

## **CENTRAL SILK BOARD (STUDY LEAVE) RULES, 1955**

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## **CENTRAL SILK BOARD (STUDY LEAVE) RULES, 1955**

1 In exercise of the powers conferred by rule Rule 24(3) of the Central Silk Rules, 1949, the following Rules have been made by the Central Silk Board the approval of the Central Government, namely:

### **1. 1 :-**

(i) These rules may be called the Central Silk Board (Study Leave) Rules, 1955;

(ii) These rules shall be deemed to have come into force with effect from 1st April, 1949.

### **2. 2 :-**

In these rules the "Board" means the Central Silk Board constituted by Central Silk Board Act, 1948 (Act No. LXI of 1948).

### **3. 3 :-**

The following rules relate to study leaves only. They are not intended to meet . the case of persons deputed to other countries a t the instance of Government and/or Board either for the performance of special duties imposed on them nor for the investigation of specific problems connected with their duties. They

are also not intended to cover the cases of persons selected by the Board for a special course of instructions, unless they happen to be Board employees and for the other conditions as prescribed in the rules.

**4. 4 :-**

Extra leave on half average pay for the purpose of study leave may be taken either in or outside India. Study leave shall not ordinarily be granted the employees of Board of less than five years' permanent service or to an employee of the Board within three years of the date of his retirement.

**5. 5 :-**

The grant of study leave shall be made with due regard to the exigence of work in the Board. In no case shall the grant of this leave, in combination with leave other than extraordinary leave or leave on medical certificate, involved an absence of over 28 months from a Board employee's regular duties or exceed two years in the whole period of a Board employee's service, nor should it is granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulty owing to his absence on leave. A period of 12 months at one time should ordinarily be regarded as a suitable maximum, and should not be exceeded save for exceptional reasons.

**6. 6 :-**

An employee of the Board whose study leave is combined with any other kind of leave should be required to take his period of study leave at such a time as to retain, at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.

**7. 7 :-**

When a Board employee has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced to the excess period of study leave unless he is allowed to take it as ordinary leave.

**8. 8 :-**

A study allowance shall be granted for the period spent in prosecuting definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by and examination at the end of the

course of study. The rates of study allowance shall be determined on the basis of the rates fixed by Government of India from time to time for its employees for study in the United Kingdom, United States of America and on the continent of Europe and also in Japan, China or any other country as may be considered necessary. The rates to be granted for study in Board in consultation with the Government of India. In no case will subsistent allowance be granted in addition to study allowance and ordinary travelling allowance will not be paid but in exceptional cases claims will be considered on their merits by the Board.

**9. 9 :-**

Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Board employee interrupts his course for his own convenience cannot be considered as vacation. Study allowance may be given at the discretion of the Board for any period up to fourteen days at one time during which a Board employee is prevented by sickness duly certified by a medical practitioner from pursuing the sanctioned course of study. In the case of a Board employee retiring from service without returning to duty after a period of study leave the study allowance will be forfeited. The study leave of the Board employee will be converted into ordinary leave to the extent of ordinary leave admissible under the rules of the Board standing to his credit at the date of retirement. Any balance of the period of study leave mentioned above which cannot be converted will be excluded in reckoning service for Contributory Provident Fund.

**10. 10 :-**

Employees of the Board granted study leave are ordinarily required to meet the cost of fees paid for courses .of study. In exceptional cases the Board will be prepared to consider proposals that such fee should be paid by the Board.

**11. 11 :-**

On completion of a course of study a certificate on the proper form together with certificates of examinations passed or of special study, which should show the dates of commencement and termination of the course, with any remarks by the Instructor, shall be forwarded to the Board. The study allowance will be payable in the manner to be prescribed by the Board from time to time on claims supported by proper certificates of attendance.

**12. 12 :-**

Study leave will count as service for promotion. Contributory Provident Fund but not for leave. It will not affect any leave which may already be due to a Board employee. It will count as extra on half average pay and will not be taken into account in reckoning the aggregate amount of leave on half average pay taken by the Board employee towards the maximum period admissible make the rules of the Board.

**13. 13 :-**

During the study leave a Board employee will draw half average pay as admissible to Government servants of corresponding status in terms of Rule 24(2) at the Central Silk Board Rules.

**14. 14 :-**

All applications for study leave shall be referred to the Standing Committee of the Board for sanction.