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11393 / Policy / DGBR / EG1

17 Nov 99

(All Projects)

GREF Centre
Dighi Camp
Pune - 15

**POLICY FOR UNDERGOING COURSES DURING NON-
OFFICE HOURS BY SERVICE AND GREF PERSONNEL**

Introduction

1. Pursuance of higher academic studies outside normal office hours, for furtherance of ones academic qualifications, is not only in the interest of the individual concerned, but also in Organisation interest. This should however, not be detrimental to official duties required to be performed by the individual, nor to the efficient functioning of the Headquarters, Unit or Establishment, to which the individual belongs. It is for this reason that prior permission is to be obtained by an individual, for joining educational institutions, or courses of studies outside office hours.

2. The policy for pursuing studies for academic or professional advancement by service and GREF personnel, during non office hours, is given in succeeding paragraphs.

Service Officers and Subordinates

3. Permission to pursue higher academic or professional studies privately, for furtherance of one's academic qualifications, will be as given below for Officers, JCOs and OR :-

- (a) Personnel serving in HQ DGBR
- (b) Personnel serving under Projects
- (c) GREF Centre and Records

Authority for Granting
Approval
Concerned DDG
Concerned CE
Cdr GREF Centre

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4. At the time of permission being granted, the individual will certify that he fully understands the following:-

- (a) The study programme is subject to exigencies of service and no special consideration in the matter of posting and transfer will be followed.
- (b) No special leave other than that admissible under existing orders will be sanctioned.

5. The certificate, as required vide Paragraph 4 above, will be prepared in duplicate and disposed off, as follows:-

- (a) Officers. In the case of officers, one copy will be kept in safe custody of the unit and original copy will be sent to Army HQ (AG / Org 3) (Records) for keeping with his record of service / documents.
- (b) ICOs and OR. One copy will be kept in safe custody of the unit and original copy will be sent to the Records of the individual, for keeping with his sheet roll.

6. Courses Sponsored by Army Headquarters and Army Training Institutions
For correspondence and other courses which are sponsored by General Staff Branch (MT 10) Army Headquarters, United Service Institution and Military College / Schools, no permission is required, unless specified. The list of such courses will be notified in Army Orders from time to time. The MT Directorate of Army Headquarters will lay down the procedure for selection of candidates and the channels for sending applications, instructional materials and progress reports.

7. The above policy will be read in conjunction with AO 89/90.

GRAF Officers and Subordinates

8. Ordinarily, there should be no objection to the pursuit of higher education for academic or professional advancement by GRAF officers and subordinates during non working hours. However, this must be subject to the condition that such pursuit does in no way reduce their efficiency in office work.

9. Specific prior permission will be obtained on the prescribed format enclosed at Appendix 'A' by the concerned individual, prior to joining an educational institution. The powers for granting permission will be as follows:-

- (a) Officers and subordinates serving in HQ DGBR
- (b) Officers and subordinates serving under Projects.
- (c) Officers and subordinates serving in GRAF Centre and Records.

Concerned DDG.

CE Project.

Cdr, GRAF Centre.

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10. Withdrawal of Permission. In case at any stage, it is noticed that an officer or subordinate, is neglecting his duties for the sake of studies, the permission will be withdrawn summarily by the permission granting authority, without assigning any reasons. This will be without prejudice to any other departmental action being taken, where withdrawal of permission is not considered adequate.

11. Dissemination of the Policy. The above policy be disseminated to all personnel under your command. This supersedes the Policy letter issued vide this HQ 10408 / 48 / DGBR / EG1 dated 14 Sep 79.

Conclusion

12. It is reiterated that individuals be encouraged in the pursuit of knowledge during their leisure hours. This is subject to such action not interfering with the execution of official duties by the individual concerned, nor is it detrimental to the efficient functioning of the headquarters, unit or establishment to which the individual belongs.

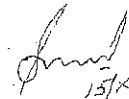


(RA Pillay)

Col

Director (Pers)

For Dir Gen Border Roads


15/81

Internal
All Dtes
DGBR (Coord)

Appendix 'A'

(Refer to Para 9 of HQ DGBR
letter No.11393 / Policy / DGBR
/ EG1 dt Nov 99)

**APPLICATION FORMAT APPLYING FOR PERMISSION FOR
HIGHER STUDIES / COURSE DURING NON OFFICE HOURS
BY GREF PERSONNEL**

(To be filled in own handwriting)

PART - I

1. No, Rank and Name :
2. Section / Unit / Formation :
3. Type of course :
4. Duration of the course :
5. Daily timings of the course :
6. Whether applied for permission
earlier for attending any course /
higher studies :
7. Any other information which you
feel Department should know :
8. Date of posting to HQ DGBR / Unit /
Formation :
9. Likely date of completion of minimum
Tenure of HQ DGBR / Unit / Formation :
10. Financial commitment involved, if any :

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11. Certified that :-

- (a) I will not devote any time for study during office hours.
- (b) The required permission if granted, will not in any way interfere with the performance of duties assigned to me.
- (c) I will not seek extension of tenure on this pretext when due for posting.
- (d) I will not ask for leave for the course other than that entitled to me under the existing rules.
- (e) I am aware that leave may not be granted to me either to attend any institute, or to appear in the examination.
- (f) I am aware that I may be sent on temporary duty / posting at short notice even when I am undergoing the course.
- (g) All financial liabilities to be incurred on this course will be met by me.
- (h) I am aware that the permission granted to me can be withdrawn at any time by the Approving Authority without giving any reasons.

Date :

Place :

(Signature of Applicant)

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PART - II

Recommended / Not Recommended

Date :

PART - III

Recommended / Not Recommended

Date :

PART - IV

Approved / Not Approved