

No.A-19011/33/2024/MH-I/CHS-III
GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
(CHS-III SECTION)

Nirman Bhawan, New Delhi
Dated: 11-07-2024

To,

✓ The Medical Superintendent
VMMC & Safdarjung Hospital,
New Delhi – 110002.

Subject: Grant of permission to Dr. Kanika Kapoor, Assoc Prof. Pediatrics for Study Leave for pursuing DM Course (Pediatric Nephrology) at AIIMS New Delhi, July, 2024 session w.e.f 15-07-2024 - regarding

Sir,

In continuation of this Ministry's letter order dated 25-06-2024 and on the request of the officer, approval of the Competent Authority is hereby conveyed for change of Study Leave period from 17-07-2024 to 16-07-2027 to 15-07-2024 to 14-07-2027 for pursuing the DM Course (Pediatric Nephrology) at AIIMS New Delhi in respect of Dr. Kanika Kapoor, Associate Professor (Pediatrics), VMMC & Safdarjung Hospital, New Delhi.

2. Other contents/conditions mentioned in the letter dated 25-06-2024 will remain the same.

Yours faithfully,

Signed by

Vivek Narayan

Date: 11-07-2024 12:33:56

(Vivek Narayan)

Under Secretary to the Govt. of India

Tel: 011-23062550

Copy to:

1. Dr. Kanika Kapoor, Associate Professor (Pediatrics), VMMC & SJH, New Delhi.

I/3642560/2024

No.A-19011/15/2022-MH-I/CHS-III
Government of India
Ministry of Health & Family Welfare
(CHS-III Section)

Nirman Bhawan, New Delhi
Dated 11-01-2024

To

The Medical Superintendent,
VMMC & Safdarjung Hospital,
Ansari Nagar (West),
New Delhi-110029.

Subject: Grant of Study Leave to Dr. Amitabh, Associate Professor (Paediatrics) for pursuing the DM Course in Paediatric Oncology in session January 2024 at AIIMS New Delhi - regarding.

Sir/Madam,

I am directed to refer to the Hospital's letter no. ADMN-15/504/2022-ADMIN-VMMC dated 24.11.2023 on the above mentioned subject and to convey herewith the approval of Competent Authority for grant of Study Leave to Dr. Amitabh, Associate Professor (Paediatrics) for Three years w.e.f. 15.01.2024 to 14.01.2027 for pursuing the DM Course in Paediatric Oncology in session January 2024 at AIIMS New Delhi subject to the following conditions:

- i. There will be no financial burden either on the Ministry or VMMC & SJH, New Delhi on this account.
- ii. He will return to duty immediately after completion of his course.
- iii. He will not overstay due to any reasons. Any such overstay will be treated as unauthorized absence and disciplinary proceedings may be initiated for the same.
- iv. He will not take up any employment during the study course.
- v. He will produce a certificate for successful completion of the fellowship period.
- vi. He will execute a bond as laid down in Rule 53 (4) undertaking to serve the Government for a period of five years.
- vii. Other prevalent rules and regulations of GoI will also be applicable.

2. This issues with the approval of Competent Authority.

Yours faithfully,

Signed by

Vivek Narayan

Date: 11-01-2024 10:10:38
(Vivek Narayan)



Mail Forwarded

Principal, VMMC
HOD, Paediatrics

No.-A-19011/84/2018-MH-I/CHS-III

भारत सरकार/ Government of India
स्वास्थ्य एवं परिवार कल्याण मंत्रालय/ Ministry of Health & Family Welfare
स्वास्थ्य एवं परिवार कल्याण विभाग/ Department of Health & Family Welfare
(सी. एच. एस. प्रभाग/ CHS Division)

'C' wing, First Floor
Kartavya Bhawan-1, New Delhi
Dated: 24-08-2026

To

The Director,
VMMC & Safdarjung Hospital,
New Delhi – 110002.

Sub: Proposal for ex-posto relieving approval/regularization for attending short-term observership - Dr. Suman Saini, Dir. Prof. Anesthesia, VMMC & SJH, New Delhi.

Sir/Madam,

I am directed to refer to your office letter No.-ADMN-15/159/2022-ACAD-VMMC dated 30.07.2026 on the subject mentioned above and to convey herewith the approval of competent authority for ex-post facto approval to Dr. Suman Saini, Dir. Prof. Anesthesia, VMMC & SJH, New Delhi to undertake observership for Indian National at AIIMS, New Delhi from 16.7.2026 to 14.8.2026 in Chronic Pain Management.

2. This issues with the approval of competent authority.

Yours faithfully,

Digitally signed by
MD REYAZUDDIN
Date: 24-08-2026
10:25:40

(Md. Reyazuddin)
Under Secretary to the Govt. of India
Tel.No.011-24013270

✓ Copy to: Dr. Suman Saini, Dir. Prof. Anesthesia, VMMC & SJH, New Delhi.



भारत सरकार
Government of India
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
Ministry of Health & Family Welfare
वर्धमान महावीर मेडिकल कॉलेज एवं सफदरजंग अस्पताल, नई दिल्ली-110029
Vardhman Mahavir Medical College & Safdarjung Hospital, New Delhi - 110029
निदेशक कार्यालय
Office of Director



Date: / /2026

RELIEVING ORDER

Subject: Relieving of Dr. Udismita Baruah, Professor (Anaesthesia) on grant of Study Leave for pursuing Fellowship in Pain Medicine at AIIMS, New Delhi.

In pursuance of Ministry of Health & Family Welfare, Govt. of India Letter No. A.19011/48/2023-MH-I-CHS-III dated 16.07.2026, sanction of Study Leave for a period of one year from 17.08.2026 to 16.08.2027 is hereby conveyed to Dr. Udismita Baruah, Professor, Department of Anaesthesia, VMMC & Safdarjung Hospital to pursue Fellowship in "Pain Medicine" at All India Institute of Medical Sciences, New Delhi as a sponsored candidate.

Dr. Udismita Baruah has executed a Service Bond under Rule 53(4) dated 27.07.2026 and submitted an Undertaking dated 24.07.2026 to abide by all the terms and conditions of Study Leave.

Accordingly, Dr. Udismita Baruah, Professor (Anaesthesia) is hereby relieved from her duties in this Hospital in the afternoon of 16.08.2026 to enable her to join the said Fellowship at AIIMS, New Delhi w.e.f 17.08.2026.

She will be entitled to leave salary and allowances as admissible under the rules during the period of Study Leave.

The HOD, Department of Anaesthesia is requested to make necessary arrangements for handing/taking over of charge and to ensure that no dues are outstanding against Dr. Udismita Baruah.

This issues with the approval of Competent Authority.

Digitally signed by
BHARAT BHUSHAN
Date: 10-08-2026
11:44:03

(Bharat Bhushan)
Asstt. Administrative Officer

To
Dr. Udismita Baruah
Professor, Department of Anaesthesia
VMMC & Safdarjung Hospital, New Delhi

Copy to:

1. The Director General of Health Services, MoH&FW, Kartavya Bhawan, New Delhi
2. The Registrar, AIIMS, New Delhi
3. HOD, Department of Anaesthesia, VMMC & SJH
4. Accounts Officer, VMMC & SJH
5. PA to Director, VMMC & SJH
6. Personal file/Guard file

and Telegraphs, as the case may be, in continuation of the departmental leave with leave salary.

- (6) (a) A Government servant on Departmental Leave with leave salary shall be paid leave salary equal to 25 per cent of the said salary admissible during the earned leave under sub-rule (1) of Rule 40. No allowance, other than Dearness Allowance, shall be admissible on such leave salary.]

- (b) [A Government servant while on departmental leave with leave salary shall be paid leave salary at the end of each month (up to first six months) and thereafter it shall be paid when the Government servant returns to duty].

Provided that where a Government servant dies while on departmental leave, his leave salary up to the date of his death, or the last day of such leave with leave salary, whichever is earlier, shall be paid to his heirs.

- (7) Departmental leave does not count as duty [and such leave shall not be debited to his leave account].

- (8) Departmental leave may be granted when no leave is due.

- (9) Departmental leave may be combined with any other kind of leave which may be due.

- (10) (a) When a Government servant to whom these rules apply, holds a post in which the Surveyor-General or the Postmaster-General or the Director of Posts and Telegraphs, as the case may be (hereinafter in this sub-rule referred to as the authority) considers that he is unlikely to be eligible for departmental leave in future, the authority may, by order in writing, declare that, with effect from such date, not being earlier than the Government servant's last return from departmental leave, as the authority may fix, any balance of leave at debit in the Government servant's leave account should be cancelled.

- (b) All leave earned after such date shall be credited as due in the Government servant's leave account and all leave taken after such date, including departmental leave with leave salary, if any, shall be debited in it.

[Note: This sub-rule applies to cases of Government servants who have debit balance in their leave account due to their availing of departmental leave before the 1st November, 1973, when departmental leave with leave salary used to be debited to leave account.]

1. Subs. vide D.O.F.&T., Notification No. 13012/12/86-Est. (L), dated 10.3.1989.
2. Subs. vide M.F., Notification No. 16(5)-E.V(A)/74, dated 11.4.1975.
3. Subs. vide D.O.F.&T., Notification No. 14028/12/86-Est. (L), dated 23.3.1988.
4. Inserted vide M.F., Notification No. 16(5)-E.V(A)/74, dated 11.4.1975.

CHAPTER VI

STUDY LEAVE

50. Conditions for Grant of Study Leave

(1) Subject to conditions specified in this Chapter, study leave may be granted to a Government servant with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

(2) Study leave may also be granted—

- (i) for 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 to be of definite advantage to Government from the point of view of public interest and is related to sphere of duties of the Government servant; and
- (ii) for the purpose of studies connected with the framework or background of public administration subject to the conditions that—
 - (a) the particular study or study tour should be approved by the authority competent to grant leave; and
 - (b) the Government servant should be required to submit, on his return, a full report on the work done by him while on study leave;
- (iii) for the studies which may not be closely or directly connected with the work of a government servant, but which are capable of widening his mind in a manner likely to improve his abilities as a civil servant and to equip him better to collaborate with those employed in other branches of the public service.

Note: Application for study leave in cases falling under clause (iii) shall be considered on merits of each case in consultation with the Department of Expenditure of the Ministry of Finance.

(3) Study leave shall not be granted unless—

- (i) it is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of public interests;
- (ii) it is for prosecution of studies in subjects other than academic or literary subject;

Provided that an officer of the Indian Economic Service or Indian Statistical Service may be granted study leave

for prosecuting a course of study for obtaining Ph.D., on a research thesis, subject to the conditions that—

- (a) the subject of research and the institution at which such research is to be undertaken are got approved by the Chief Economic Adviser to the Government of India, in case the applicant is a member of the Indian Economic Service, or by the Director, Central Statistical Organization, in case the applicant is a member of the Indian Statistical Service;
- (b) the applicant obtains a certificate from the said authority to the effect that such study will be valuable in the matter of increasing the efficiency of the officer in the performance of his duties as a member of the Indian Economic Service or the Indian Statistical Service, as the case may be; and
- (c) in cases where the study is to be undertaken at a foreign university, the applicant obtains a further certificate that the facilities for research on the particular subject chosen for study are not available at any University or other Institution in India.

Provided further that a Medical Officer may be granted study leave for prosecuting a course of postgraduate study in Medical Sciences if the Director-General of Health Services certifies to the effect that such study shall be valuable in increasing the efficiency of such Medical Officer in the performance of his duties:

¶Provided also that a specialist or a technical person may be granted study leave, on merits of each case for prosecuting a post-graduate course of study directly related to the sphere of his duty in case the Head of the Department or the Secretary to the Department or Ministry concerned certifies that the course of study shall enable the specialist or the technical person, as the case may be, to keep abreast with modern development in the field of his duty, improve his technical standards and competence and thus substantially benefit the Department or Ministry.)

- (iii) the Department of Economic Affairs of the Ministry of Finance agrees to the release of foreign exchange involved in the grant of study leave, if such leave is outside India:

¶Provided that in releasing foreign exchange to Government servants proceeding on study leave abroad, the Department aforesaid shall satisfy itself whether such Government servants comply with the minimum

educational criteria as specified in the general orders issued by the said Department from time to time regulating release of foreign exchange to persons proceeding abroad for higher studies at their expense.]

- (4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India or under any of the Schemes administered by the Department of Economic Affairs of the Ministry of Finance or by the Ministry of Education.

¶(5) Study leave may be granted to a Government servant—

- (i) who has satisfactorily completed period of probation and has rendered not less than five years' regular continuous service including the period of probation under the Government;
 - (ii) who is not due to reach the age of superannuation from the Government service within ¶three years (five years in the case of Central Health Service Officer who has been granted thirty-six months' study leave under sub-rule (2) of Rule 51) from the date on which he is expected to return to duty after the expiry of the leave; and
 - (iii) who executes a Bond as laid down in Rule 53(4) undertaking to serve the Government for a period of ¶three years (five years in the case of Central Health Service Officer who has been granted thirty-six months' study leave under sub-rule (2) of Rule 51) after the expiry of the leave.]
- (6) Study leave shall not be granted to a Government servant with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

GOVT. OF INDIA DECISIONS

- (1) Grant of Study Leave/Permission to Pursue Postgraduate Degree/Diploma/DNB Courses by CHS Officers – Guidelines for

It is directed say that the question of grant of study leave/permission to pursue Postgraduate Degree/diploma/DNB courses conducted by National Board of Examinations by CHS Officers has been reviewed in this Ministry.

2. In partial modification of this Ministry's O.M. No. A. 29015/19/99-CHS. V, dated the 11th February, 2002, it has been decided to consider granting permission/study leave to CHS Officers in terms of the provisions of CCS (Leave) Rules for pursuing Post-graduate Degree/Diploma/DNB courses conducted by National Board of Examinations as well, though may not be recognized by the Government of India at the

1. Inserted vide M.F., Notification No. 16(8)-EJV(A)/74, dated 26.5.1978.
2. Inserted vide M.F., Notification No. 4(9)-EJV(A).76, dated 14.3.1977.

1. Subs. vide D.O.P.&T., Notification No. 13023/20/84-Estt. (I), dated 11.12.1986.
2. Subs. vide D.O.P.&T., Notification No. F. 13026/5/2010-Estt. (I), dated 5.8.2011.

recommendations of Medical Council of India, subject to the condition that PG allowance shall be granted only for possession of Post-graduate Degree/Diploma/DNB qualifications which are recognized by Medical Council of India. The other conditions for grant of study leave to CHS Officers will remain unchanged.

[M.H.&F.W., O.M. No. A. 29018/1/2006-CHS.V, dated 30.3.2006.]

(2) Study Leave - Clarifications

Q. 1 What is the validity period of bond to be executed by the Government servant while proceeding on study leave?

Ans. Government servant is required to execute a bond to serve the Government for a period of three years after expiry of study leave. For CHS officers the period is five years. [Rule 50(5)(iii)].

Q. 2 Whether a Govt. servant who has been granted study leave may be allowed to resign to take up a post in other Ministries/ Department of the Central Govt. within the bond period?

Ans. As per rule 50(5)(iii), a Govt. servant has to submit a bond to serve the Govt. for a period of 3 years. As the Govt. servant would still be serving Government in a Department other than parent Department, he may be allowed to submit his resignation to take up another post within the Central Govt. if he had applied for the post through proper channel.

[D.O.P.&T, FAQ 2/2022, dated 30.8.2022]

*[51. Maximum Amount of Study Leave

(1) The maximum amount of study leave, which may be granted to a Government servant, other than Central Health Service Officers, shall be—

- (a) ordinarily twelve months at any one time, and
- (b) during his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rules).

(2) In respect of Central Health Service Officers, study leave may be granted for thirty-six months for acquiring post-graduate qualification, subject to the condition that a Central Health Service Officer who has been granted such study leave shall execute a bond under sub-rule (4) of Rule 53 to serve the Government for a period of five years after completion of the study course.]

GOVT. OF INDIA DECISIONS

(1) Ministries/Departments Competent to Sanction Study Leave Beyond 12 Months but up to the Maximum of 24 Months at a Stretch

A number of references for grant of study leave for a period of more than 12 months at a time in relaxation of Rule 51(a) of CCS (Leave) Rules, 1972, are being received from the various Ministries/Departments. Doubts have also been raised whether grant of study leave for a period

1. Subj. vide D.O.P.&T, Notification No. 13023/3/98-Estt.(I), Vol. II, dated 25.10.2007.

exceeding 12 months at a stretch requires the approval of the Department of Personnel and Training or whether it can be granted by Ministries/Departments under their powers.

2. This issue has been considered and it has been held that grant of study leave for a period exceeding 12 months at a time does not involve relaxation of Rule 51(a) of CCS (Leave) Rules, 1972. It is, therefore, clarified that Ministries/Departments are competent to sanction study leave in exercise of the powers delegated to them under the First Schedule of the Central Civil Services (Leave) Rules, 1972, for a period exceeding 12 months up to the maximum limit of 24 months at a stretch also, provided all the other conditions precedent to grant of study leave are fulfilled.

[D.O.P.&T, O.M. No. 13023/25/84-Estt.(I), dated 23.8.1985.]

(2) Availment of Study Leave in More than One Spell

It is directed to say that under Rule 51 of CCS (Leave) Rules, 1972, the Central Government employees are entitled to the grant of study leave for a period of 12 months at any one time and 24 months in all during the entire service under the Government. Doubts have been expressed whether the study leave should be taken in one spell only. This has been considered in this Department in consultation with Ministry of Finance. It is now clarified that study leave under the aforementioned provision can be availed of by a Government servant in more than one spell also subject to the condition that such study leave availed of in different spells does not exceed 24 months.

[D.O.P.&T, O.M. No. 13023/20/84-Estt.(I), dated 9.12.1986.]

(3) Study Leave in respect of Jawaharlal Nehru Fellowship Awardees

A question has been raised whether in view of the change in the rate of leave salary during study leave in India, any revision of the terms given to Central Government employees selected for the Jawaharlal Nehru Fellowship is called for. The matter has been considered in the Ministry of Finance and the President is pleased to decide in consultation with the Comptroller and Auditor General that in supersession of the earlier O.M., the following terms will be given to Central Government employees who are awarded Jawaharlal Nehru Fellowship in future in relaxation of Rules 51, 57 and 59 of Central Civil Services (Leave) Rules, 1972:

- (i) They will be granted study leave for the entire period of the Fellowship.
- (ii) They will be entitled to the benefits admissible to them in accordance with the Fellowship and in addition, entitled to draw leave salary equal to the pay that they drew while on duty with the Government immediately before proceeding on such leave and Dearness Allowance at the Central Government rates on the leave salary admissible to them.
- (iii) Where considered necessary, the official may be allowed during the period of the Fellowship, the continued use of the facility of the residential telephone officially allotted to him, subject to payment by him of the bills for the rental and call charges of the telephone.