

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 16th March 1979 and DOS Letter No.3/1(1)/90-I dated 24th 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.