, VSSC, SHAR, SAC and ISAC, Project Director INSAT-I SSPO and Programme Director, APSU, respectively.
2.	All employees of DOS/ISRO who have elected the terms applicable to 'New Entrants' holding post of the Grade 'SF' (Rs.1800-2250) and above, and all employees in DOS/ISRO Centres/Units not covered at item (1) above.	Department of Space



2. Sanction of study leave under the DOS Study Leave Rules 1979 by the Authorities empowered, as indicated above will be subject to fulfilment of the conditions laid down for the purpose in the said Rules.

3. These orders shall come into force with effect from the date of issue of this Office Memorandum.

Sd/-  
(K.A.Varadan)  
Joint Secretary to the Government of India



No.2/6(2)/86-I  
Government of India  
Department of Space  
\*\*\*

Bangalore-560 009

October 24, 1986

OFFICE MEMORANDUM

Subject: Personnel Service Regulations - Study Leave Rules for the employees of the Department of Space/Indian Space Research Organisation - Regarding.

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The undersigned is directed to say that as per existing provisions under the Department of Space Study Leave Rules, maximum amount of Study Leave which may be granted to DOS/ISRO employees is ordinarily 12 months at any one time and, during the entire service, 24 months in all, vide paragraph 6(a) of the said rules. Doubts have been raised in this regard whether Study Leave for a period exceeding 12 months but limited to 24 months in all could be granted to an employee at a stretch under the existing orders.

2. This issue has been considered in the Department and it has been decided that grant of Study Leave for a period exceeding 12 months at a time does not involve relaxation of rule 6(a) of the DOS Study Leave Rules, 1979. It is, therefore, hereby clarified that the authorities competent to sanction Study Leave as specified in this Department's O.M.No.2/9(11)/79-III(I) dated August 7, 1981 under the DOS Study Leave Rules, 1979 may grant Study Leave for a period exceeding 12 months upto the maximum limit of 24 months at a stretch to the eligible employees provided all the other conditions precedent to grant of Study Leave are fulfilled.



3. Consequent to the above clarification, the following provisions in the DOS Study Leave Rules, 1979 are amended to the extent indicated below:-

<u>Rule No.</u>	<u>Existing Provision</u>	<u>Amended as</u>
6(b)	<p><b><u>MAXIMUM AMOUNT OF STUDY LEAVE</u></b></p> <p>When a Scientist/Engineer is permitted by the Chairman, ISRO, to undertake higher studies/research leading to a doctorate, he/she may be granted special leave in <u>exceptional cases</u> for periods upto the minimum required for acquiring such qualifications, but not exceeding four years. The grant of such special leave, in excess of normal study leave of 12 months and combinations with other kinds of leave due, if availed of, will be treated as extraordinary leave and would require the approval of the Department of Space.</p>	<p><b><u>MAXIMUM AMOUNT OF STUDY LEAVE</u></b></p> <p>When a Scientist/Engineer is permitted by the Chairman, ISRO, to undertake higher studies/research leading to a doctorate, he/she may be granted special leave in <u>exceptional cases</u> for periods upto the minimum required for acquiring such qualifications, but not exceeding four years. The grant of such special leave, in excess of the study leave of 24 months and combinations with other kinds of leave due, if availed of, will be treated as extraordinary leave and would require the approval of the Department of Space.</p>
11.	<p><b><u>ADMISSIBILITY OF LEAVE SALARY</u></b></p> <p>Leave Salary during Study Leave shall be regulated as follows:</p> <p>(a) <b><u>In India</u></b></p> <p>(i) During Study Leave availed of in India, upto a maximum of 12 months at a time leave salary payable shall be equal to the pay that the Government servant drew while on duty in Government immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance as admissible in accordance</p>	<p><b><u>ADMISSIBILITY OF LEAVE SALARY</u></b></p> <p>Leave Salary during Study Leave shall be regulated as follows:</p> <p><b><u>In India</u></b></p> <p>During Study Leave availed of in India, upto a maximum of 24 months during the entire service, leave salary payable shall be equal to the pay that the Government servant drew while on duty in Government immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance as admi-</p>



with Rule 15 of the DOS Study Leave Rules, 1979. The amount, if any, received by the Government servant during the period of Study Leave as scholarship or stipend or remuneration in respect of any part time employment taken with the approval of the competent authority which sanctioned the study leave, shall be adjusted against the leave salary, but the leave salary shall not be reduced to an amount less than the amount payable as leave salary during Half Pay Leave.

Note:

Payment of leave salary at full rate shall be subject to furnishing of a certificate by the Government servant that he/she is not in receipt of any scholarship, stipend or remuneration in respect of any part time employment.

(ii) No change

(iii) In case where special leave is granted for prosecuting higher studies leading to a doctorate or similar qualifications, vide Rule 6(b), the Government servant shall be paid, for the first 12 months, leave salary equal to the pay (without allowances other than Dearness Allowance and House Rent Allowance as admissible in accordance with Rule 15) as in (i) above. If the Government servant has taken any other kind of leave in combination, the leave salary for that period shall be as in (ii) above.

ssible in accordance with Rule 15 of the DOS Study Leave Rules, 1979. The amount, if any, received by the Government servant during the period of Study Leave as scholarship or stipend or remuneration in respect of any part-time employment taken with the approval of the competent authority which sanctioned the study leave, shall be adjusted against the leave salary, but the leave salary shall not be reduced to an amount less than the amount payable as leave salary during Half Pay Leave.

Note:

Payment of leave salary at full rate shall be subject to furnishing of a certificate by the Government servant that he/she is not in receipt of any scholarship, stipend or remuneration in respect of any part time employment.

No change

In case where special leave is granted for prosecuting higher studies leading to a doctorate or similar qualifications, vide Rule 6(b), the Government servant shall be paid for the first 24 months, leave salary equal to the pay (without allowances other than Dearness Allowance and House Rent Allowance as admissible in accordance with Rule 15) as in (i) above. If the Government servant has taken any other kind of leave in combination, the leave salary for that period shall be as in (ii) above.



For the balance period (upto four years), no leave salary or allowance shall be paid, but the Department of Space may permit him/her to retain any scholarship, stipend or remuneration received by him/her during this period.

For the balance period (upto three years), no leave salary or allowance shall be paid, but the Department of Space may permit him/her to retain any scholarship, stipend or remuneration received by him/her during this period.

11(b) Outside India

- (i) During Study Leave availed outside India, upto a maximum of 12 months at a time, the rate of leave salary payable shall be the same as for study leave in India (Vide (a) (i) above).
- (ii) During the period covered by other kinds of leave in combination with study leave (Rule 9), leave salary shall be as in sub-rule (a)(ii) above.
- (iii) In cases where special leave is granted upto four years for prosecuting higher studies leading to a doctorate or similar qualification, the provision of sub-rule (a)(iii) above shall apply mutatis-mutandis.

Rule No.12(a), (b) & (c) No Change

12(d) STUDY ALLOWANCE

No study allowance shall be admissible beyond 12 months of normal study leave.

12(e) No change

Outside India

During Study Leave availed outside India, upto a maximum of 24 months during the entire service, the rate of leave salary payable shall be the same as for study leave in India (vide (a)(i) above).

During the period covered by other kinds of leave in combination with study leave (Rule 9), leave salary shall be as in sub-rule (a)(ii) above.

In cases where special leave is granted upto four years for prosecuting higher studies leading to a doctorate or similar qualification, the provision of sub-rule (a)(iii) above shall apply mutatis-mutandis.

No change

STUDY ALLOWANCE

No study allowance shall be admissible beyond 24 months of study leave.

No change



18.

**RESIGNATION OR RETIREMENT  
AFTER STUDY LEAVE**

- (a) If a Government Servant resigns or retires from service or otherwise quits service, without returning to duty after a period of study leave or within a period of three years after such return to duty, he/she shall be required to refund (i) the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Government of India; and (ii) the actual amount, if any, of the cost incurred by other agencies such as foreign Governments, Foundations and Trusts in connection with the courses of study, together with interest thereon, at rates for the time being in force on Government loans, from the date of demand, before his/her resignation is accepted or permission to retire is granted or his quitting service otherwise.

Provided that, except in the case of employees who fail to complete the course of study, nothing in this Rule shall apply:-

- (i) to a Government servant who, after return to duty from study leave, is permitted to retire from service on medical grounds or

**RESIGNATION OR RETIREMENT  
AFTER STUDY LEAVE OR NON-  
COMPLETION OF THE COURSE  
OF STUDY**

If a Government servant resigns or retires from service or otherwise quits service, without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificate required under sub-rule 5 of rule 53 of the CCS (Leave) Rules, he/she shall be required to refund (i) the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Government of India and (ii) the actual amount if any, of the cost incurred by other agencies such as foreign Governments, Foundations and Trusts in connection with the courses of study, together with interest thereon, at rates for the time being in force on Government loans, from the date of demand, before his/her resignation is accepted or permission to retire is granted or his quitting service otherwise.

Provided that, except in the case of employees who fail to complete the course of study, nothing in this Rule shall apply:-

to a Government servant who, after return to duty from study leave, is permitted to retire from service on medical grounds or



(ii) to a Government servant who, after return to duty from study leave, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his/her permanent absorption in the said statutory or autonomous body or institution in the public interest.

to a Government servant who, after return to duty from study leave, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his/her permanent absorption in the said statutory or autonomous body or institution in the public interest.

18(b) & (c) No change

No change

Sd/-

(K.A.Varadan)

Joint Secretary to the Govt. of India



: 29 :

No.2/6(2)/86-I  
Government of India  
Department of Space

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F Block, Cauvery Bhavan  
Kempegowda Road  
Bangalore 560 009

August 16, 1988

**OFFICE MEMORANDUM**

Subject: Personnel Service Regulations - Study Leave Rules for the employees of the Department of Space/Indian Space Research Organisation - Amendment to - Regarding.

\*\*\*\*\*

The DOS Study Leave Rules, 1979 were published vide this Department's O.M. No.2/9(11)/74-III(I)(Vol.II) dated 16.3.1979 and amended from time to time. Para 5 of this Department's O.M. dated 16.3.79 relate to conditions for grant of study leave. The Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training) have issued certain amendments to CCS (Leave) Rules in so far as they relate to study leave. In the context of these amendments, it has been decided that the existing provisions of rule 5(g) of DOS Study Leave Rules, 1979 may be amended as under:-

Rule 5(g) - Study Leave shall not ordinarily be granted to a Government servant.

- i) who has not satisfactorily completed the period of probation or having so completed it, has rendered less than three years of regular continuous service, including the period of probation, under the Government.
- ii) who is due to reach the age of superannuation from the Government service within three years from the date on which he/she is expected to return to duty after the expiry of the leave.
- iii) who does not execute a bond as laid down in Rule 8(d)(i) undertaking to service the Government for a period of three years after the expiry of the leave.
- iv) with such frequency as to remove him/her from contact with his/her regular work or to cause DOS/ISRO difficulties owing to his/her absence from duty.

2. The remaining rules will remain unaltered.

3. Further, it is also clarified that study leave under the provisions of the Department of Space Study Leave Rules, 1979 can be availed of by the employees of the Department of Space/Indian Space Research Organisation in more than one spell also, subject to the condition that such study leave availed of in one or different spells does not exceed twentyfour (24) months.



: 30 :

4. The rule position of Rule 5(g) as amended above comes into effect from the date of issue of this Office Memorandum.

5. Hindi version is enclosed.

Sd/-  
(K.A. Varadan)  
Joint Secretary to the Govt. of India



No.3/1(1)/90-SAO(I)  
Government of India  
Department of Space

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Antariksh Bhavan  
New BEL Road  
Bangalore-560 094

May 15, 1990

**OFFICE MEMORANDUM**

Subject: Personnel Service Regulations - Study Leave Rules for the employees of the Department of Space/Indian Space Research Organisation - Amendment to - Regarding.

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The DOS Study Leave Rules, 1979 were published vide this Department's O.M. No.2/9(11)/74-III(I)(Vol.II) dated 16.3.79 and have been amended from time to time. Rule 11 of DOS Study Leave Rules 1979 relates to admissibility of leave salary and Rule 15 relates to admissibility of allowances in addition to study allowance during study leave.

2. The Government of India, Ministry of Finance, Department of Expenditure have in their O.M. No.11018/8/88-E.II(B) dated 19.12.1989, decided that a Central Government employee who is granted Study Leave will be entitled to draw Compensatory (City) Allowance during the first 120 days of the Study Leave at the rates admissible to the Government servant from time to time at the station from where he proceeded on study leave. Subject to certain conditions, CCA can also be paid beyond 120 days of study leave. In the context of this provision it has been decided that the existing provisions under Rule 11(a)(i) and (iii) and Rule 15(1) and (2) of DOS Study Leave Rules 1979 may be amended as under:-

**ADMISSIBILITY OF LEAVE SALARY**

**RULE 11**

Leave salary during Study Leave shall be regulated as follows:

(a) In India

(i) During the Study Leave availed of in India, upto a maximum of 24 months during the entire service, leave salary payable shall be equal to the pay that the Govt. servant drew while on duty in Government immediately before proceeding on such leave and in addition the Dearness Allowance, House Rent Allowance and Compensatory (City) Allowance as admissible in accordance with Rule 15 of the DOS Study Leave Rules, 1979. The amount, if any, received by the Government servant during the period of study leave as scholarship or stipend or remuneration in respect of any part-time employment taken with the approval of the competent authority which sanctioned the study leave, shall be adjusted against the leave salary but the leave salary shall not be reduced to an amount less than the amount payable as leave salary during Half Pay Leave.

ii) No change.



- iii) In cases where special leave is granted for prosecuting higher studies leading to a Doctorate or similar qualifications, vide Rule 6(b), the Government servant shall be paid, for the first 24 months, leave salary equal to the pay without allowances other than Dearness Allowance, House Rent Allowance and Compensatory (City) Allowance as admissible in accordance with Rule 15 as in (i) above. If the Government servant has taken any other kind of leave in combination, the leave salary for that period shall be as in (ii) above. For the balance period (upto three years), no leave salary or allowance shall be paid, but the Department of Space may permit him/her to retain any scholarship, stipend or remuneration, received by him/her during this period.

**ADMISSIBILITY OF ALLOWANCE IN ADDITION TO STUDY ALLOWANCE**

**RULE 15(1)**

For the first 120 days of the study leave, House Rent Allowance and Compensatory (City) Allowance shall be paid at the rates admissible to the Government servant from time to time at the station from where he/she proceeded on study leave. The continuance of payment of House Rent Allowance and Compensatory (City) Allowance beyond 120 days shall be subject to the production of certificates as prescribed in para 8(d) of the Ministry of Finance O.M. No.2(37)/E.II(B)/64 dated 27.11.65 as amended from time to time.

(2) Except for House Rent Allowance and Compensatory (City) Allowance as admissible under Sub-Rule (i) and the Dearness Allowance and Study allowance, where admissible, no other allowance shall be paid to Government servant in respect of the period of study leave granted to him.

3. The remaining rules will remain unaltered.
4. Hindi version is enclosed.

Sd/-  
(A.R.Rao)  
Additional Secretary to the Govt. of India



: 33 :

No.3/1(1)/90-I  
Government of India  
Department of Space

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Antariksh Bhavan,  
New BEL Road,  
Bangalore - 560 094,

November 9, 1990

To,

The Head P&GA, SHAR/VSSC/LPSC/SAC/ISAC/ISRO Hq.  
The Project Director, INSAT-I, SSPO  
The Admn.Officer-II, CED/ISTRAC

Sir,

Subject: Study Leave - Bond to be executed - Changes -  
Regarding.

\*\*\*\*

I am directed to invite a reference to Rule 8(d)(i) of DOS Study Leave Rules wherein it was provided that the employees who have been granted Study Leave or extension of such study leave are required to execute a Bond in Form 'A' or Form 'B' (Corresponding to Form 7 or Form 8) under CCS (Leave) Rules, 1972) before the study leave or extension of such study leave granted to him/her commences. In the said forms, the amount to be refunded by the employee, if he does not satisfy the conditions attached to the grant of study leave, is to be mentioned.

2. Such amounts are calculated based on the details available at the time of commencement of leave and the same are mentioned in the Bond. However, in some cases, some additional payments are received by the employees subsequent to executing the Bond which are also required to be refunded. In order to cover such amounts also by the Bond, it is decided to make the following changes in the proforma.



Form 'A'

(Form 7): After "myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the Govt) on demand the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

To add "or the actual amount worked out on the day of discharging the Bond whichever is more"

After "I shall forthwith pay to the Govt. or as may be directed by the Govt. on demand the said sum of Rs. \_\_\_\_\_ (Rupees only).

Add "or the actual amount worked out on the day of discharging the Bond, whichever is more"

Form 'B'

(Form 8) : Similar changes are to be made.

3. It is therefore requested to take necessary action for incorporating the above changes in the Form 'A' & Form 'B'.

Yours faithfully,

Sd/-  
(P.Kesava Rao)  
Admn.Officer-II



: 35 :

No.3/1(1)/90-I  
Government of India  
Department of Space

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Antariksh Bhavan,  
New BEL Road,  
Bangalore-560 094

February 24, 1992

To:

Director, VSSC/LPSC/SHAR/ISAC/ISTRAC/SAC/MCF/DECU  
Scientific Secretary, ISRO Hq.,  
Chief Engineer, CED

Sir,

Subject: DOS Study Leave Rules - Permission to prosecute the  
course of study leading to Ph.D. - reg.

\*\*\*\*\*

I am directed to invite a reference to Rule 5(d) of DOS Study Leave Rules, which reads as follows:-

"In exceptional cases, Scientists/Engineers may be granted study leave for prosecuting a course of study for obtaining a doctorate or similar qualification on a research thesis subject to the condition that the subject of research, the duration of the leave and the institution at which such research is to be undertaken are approved by Chairman, ISRO".

2. Some of the ISRO Centres have expressed a doubt whether the approval of Chairman, ISRO is required to be obtained even though there is no element of sanction of study leave or other assistance from ISRO for prosecuting the course of the study leading to Ph.D. or similar qualification. The matter is examined in detail in the Department and it is clarified that the approval of Chairman, ISRO is required to be obtained before permitting the employees to prosecute such courses of study, irrespective of the fact that the study leave is requested or not.

3. The above may kindly be kept in view while considering such cases.

Yours faithfully,

Sd/-  
(P.Kesava Rao)  
Admn.Officer



PRO FORMA

(Process-Sheet to be prepared by the Head of the Unit to consider applications for grant of Study Leave)

I. Bio-Data of the Applicant:

- a) Name :
- b) Designation :
- c) Unit :
- d) Date of Birth :
- e) Educational Qualifications :
- f) Experience:-
  - i) in ISRO :
  - ii) Prior to joining ISRO, if any, :
- g) Date of Superannuation :

II. Details of Eligibility:

- a) Type of Leave sought to be sanctioned :
- b) Total strength of the personnel in the relevant category in the Unit :
- c) Details of persons currently on long leave in the Unit :
- d) Total number of persons already on Study Leave from the Unit :

III. Sparing of Applicant's Services:

- a) Items of work allocated to the applicant, in brief :
- b) Whether his/her services can be spared without detriment to the work on the scheduled project programmes of the Unit :



CHECKLIST FOR HIGHER STUDIES

(PH.D/POST-DOCTORAL AND STUDY LEAVE RELATED ISSUES)

1. NAME & DESIGNATION :
2. COURSE OF STUDY :
3. SUBJECT/TOPIC/THESIS IN BRIEF :
4. UNIVERSITY / INSTITUTION :
5. NAME OF GUIDE : INTERNAL IN ISRO :  
EXTERNAL IN UNIVERSITY :
6. RELEVANCE OF THE SUBJECT/TOPIC/  
THESIS ON:
  - a) PRESENT WORK OF THE INDIVIDUAL:
  - b) WORK OF DIVISION/CENTRE :
  - c) ISRO/DOS :
  - d) IF WORK IS NOT RELEVANT TO THE:  
DIVISION/CENTRE, HOW THE STUDY  
IS PROPOSED TO BE MADE USE IN  
ISRO/DOS
  - e) ANY OTHER RELEVANT INFORMATION:
7. WHETHER ADMISSION ALREADY GRANTED  
BY THE UNIVERSITY? IF SO, DETAILS :
8. EXTENT OF ABSENCE FROM WORK  
REQUIRED FOR COURSE WORK :
9. DURATION/PERIOD OF STUDY LEAVE/  
LEAVE NEEDED FOR THE TOTAL COURSE :
10. DURATION OF LEAVE PRESENTLY SOUGHT,  
IF ANY :
11. IN CASE OF FELLOWSHIP/SCHOLARSHIP  
ABROAD, PLEASE PROVIDE
  - a) NATURE/NOMENCLATURE :
  - b) COUNTRY, INSTITUTIONS :
  - c) PERIOD :
  - d) SALIENT DETAILS ABOUT THE  
FELLOWSHIP/SCHOLARSHIP, ETC. :



- e) AMOUNT OF FINANCIAL ASSISTANCE  
IF ANY, IN TERMS OF FELLOWSHIP,  
SCHOLARSHIP, ASSISTANCESHIP &  
SO ON :
12. HOW THE WORK OF THE DIVISION/GROUP  
IS PROPOSED TO BE MANAGED DURING  
LEAVE? :
13. NO. OF PERSONS ALREADY REGISTERED  
FOR/ OR DOING M.E./M.Tech/M.S/Ph.D/  
FELLOWSHIP/SCHOLARSHIP FROM THE
- a) DIVISION / GROUP CONCERNED :
- b) CENTRE AS A WHOLE :
14. NO. OF PERSONS FROM THE CENTRE  
CURRENTLY ON STUDY LEAVE (PLEASE  
PROVIDE DETAILS) :
15. SIGNIFICANT CONTRIBUTIONS, IN BRIEF,  
OF THE APPLICANT TO ISRO/DOS :
16. RECOMMENDATIONS OF THE DIVISION  
HEAD/GROUP DIRECTOR :
17. RECOMMENDATIONS OF THE CENTRE LEVEL  
COMMITTEE :
18. SPECIFIC RECOMMENDATIONS OF CENTRE  
DIRECTOR :
19. BIO-DATA (PLEASE ATTACH) :
20. ACR GRANDINGS FOR THE LAST 3 YEARS :
21. VIGILANCE CLEARANCE CERTIFICATION :
22. ANY OTHER RELEVANT INFORMATION :

SIGNATURE :  
DESIGNATION :  
DATE :

(THIS CHECK-LIST MAY PLEASE BE COMPLETED APPROPRIATELY BY THE  
CONCERNED OFFICER IN PGA AND SHOULD ACCOMPANY EVERY RELEVANT  
PROPOSAL)



To :- Sr. Administrative Officer, ISRO HQ.

**No.2/6(2)/86-I(Vol.II)  
Government of India  
Department of Space**

Antariksh Bhavan,  
New BEL Road,  
Bangalore-560 094.

March 31, 2006

**OFFICE MEMORANDUM**

Subject: DOS Study Leave Rules enhanced powers to Directors of Centres  
for granting Study Leave - regarding

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Attention is invited to **DOS OM No.2/9(II)/74-III(I) dated August 7, 1981** in which the Authorities competent to grant Study Leave under DOS Study Leave Rules and the category of employees to whom Study Leave could be granted by such authorities are specified for information and appropriate action. The grades of employees upto which Study Leave could be granted by Directors of Centres have been reviewed by the Department and the existing levels prescribed in the above OM have been modified and revised to the extent indicated below:

Sl. No.	Category of Employees	Authority Competent to sanction Study Leave Under the DOS Study Leave Rules
1	All employees of VSSC, SDSC SHAR, SAC, ISAC, LPSC, MCF and ISTRAC.	Directors of VSSC, SDSC SHAR, SAC, ISAC, LPSC, MCF and ISTRAC respectively.
2	All employees of DOS/ISRO not covered at item (1) above.	Chairman, ISRO.

*Employees referred to above include only employees elected terms applicable to 'New Entrants'.*

*Sanction of Study Leave under the DOS Study Leave Rules, 1979 by the Authorities empowered, as indicated above, will be subject to fulfilment of the conditions laid for the purpose in the said Rules.*

2. The powers to grant permission to prosecute a course of study leading to Ph.D by ISRO Employees with or without study leave, presently vested only in Chairman, ISRO, is delegated, with immediate effect, to the authorities competent to grant Study Leave under the DOS (Study Leave) Rules. In other words, there will be no distinction hereafter in the procedure



for processing and approval of requests for Study Leave for any course of study including the ones for Ph.D, except that the requests for doing Ph.D, even without Study Leave, needs the approval of prescribed authorities approving Study Leave. However, any leave in excess of the normal Study Leave of 24 months and combinations with other kinds of leave due for prosecuting a study leading to Ph.D could be granted only with the approval of Chairman, ISRO/ Secretary, DOS. The provisions contained in Para 5(d) of DOS OM No.2/9(11)/94-III(I)(Vol.II) dated 16<sup>th</sup> March 1979 and DOS Letter No.3/1(1)/90-I dated 24<sup>th</sup> February 1992 on the subject stand modified to the above extent.

3. In exercising the above-delegated powers, the prescribed authorities should follow all the conditions mentioned in the DOS (Study Leave) Rules as well as other conditions prescribed from time to time in the interest of the organisation. Consistent higher grades in ACR should be an additional condition to be satisfied for granting Study Leave, including for Ph.D.

4. Head, PGA of each Centre should forward electronically a half yearly report in this regard, in the Proforma attached, by *First of January and First of July each year* to the Sr Head, PGA, ISRO HQ, giving details of Study Leave/ permission granted for doing Ph.D in their Centre during the preceding half year. Sr Head, PGA will consolidate such reports received from all Centres and put up for information of Chairman, ISRO.

5. The Revised Orders will come into force with immediate effect.

6. Hindi Version is attached.

*R. N. Nadadur*  
(DR R G NADADUR)

Joint Secretary to Government of India.

To:

1. Directors of All Centres.
2. Controllers of All Centres.
3. Directors/Deputy Secretaries/Under Secretaries, DOS.
4. All Sr Head PGAs/Head PGAs.
5. As per General Circulation List.

Copy to:

1. Additional Secretary, DOS.
2. Scientific Secretary, ISRO.
3. CCOA, DOS.



30  
S.E. No-701

Bangalore 560 009

October 17, 1984

OFFICE MEMORANDUM

Subject: ISRO - IISc Educational Programme - sponsor-ship  
of ISRO Scientists - Treatment of period of  
absence & reg

An ISRO-IISc Space Technology Cell has been set up to provide among others, for educational programme of ISRO Scientists leading towards acquiring post graduate qualification like ME, Ph.D etc. The manner in which the absence of sponsored ISRO Scientists who undergo courses at IISc to be regulated has been considered in the Department and the following decisions have been taken.

- (i) The selected sponsored ISRO Scientists/Engineers will work with the Joint Space Technology Cell at the IISc for a minimum of 10 hrs. a week and also orient most of their project work in the degree course towards ISRO task-oriented matters.
- (ii) The period of their absence, upto a maximum of 18 months, will be treated as "duty" under the provisions of Fundamental Rule 9(6)(b).
- (iii) The sponsored ISRO Scientists/Engineers shall execute a bond to serve DCS/ISRO for a minimum period of five years, on completion of the course. Format of the bond will be issued shortly.
- (iv) The number of Scientists/Engineers sponsored from DCS/ISRO will be limited to the maximum number indicated below, per annum.

Centre/Unit	Maximum No. of Scientists/Engineers who can be sponsored per annum
-------------	--

VSSC	10
SAC	5
SHAR	5
ISAC	5
APSU	1
DECU	1
ISTRAL	1

Total 38



- (v) During the period of sponsorship to the Space Technology Cell, the Scientists/Engineers will not be eligible for any remuneration from the IISc like Study Allowances, Scholarship, Stipend etc.
- (vi) The Scientists/Engineers sponsored will be regulated by service conditions relating to pay and allowances, increments, periodical reviews and promotions, confirmation etc, as per extant Government orders on the subject, as admissible, had they continued in ISRO.
- (vii) A bi-monthly report on the progress of tasks assigned in the Space Technology Cell shall be submitted by each of the sponsored Scientist/Engineer to the prescribed authority in ISRO Headquarters and to the designated authorities in the Centre/Unit from which they come.

2. There will not be any consequential vacancy in respect of the posts held by the Scientists/Engineers sponsored for assignment/education in the Space Technology Cell and, therefore, there will not be any replacement of personnel during the period of the absence of the Scientists/Engineers in any DCS/ISRO Unit.

3. These orders are effective from the date of issue and will also be applicable to the Scientists/Engineers who have been already sponsored for ISRO/IISc Space Technology Cell during the academic year 1984-85.

4. Hindi version is attached.

(T.N. Seshan)

Additional Secretary to the Govt. of India

- 1. Director, Vikram Sarabhai Space Centre, Trivandrum
- 2. Director, SHAR Centre, Sriharikota
- 3. Director, ISRO Satellite Centre, Bangalore
- 4. Director, Space Applications Centre, Ahmedabad
- 5. Director, ISTRAC, Bangalore
- 6. Director, DECU, C/o Space Applications Centre, Ahmedabad
- 7. Scientific Secretary, ISRO, ISRO Hqrs., Bangalore
- 8. Project Director, INSAT I SCPO, Bangalore
- 9. Programme Director, APSU, Bangalore
- 10. Chief Engineer CED, DCS, Bangalore



Sd/- 12/12/85 (T)

Bangalore 560 009  
December 13, 1985

OFFICE MEMORANDUM

Subject: ISRO - IISc Educational Programme - Sponsorship  
of DOS/ISRO Scientists/Engineers - Terms and  
conditions - Regarding.

The undersigned is directed to refer to this Department's Office Memorandum of even number dated October 17, 1984 on the subject mentioned above introducing the scheme of ISRO - IISc Educational Programme for DOS/ISRO Scientists/Engineers for acquiring post graduate qualifications in the Indian Institute of Science, Bangalore. The format of the bond to be executed by the Scientists/Engineers sponsored under this programme before their relief from the respective Centres/Units was prescribed vide this Department's Office Memorandum of even number dated December 4, 1984.

2. The Department has been considering for sometime the terms and conditions to be made applicable to the Scientists/Engineers sponsored for the programme, during their period of educational programme at IISc, Bangalore. It has now been decided that the following terms and conditions, further to the those prescribed in this Department's Office Memorandum of even number dated October 17, 1984, will govern the Scientists/Engineers sponsored to IISc, Bangalore under ISRO - IISc Educational Programme:-

- (i) The Scientists/Engineers sponsored under the ISRO - IISc Educational Programme will be treated as "on duty", under the provisions of Fundamental Rule 9(6)(b), and they shall be eligible for Travelling Allowance and Daily Allowance from the place of their duty at their Centre/Unit to Indian Institute of Science, Bangalore, for joining the Institute and for return after completion of the course, for self and members of family as on regular transfer subject to clause (xiv) below. They shall also be eligible for all other attendant benefits as provided under S.R.-116. The Officers shall also be eligible for Joining Time, joining time pay etc as provided under the CCS (Joining Time) Rules, 1979, as amended from time to time;



- (ii) The date and time of reporting/relief from the Head of Department concerned in the Indian Institute of Science, shall be the date and time of report/relief for all purposes;
- (iii) The Scientists/Engineers so sponsored shall continue to be under the administrative and disciplinary control of the Centre/Unit in which they are holding their respective posts, even after joining the IISc at Bangalore;
- (iv) The Scientists/Engineers sponsored shall be eligible for travelling allowance and daily allowance, as per their entitlement, for any educational tour organised by the Indian Institute of Science during the course, provided the Institute does not bear the expenses for the same;
- (v) The Heads of Departments concerned in the Indian Institute of Science shall countersign the T.A. claims of the sponsored Scientists/Engineers for the purpose of (iv) above;
- (vi) The Heads of the Departments concerned in the Indian Institute of Science shall approve Casual Leave and recommend other kinds of leave for the Scientists/Engineers during the period of study;
- (vii) The fee prescribed for the course shall be borne by the Department. The Centre/Unit concerned shall make arrangement for paying the fee, as and when called for by the IISc, by cheque direct to the Institute;
- (viii) The cost of text books purchased for the course by such officers shall be reimbursed by the Department. The claims for such reimbursement may be made to the Centre/Unit concerned, duly certified by the Head of the Department concerned in the IISc, that such books are essential for pursuing the studies and such books are not available for issue in the Institute's Library. The text books should be purchased only after obtaining a Certificate also from the Library in the Centre/Unit that the books are not available for issue there. After completion of the course, the text books purchased shall be deposited by the Scientists/Engineers concerned in the Library of the Centre/Unit concerned, for issue to future batches, if required;



- (ix) Expenses for minimum stationery items required for the course shall be met by the Department, subject to a maximum limit of Rs.500/- (Rupees Five Hundred Only) per Scientist/Engineer per year. The claims for reimbursement of such expenses shall be duly accompanied by a Certificate from the Head of Department concerned in the Indian Institute of Science for its genuine necessity;
- (x) Charges towards mess maintenance, room rent etc., if any, in the IISc, shall be borne by the sponsored Scientists/Engineers themselves and no reimbursement shall be made by the Department on this account;
- (xi) The Scientists/Engineers sponsored for the programme shall not be eligible to receive any scholarships/stipend either from the IISc or from any other source during the course of study;
- (xii) The Scientists/Engineers sponsored shall obtain the prior permission of the competent authority in their respective Centre/Unit for acceptance of any prize/award (Cash or otherwise) during the course or after, connected with the course of study;
- (xiii) The Scientists/Engineers sponsored shall be eligible for all benefits/allowances as for officers of comparable status stationed in Bangalore.
- (xiv) As a special case, the Scientists/Engineers sponsored will be eligible for retaining the housing, if any, provided in their respective Centre/Unit for the duration of the course to which they are sponsored under the ISRO-IISc Educational Programme, subject to a maximum of 18 months, provided atleast any one of the members of the family of the officers, as defined under SR 2(8), continues to stay in the quarters. TA, DA and other transfer incidentals mentioned in clause(i) above will not be admissible to such members of family who do not move with the officer to Bangalore.
- (xv) For the purpose of pay and allowances, increments, periodical reviews and promotions, confirmations etc., the cases of the Scientists/Engineers sponsored for the programme shall continue to be regulated by the conditions of service governing them, had they not been sponsored for the programme;



(xvi) The Scientists/Engineers sponsored for the programme shall continue to hold the posts held by them in the respective Centre/Unit and, therefore, there will not be any consequent vacancy in the respective Centre/Unit;

3. The Scientists/Engineers already sponsored during 1984-85 and after issue of this Department's Office Memorandum of even number dated October 17, 1984 under ISRO-IISc Educational Programme, shall also be governed by these Rules.

4. Hindi version will follow.

*S.S. Viswanathan*  
(S.S. Viswanathan)

Joint Secretary to the Government of India

To,

1. Director, VSSC, Trivandrum
2. Director, SAC, Ahmedabad
3. Director, SHAR Centre, Sriharikota
4. Director, ISAC, Bangalore
5. Director, ISTRAC, Bangalore
6. Director, DECU, Ahmedabad
7. Scientific Secretary, ISRO, ISRO HQ, Bangalore
8. Project Director, INSAT-1 SSPO, Bangalore
9. Programme Director, APSU, Bangalore
10. Chief Engineer, CED, DOS, Bangalore

Copy to:

1. Controller, VSSC, Trivandrum
2. Controller, SHAR Centre, Sriharikota
3. Controller, SAC, Ahmedabad
4. Controller, ISAC, Bangalore
5. Chief Controller of Accounts, DOS, Bangalore (5sp)
6. Head, Admn. Accts. & IFA, INSAT-1 SSPO, Bangalore
7. Head, P&GA, ISRO HQ, Bangalore (10sp)
8. Head, P&GA, VSSC, Trivandrum (10sp)
9. Head, P&GA, SAC, Ahmedabad (10sp)
10. Head, P&GA, SHAR Centre, Sriharikota (10sp)
11. Head, P&GA, ISAC, Bangalore (10sp)
12. Head, Accts. & IFA, VSSC, Trivandrum (5sp)
13. Head, Accts. & IFA, SAC, Ahmedabad (5sp)
14. Head, Accts. & IFA, ISAC, Bangalore (5sp)
15. Head, Accts. & IFA, SHAR Centre, Sriharikota (5sp)
16. P&AO, DOS, Bangalore
17. Admn. Officer, APSU, Bangalore (10sp)
18. Admn. Officer, CED, DOS, Bangalore (10sp)



No.2/9(9)/2000-I  
Government of India  
Department of Space

\*\*\*

Antariksh Bhavan,  
New BEL Road,  
Bangalore-560 094.

October 5, 2000

OFFICE MEMORANDUM

Sub:- ISRO-IIT M.Tech. Programme - Scheme for sponsoring DOS/ISRO  
Scientists/Engineers - regarding.

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The undersigned is directed to state that ISRO has evolved a scheme for sponsoring Scientists/Engineers of ISRO for M.Tech. Programme at Indian Institutes of Technology (IIT), Mumbai, Chennai and Kharagpur, where ISRO has established Space Technology Cells. Under this Scheme, a maximum number of 10 Scientists/Engineers from ISRO can be sponsored per year for M.Tech. course at each of the IITs in Mumbai, Chennai and Kharagpur.

2. The Directors of Centres/Heads of Units may directly sponsor candidature of suitable Scientists/Engineers for M.Tech. at IIT, Mumbai, Chennai and Kharagpur every year on regular basis. A suitable mechanism may be evolved within the Centre/Unit for this purpose;

3. On selection of candidates for the M.Tech Programme at IITs, the Centres/Units will issue orders sponsoring the selected candidates and endorse copy to the Scientific Secretary, ISRO for information.

4. The terms and conditions applicable to candidates sponsored for M.E./ M.Tech. at IISc., Bangalore under the ISRO-IISc. Educational Programme as stipulated in DOS OM No.2/12(8)/84-I dated 17.10.1984, as amended from time to time, would be applicable, mutatis-mutandis, in the case of Scientists/Engineers sponsored for M.Tech. at IITs, Mumbai, Chennai and Kharagpur.

OC



: 2 :

5. These orders are effective from the date of issue of this O.M. and will also be applicable to Scientists/Engineers, who have already been sponsored for M.Tech. at IITs, Mumbai, Chennai and Kharagpur during the academic year 2000-2001.

6. Hindi version is enclosed.

*VB*  
20.10.2000  
(VV Bhat)

Joint Secretary to the Govt. of India

To:

The Director, VSSC/SHAR/SAC/ISAC/LPSC/ISTRAC/MCF  
The Scientific Secretary, ISRO

*VB*

*24.10.2000*  
*12:00 AM*

*9C*



12 (27)

No. PPPM:IIST:01:09-10  
Government of India  
Department of Space

Antariksh Bhavan,  
new BEL Road  
Bangalore -560 231

June 17, 2009

**OFFICE MEMORANDUM**

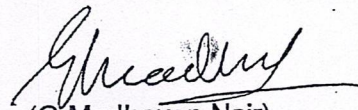
**Sub: Sponsoring young Scientists/Engineers for higher education –  
regarding**

.....

In order to meet high technology requirements of new scientific and technological initiatives and to maintain the organizational excellence, ISRO has been encouraging its employees to pursue higher studies by sponsoring them to various academic programmes and sanctioning study leave.

Indian Institute of Space Science and Technology [IIST], Thiruvananthapuram, the academic Institute under Department of Space, imparts undergraduate, graduate and doctoral programmes relevant to Space Science, Space Technology and Space Applications. The Institute will also develop highly customized academic programmes to meet the special requirements of ISRO.

Considering the need for enhancing the academic excellence of Scientists/Engineers to meet the future challenges of the Organisation, 10% of young and talented Scientists/Engineers shall be sponsored every year to take-up graduate, post graduate and doctoral programmes in IIST and other academic institutions of repute from the academic year 2009-10.

  
(G Madhavan Nair)

Chairman, ISRO/Secretary, DOS

To  
Director, VSSC/SAC/SDSC SHAR/ISAC/LPSC/NRSC/ISTRAC/  
MCF/ADRIN/NARL/SCL/PRL  
Scientific Secretary, ISRO

cc: Director, IIST



Bangalore,  
September 14, 2009

OFFICE MEMORANDUM

**Sub: ISRO-IIST Educational Programme – Sponsorship of  
Scientists/Engineers from DOS/ISRO Centres/Units –  
Terms and conditions – regarding.**

....

The Department had issued orders for sponsoring Scientists/Engineers in DOS/ISRO Centres/Units for pursuing Post Graduate programmes in the Indian Institute of Space Science and Technology [IIST], Thiruvananthapuram under ISRO-IIST Educational Programme. The following terms and conditions will govern the Scientists/Engineers sponsored to IIST, Thiruvananthapuram under ISRO-IIST Educational Programme, during their period of educational programme at IIST.

- (i) The Scientists/Engineers sponsored under the ISRO-IIST Educational Programme will be treated as "on duty" under the provisions of Fundamental Rule 9 (6) (b), and they shall be eligible for Travelling Allowance and Daily Allowance from the place of their duty at their Centre/Unit to IIST, Thiruvananthapuram, for joining the Institute and for return after completion of the course, for self and members of family as on regular transfer subject to clause (xvi) below. They shall also be eligible for all other attendant benefits as provided under S.R-116. The Officers shall also be eligible for Joining Time, joining time pay etc., as provided under the CCS (Joining Time) Rules, 1979, as amended from time to time;
- (ii) The Scientists/Engineers sponsored under the ISRO-IIST Educational Programme shall execute a bond to serve DOS/ISRO for a minimum period of five years, on completion of the course. The format of the bond prescribed under ISRO-IISc Educational Programme will be applicable *mutatis mutandis*.
- (iii) The date and time of reporting/relief from the Head of Department concerned in the IIST shall be the date and time of report/relief for all purposes;
- (iv) The Scientists/Engineers so sponsored shall continue to be under the administrative and disciplinary control of the Centre/Unit in which they are holding their respective posts, even after joining the IIST at Thiruvananthapuram;
- (v) The Scientists/Engineers sponsored shall be eligible for traveling allowance and daily allowance, as per their entitlement, for any educational tour organized by the IIST during the course, provided the Institute does not bear the expense for the same;

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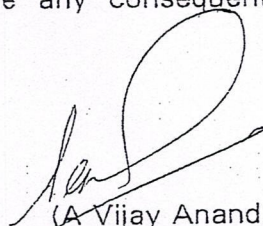
- (vi) The Heads of Departments concerned in the IIST shall countersign the T.A claims of the sponsored Scientists/Engineers for the purpose of (v) above;
- (vii) The Heads of the Departments concerned in the IIST shall approve Casual Leave and recommend other kinds of leave for the Scientists/Engineers during the period of study;
- (viii) The fee prescribed for the course shall be borne by DOS/ISRO. The Centre/Unit concerned shall make arrangement for paying the fee, as and when called for by the IIST, by cheque direct to the Institute;
- (ix) The cost of text books purchased for the course by such officers shall be reimbursed by the Department. The claim for such reimbursement may be made to the Centre/Unit concerned, duly certified by the Head of the Department concerned in the IIST. The Head of Department should certify that the books are essential for pursuing the studies and are not available in the Institute's Library. The text books should be purchased only after obtaining a certificate also from the Library in the Centre/Unit that the books are not available for issue there. After completion of the course, the text books purchased shall be deposited by the Scientists/Engineers concerned in the Library of the Centre/Unit concerned, for issue to future batches, if required;
- (x) Expenses for minimum stationery items required for the course shall be met by the Department, subject to a maximum limit of Rs.500/- (Rupees Five Hundred only) per Scientist/Engineer per year. The claims for reimbursement of such expenses shall be duly accompanied by a certificate from the Head of Department concerned in the IIST for its genuine necessity;
- (xi) Charges towards mess maintenance, room rent etc., if any, in the IIST, shall be borne by the sponsored Scientists/Engineers themselves and no reimbursement shall be made by the Department on this account;
- (xii) The Scientists/Engineers sponsored for the programme shall not be eligible to receive any scholarships/stipend either from the IIST or from any other source during the course of study;
- (xiii) The Scientists/Engineers sponsored shall obtain the prior permission of the Competent Authority in their respective Centre/Unit for acceptance of any prize/award (cash or otherwise) during the course or after, connected with the course of study;
- (xiv) The Scientists/Engineers sponsored shall be eligible for all benefits/allowances as for officers of comparable status stationed in Thiruvananthapuram;



(24)

- (xv) The Scientists/Engineers sponsored shall be eligible to draw Transport Allowance at the prescribed rate in Thiruvananthapuram, during the period of course, provided they do not utilize the Departmental bus facility available at Thiruvananthapuram.
- (xvi) As a special case, the Scientists/Engineers sponsored will be eligible for retaining the housing, if any, provided in their respective Centre/Unit for the duration of the course to which they are sponsored under the ISRO-IIST Educational Programme, subject to a maximum of 24 months, provided atleast any one of the members of the family of the officers, as defined under SR 2(8), continue to stay in the quarters. TA, DA and other transfer incidents mentioned in clause (i) above will not be admissible to such members of family who do not move with the officer to Thiruvananthapuram. Those Scientists/Engineers who do not shift their family to IIST, Thiruvananthapuram will have an option either to draw all allowances, at the applicable rate, at his place of posting or at Thiruvananthapuram. Option once exercised shall be final.
- (xvii) For the purpose of pay and allowances, increments, periodical reviews and promotions, confirmations etc., the cases of the Scientists/Engineers sponsored for the programmes shall continue to be regulated by the condition of service governing them, had they not been sponsored for the programme;
- (xviii) The Scientists/Engineers sponsored for the programme shall continue to hold the posts held by them in the respective Centre/Unit and, therefore, there will not be any consequent vacancy in the respective Centre/Unit;

Hindi version will follow.

  
(A Vijay Anand)  
Joint Secretary, DOS/  
Member (Pers.), ISRO Council

To

Standard distribution, as per list



(28)

No.A.12019/10/2012-I  
Government of India  
Department of Space

Antariksh Bhavan  
New B.E.L.Road  
Bangalore 560 231

February 10, 2012

**OFFICE MEMORANDUM**

Sub: ISRO-IIT/IISc/IIST Educational Programme sponsorship of  
Scientists/Engineers from DOS/ISRO Centres/Units – regarding

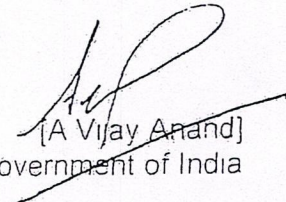
Ref. (i) OM No.2/12(8)/84-I dated 17.10.1984  
(ii) OM No.2/9(9)/2000-I dated 20.10.2000  
(iii) OM No. PPPM:IIST:01:09-10 dated 17.06.2009

....

In order to meet the peer technology requirement of new Scientific Technological initiatives and to maintain the Organisational excellence, the Department had evolved a scheme for sponsoring Scientists/Engineers of DOS/ISRO for pursuing Post Graduate programmes at Indian Institute of Science (IISc), Bangalore vide OM under reference (i) above. Subsequently, the scheme was extended for sponsoring Scientists/Engineers for Post Graduate programmes at Indian Institute of Technology (IITs) and Indian Institute of Space Science Technology (IIST, Thiruvananthapuram on similar lines

2. It has been noted that, Centres/Units have been sponsoring Scientific & Technical support staff for pursuing Post Graduate programmes under the sponsorship scheme to the above institutions. The matter has been discussed in the 93<sup>rd</sup> ISRO Council meeting held on 22.10.2011. It is clarified that the existing policy of sponsoring only Scientists/Engineers for pursuing Post Graduate programmes at IISc/IITs/IIST would continue. The other S & T support staff who fulfil the academic requirements for pursuing Post Graduate programme at IISc/IITs/IIST will be encouraged to take up higher studies as per the provisions contained under DOS Study Leave Rules, 1979

3. Hindi version is enclosed

  
[A Vijay Anand]  
Joint Secretary to Government of India

To

Standard distribution (as per standard distribution list)



No.2/12(8)/84-I  
Government of India  
Department of Space

Antariksh Bhavan,  
New B.E.L. Road,  
Bangalore - 560 094

May 25, 2015

**OFFICE MEMORANDUM**

**Subject: ISRO - IISc/IIT Educational Programme - Scheme for sponsoring Scientist/Engineers of DOS/ISRO Centres/Units -reg.**

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An ISRO-IISc Space Technology Cell was set up at Indian Institute of Science (IISc), Bangalore, for sponsoring Scientists/Engineers of ISRO to pursue higher studies leading to the award of qualifications like M.E, Ph.D, etc., vide DOS OM No.2/12(8)/84 -I dated October 17, 1984. The scheme was subsequently enlarged to include sponsoring Scientists/Engineers for M.Tech Programme at Indian Institute of Technologies (IITs) at Bombay, Madras, Kharagpur and Kanpur.

2. Considering the need for enhancing the academic excellence and also to meet future challenges of the Organisation, following modifications are made to the Scheme for sponsoring Scientists/Engineers of DOS/ISRO for higher studies under the ISRO-IIT Educational Programme:-

2.1. ISRO-IIT Educational Programme is extended to include sponsorship for fulltime PhD programmes. The terms and conditions for sponsorship for Ph.D programmes under ISRO-IIT Educational Programme would be on the same lines as that of ISRO-IISc Educational Programme, as amended from time to time.

2.2 Both ISRO-IISc Educational Programme and ISRO-IIT Educational Programme are extended to include dual award of M.E/M.Tech and PhD Degrees under Sponsorship Programme, subject to the following conditions:-

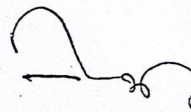
- i) The request for upgrading the sponsorship for Post Graduate Programme to dual award of M.E/M.Tech and PhD Degrees shall be originated by the employee under the specific invitation of the Institute.
- ii) The employees shall be permitted to pursue Ph.D programme through External Sponsorship Programme, wherein he/she shall complete the required course-work for PhD within the duration of the sponsored M.E/M.Tech Programme and join duty at the Centre at the end of the duration of M.E/M.Tech course.

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- iii) The entire fee and any other expenditure for pursuing the PhD Programme will be borne by the employee, without any financial obligation on part of DOS/ISRO.
  - iv) Leave, if any, required for course-work beyond the sponsored M.Tech/M.E duration of two years, the employees shall avail the eligible/admissible leave at his/her credit, with the approval of the competent authority.
  - v) In case an employee is not able to complete the PhD programme, due to whatsoever reasons, and within the time limit set by the Institute, he/she shall mandatorily obtain the M.E/M.Tech Degree and produce the same to the Centre.
  - vi. The employee shall produce the Grade Card of all semesters of M.Tech/M.E Degree from the Institute soon after the completion of the sponsored course.
3. The Academic Committee of the concerned Centre shall assess each request on the relevance of the area of study to ISRO activities, academic ability of the employee to complete the course within the stipulated time through personal interview with two academicians of the same subject as external expert, other eligibility criteria to pursue the course and based on the above conditions give their recommendations for the said Programme for Centre Director's approval and endorse a copy of sanction letter to the Scientific Secretary, ISRO.
4. This issues with the approval of the competent authority.
5. Hindi version is enclosed.

  
(B Anil Kumar) 25/5  
Deputy Secretary

To  
Director, VSSC/SDSC SHAR/ISAC/SAC/LPSC/ NRSC/ISTRAC/MCF/IPRC/  
IIRS/ADRIN  
Scientific Secretary, ISRO  
Chairman-cum-Managing Director, Antrix  
Director, SCL/NARL/IIST/NE-SAC

Standard Distribution, as per list.



To :- Sr. Administrative Officer, ISRO HQ

**No.2/6(2)/86-I(Vol.II)**  
**Government of India**  
**Department of Space**

Antariksh Bhavan,  
New BEL Road,  
Bangalore-560 094.

March 31, 2006

**OFFICE MEMORANDUM**

Subject: DOS Study Leave Rules enhanced powers to Directors of Centres for granting Study Leave – regarding

\*\*\*

Attention is invited to **DOS OM No.2/9(II)/74-III(I) dated August 7, 1981** in which the Authorities competent to grant Study Leave under DOS Study Leave Rules and the category of employees to whom Study Leave could be granted by such authorities are specified for information and appropriate action. The grades of employees upto which Study Leave could be granted by Directors of Centres have been reviewed by the Department and the existing levels prescribed in the above OM have been modified and revised to the extent indicated below:

Sl. No.	Category of Employees	Authority Competent to sanction Study Leave Under the DOS Study Leave Rules
1	All employees of VSSC, SDSC SHAR, SAC, ISAC, LPSC, MCF and ISTRAC.	Directors of VSSC, SDSC SHAR, SAC, ISAC, LPSC, MCF and ISTRAC respectively.
2	All employees of DOS/ISRO not covered at item (1) above.	Chairman, ISRO.

*Employees referred to above include only employees elected terms applicable to 'New Entrants'.*

*Sanction of Study Leave under the DOS Study Leave Rules, 1979 by the Authorities empowered, as indicated above, will be subject to fulfilment of the conditions laid for the purpose in the said Rules.*

2. The powers to grant permission to prosecute a course of study leading to Ph.D by ISRO Employees with or without study leave, presently vested only in Chairman, ISRO, is delegated, with immediate effect, to the authorities competent to grant Study Leave under the DOS (Study Leave) Rules. In other words, there will be no distinction hereafter in the procedure



for processing and approval of requests for Study Leave for any course of study including the ones for Ph.D, except that the requests for doing Ph.D, even without Study Leave, needs the approval of prescribed authorities approving Study Leave. However, any leave in excess of the normal Study Leave of 24 months and combinations with other kinds of leave due for prosecuting a study leading to Ph.D could be granted only with the approval of Chairman, ISRO/ Secretary, DOS. The provisions contained in Para 5(d) of DOS OM No.2/9(11)/94-III(I)(Vol.II) dated 16<sup>th</sup> March 1979 and DOS Letter No.3/1(1)/90-I dated 24<sup>th</sup> February 1992 on the subject stand modified to the above extent.

3. In exercising the above-delegated powers, the prescribed authorities should follow all the conditions mentioned in the DOS (Study Leave) Rules as well as other conditions prescribed from time to time in the interest of the organisation. Consistent higher grades in ACR should be an additional condition to be satisfied for granting Study Leave, including for Ph.D.

4. Head, PGA of each Centre should forward electronically a half yearly report in this regard, in the Proforma attached, by *First of January and First of July each year* to the Sr Head, PGA, ISRO HQ, giving details of Study Leave/ permission granted for doing Ph.D in their Centre during the preceding half year. Sr Head, PGA will consolidate such reports received from all Centres and put up for information of Chairman, ISRO.

5. The Revised Orders will come into force with immediate effect.

6. Hindi Version is attached.

*R. N. Nadadur*  
(DR R G NADADUR)

Joint Secretary to Government of India.

To:

1. Directors of All Centres.
2. Controllers of All Centres.
3. Directors/Deputy Secretaries/Under Secretaries, DOS.
4. All Sr Head PGAs/Head PGAs.
5. As per General Circulation List.

Copy to:

1. Additional Secretary, DOS.
2. Scientific Secretary, ISRO.
3. CCOA, DOS.



April 01, 2015

**OFFICE MEMORANDUM**

**Sub:** Grant of Study Leave under DOS (Study Leave) Rules, 1979 -  
delegating powers to Director, IPRC, Mahendragiri - reg.

\*\*\*

The Department, vide OM No. 2/6(2)/86-I (Vol-II) dated 31/3/2006 had delegated powers to Directors of Centres/Units, as under, to grant/sanction Study Leave under DOS (Study Leave) Rules, 1979 to the employees working in the respective Centre/Unit subject to conditions enumerated therein:-

Sl. No	Category of Employees	Authority Competent to sanction Study Leave Under the DOS Study Leave Rules
1.	All employees of VSSC, SDSC SHAR, SAC, ISAC, LPSC, MCF and ISTRAC.	Directors of VSSC, SDSC SHAR, SAC ISAC, LPSC, MCF and ISTRAC respectively.
2.	All employees of DOS/ISRO not covered at item (1) above	Chairman, ISRO.

2. LPSC, Mahendragiri has been elevated as ISRO Propulsion Complex (IPRC), Mahendragiri w.e.f 1/2/2014. The matter relating to delegating powers to Director IPRC to grant/sanction Study Leave under DOS (Study Leave) Rules, 1979 to the employees in IPRC, Mahendragiri has been examined in the Department. After taking all the relevant factors into account, it has been decided to declare Director IPRC, Mahendragiri as Authority Competent to sanction Study Leave under the DOS (Study Leave) Rules, 1979 to the employees working in IPRC, Mahendragiri, subject to the following conditions.

(i) Any Leave in excess of the normal Study Leave of 24 months and combinations with other kinds of leave due for prosecuting a study leading to Ph.D could be granted only with the approval of Chairman, ISRO / Secretary, DOS.

(ii) While exercising the above delegated powers, Director, IPRC should follow all conditions mentioned in the DOS (Study Leave) Rules, 1979, and as amended from time to time, as also other conditions prescribed for grant of Study Leave. Consistent higher grades in ACR/APAR should be an additional condition to be satisfied for granting Study Leave, including for Ph.D.



- (iii) The Head of the Administration, should forward electronically a half yearly report in this regard, in the enclosed format, by first of January and first of July each year to the Sr. Head, PGA, ISRO HQ, giving details of Study Leave / permission granted for doing Ph.D in IPRC, Mahendragiri during the preceding half year.

3. Hindi version is enclosed.

*h*  
1/4/15  
(S Kumaraswamy)  
Joint Secretary

To,

Director IPRC  
Sr. Head P & GA, ISRO HQ

*8/4/15*

*M2*  
*8/4/15*  
*428*

*0/c*



सं/No.A.12019/10/2012-I (Vol.IV)  
भारत सरकार/Government of India  
अंतरिक्ष विभाग/Department of Space

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अंतरिक्ष भवन/Antariksh Bhavan,  
न्यू बी.ई.एल. रोड/New BEL Road,  
बेंगलूरु/Bengaluru – 560 094

जुलाई/July 9, 2021

कार्यालय ज्ञापन/OFFICE MEMORANDUM

**विषय/Subject :** Grant of Study Leave under DOS (Study leave) Rules, 1979 to the employees of DOS/ISRO - delegating powers - reg.

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Department of Space vide Office Memoranda No.2/6(2)/86-I (Vol.II) dated 31.03.2006 and No.A.11014/1/2009-I dated 01.04.2015 delegated powers to the following authorities to grant Study Leave to the employees in the concerned Centres/Units of DOS/ISRO.

Sl. No.	Category of Employees	Authority Competent to sanction Study Leave under the DOS Study Leave Rules
1.	Employees of VSSC, SDSC-SHAR, SAC, URSC, LPSC, MCF, IPRC and ISTRAC	Directors of VSSC, SDSC-SHAR, SAC, URSC, LPSC, MCF, IPRC and ISTRAC

2. Consequent on establishment of new Centres and also to ensure smooth functioning of Centres/Units, it has been decided to further delegate the powers to grant Study Leave to the following authorities:

Sl. No.	Category of Employees	Authority Competent to sanction Study Leave Under the DOS Study Leave Rules
1.	Employees of HSFC, NRSC & IIRS	Director, HSFC, NRSC & IIRS
2.	Employees of ISRO HQs	Scientific Secretary, ISRO

The above delegation is subject to the following: -

- Any leave in excess of the normal Study Leave of 24 months and combination of other kinds of leave proposed to be taken for prosecuting a study leading to Ph.D shall be granted only with the approval of Secretary, DOS/Chairman, ISRO.
- While exercising the above delegated powers, the concerned authorities shall ensure complying of all conditions mentioned in DOS Study Leave Rules, 1979, and as amended from time to time, and also other specific conditions prescribed for grant of Study Leave. Consistent higher grades in ACR/APAR should be an additional condition to be satisfied for granting Study Leave, including for Ph.D.

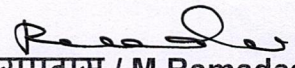
...2/-



(c) The Head of the Administration, should forward electronically a half yearly report in this regard, in the enclosed format, by first of January and first of July each year to the Sr.Head, P&GA, ISRO Hq, giving details of Study Leave/permission granted for doing Ph.D in respective Centres/Units during the preceding half year. Sr. Head, P&GA, ISRO Headquarters will consolidate such reports received from all Centres and put up for information to Chairman, ISRO, through Scientific Secretary, ISRO and Joint Secretary (Pers.), DOS.

3. The revised Orders will come into force with immediate effect.

4. This issues with approval of the Competent Authority.

  
(एम रामदास / M Ramadas) 9/7/21  
विशेष कार्य अधिकारी/Officer on Special Duty

सेवा में/To,

1. निदेशक /Director, VSSC/SAC/URSC/SDSC SHAR/LPSC/NRSC/IPRC/ISTRAC/HSFC/MCF/ADRIN/IISU/LEOS/DECU/IIRS
2. वैज्ञानिक सचिव ,इसरो / Scientific Secretary, ISRO
3. मुख्य लेखा नियंत्रक ,अंतरिक्ष विभाग /Chief Controller of Accounts, DOS
4. मुख्य नियंत्रक /Chief Controller, VSSC
5. नियंत्रक /Controller, SDSC-SHAR/SAC/URSC/LPSC/NRSC/HSFC
6. पंजीयक/Registrar, ADRIN
7. वरिष्ठ प्रधान कार्मिक व सामान्य प्रशासन, इसरो मु. /Sr. Head, P&GA, ISRO HQ
8. वरिष्ठ प्रधान, आई.ए.डब्ल्यू. डी.ओ.एस/Sr. Head, IAW, DOS
9. विशेष कार्य अधिकारी, अ.वि शाखा सचिवालय, नई दिल्ली/Officer on Special Duty, DOS Branch Secretariat, New Delhi.
10. व./ प्रधान, लेखा एवं आई एफ ए/ Sr./Head Accounts & IFA, VSSC/SAC/URSC/SDSC-SHAR/LPSC/NRSC/IPRC/ISTRAC/HSFC/MCF/ADRIN/IISU/LEOS/DECU/IIRS
11. इंटरनेट/Intranet.

प्रतिलिपि/Copy to:

1. निदेशक /Director, SCL/PRL/NARL/NE-SAC/IIST
2. नियंत्रक/ Controller, SCL
3. पंजीयक/Registrar, PRL/IIST
4. विशेष कार्य अधिकारी/Officer on Special Duty, NARL
5. अध्यक्ष-सह-प्रबंध निदेशक ,एंट्रिक्स / एन.एस.आई.एल.  
Chairman-cum-Managing Director, ANTRIX/ NSIL

For information and compliance,  
if applicable.

प्रतिलिपि इन के लिए भी/Copy also to :

PSO to Secretary/Office of MF/JS&FA/JS (Pers.)/JS (F), DOS.