

**INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES)
DHANBAD**

No-423357/2022-Estt.

Date: 18 April, 2022

NOTIFICATION

Sub: Procedures/Modalities for grant of Study Leave to the employees of IIT (ISM), Dhanbad.

As per the approval of the Competent Authority, the following procedures / modalities have been adopted for grant of study leave to the employees of this Institute in terms of CCS (Leave) Rules, 1972:-

- (1) Study leave may be granted to an employee of this institute with due regard to the exigencies of Institute service to enable him to undergo 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 for a maximum period of two years for the following courses:-
 - a) Computer Training Courses conducted by the Institution set up by Central or State Governments
 - b) MBA (HRM/Finance)
 - c) Chartered Accountancy
 - d) ICWA
 - e) Diploma / PG Diploma in Computer Science / Computer Applications / Information Technology.
 - f) PG Diploma in Material Management from Institute/University recognized by the AICTE/Government.
- (2) However, study leave shall not be granted for academic or literary degrees viz. B.A. / B.Sc. /M.A/ M.Sc/ B.Com/M.Com/B.Tech / M.Tech/ Ph.D etc.
- (3) All the terms and conditions as laid down in the CCS (Leave) Rules, 1972 will be adhered to, for grant of study leave to the employees of this Institute.
- (4) The employee intending to pursue higher studies in regular mode in the courses as mentioned at para 1(a) – (f) above would have to make an application for permission for pursuing higher studies with requisite study leave.
- (5) The concerned controlling officer will forward such application along with recommendations/detailed justification with due regard to the exigencies of institute service to enable the employee concerned to pursue higher studies with study leave.
- (6) On receipt of the application along with recommendations/justifications, the same will be scrutinized and processed by the office of Dean (Faculty) in case of faculty members; and by the Establishment Section in case of non-teaching employees of this Institute in accordance with the provisions contained in the CCS (Leave) Rules, 1972.

This is applicable to all employees of this Institute with immediate effect.

PRABODH PANDEY
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Date: 2022.04.19
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(Prabodh Pandey)
Registrar (Actg.)

CC: DT/Dy.DT/ Dean (Faculty)/Dean (Admin) / RG's Sectt.
: All Deans/HODs/HOCs / Chairman CDC/PIC (Library)
: All JRs / DRs/ARs/CMO (SAG) /PESO/PSE (CC)
: PIC (W) / Superintending Engineer / Sr. Security officer
: All employees – via e-mail
: Webmaster – for uploading it on the Institute's website.