

SCHEDULE
FORM TO BE USED BY GOVERNMENT SERVANTS
IN MAKING APPLICATION FOR STUDY LEAVE

1. Name in -full :
2. Father's name in full and present address :
3. Post held :
4. Pay and allowances drawn in the present post. (Indicate special pay, if any, separately) :
5. Educational qualification together with School/College/University certificates (attested copies) and the subjects studied in the Intermediate, degree and post graduate examinations :
6. Other special qualification, (Give full particulars) :
7. The period of continuous service under Government :
8. Age on 1st January (According to Matric or any other equivalent certificate, attach attested copy) :
9. Have you taken Study Leave previously? (If yes give full particulars of the total period of leave taken so far, the courses of study or training undertaken and examination or examinations passed) :
10. Course of study/training and examination, if any, proposed to be undertaken, (Give full details of the programme of the study/training showing its duration as also the name of the country and the institution in which it is proposed to be taken) :

The facts stated above are true to the best of my knowledge and belief. In case of any false statement, I am liable to any action, Government may deem fit and proper.

Date:

Signature of the Applicant

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To be used by the Administrative Department

1. Where the courses of higher study/specialised training has a direct and close connection with sphere of duty of the Government servant and shall be definite advantage from the point of view of public interest:

2. Whether it will be possible to spare the services of the Government servant for the duration of study leave without creating cadre difficulties:

3.(a) Whether the application is for leave out of India. If so, whether a certificate of admissibility has been obtained from the Audit Officer:

3.(b) If the application is for leave in India, whether Audit Officer's certificate has been obtained in respect of Gazetted Government Servants. In the case of non-gazetted Government servants the appointing authority's certificate as to the admissibility of the leave should be obtained.

4. Whether adequate facilities exist in India or under any of the schemes administrative by the State Government or the Government of India for the study/training contemplated:

5. Whether all the conditions of Rule 3 of the Assam Study Leave Rules, 1963 have been fulfilled.

6. Any special remark as to ability of the candidate:

Secretary to the Government of Assam in the
.....
Department.

APPENDIX A

FORM - A: BOND FOR PERMANENT GOVERNMENT SERVANT PROCEEDING ON STUDY LEAVE UNDER STUDY LEAVE RULES

KNOW ALL MEN by these presents that I,
_____ son of _____ /daughter of _____
_____ in the District of _____ resident of _____
at _____ present _____ employed _____ as
_____ in the
Department of/Office of _____
do hereby bind myself, my heirs, executors and administrators to pay to the Governor of Assam (hereinafter referred to as "the Government") on demand and without demur the sum of _____ Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans, or, if the payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and together with all costs between attorney and client and all charges and expenses that shall and/or may have been incurred by the Government.
Dated this _____ day of _____.

Whereas the above bounden _____ is granted study leave by the Government;

And whereas for the better protection of the Government the above bounden has agreed to execute this bond with such condition as hereunder is written;

Now the condition of the above written obligation is that in the event of the above bounden _____ not conforming to the instructions regarding study/training conveyed to him by an authorised agent of the Governor of Assam or of his continued adverse report regarding the progress of his/her studies/training or regarding his conduct or the above bounden resigning or retiring from service without returning to duty after the expiry of termination of the period of study leave or at any time within a period of 3 years after his return to duty or the above bounden _____ refusing to serve the Governor of Assam if required to do so as an officer of the Government of Assam in any other employment indicated by the Governor of Assam for a minimum period of 5 years he/she shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of _____ Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the lime being in And upon the above, bounden making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Government of Assam have agreed to bear the stamp duty payable on this bond.

And upon the above bounden _____ making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Government of Assam have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the above bounden _____ in the presence of _____.

ACCEPTED

For and on behalf of the Governor of Assam.

APPENDIX A

FORM - B: BOND FOR TEMPORARY GOVERNMENT SERVANT PROCEEDING ON STUDY LEAVE UNDER STUDY LEAVE RULES

KNOW ALL MEN by these presents that We, _____ son of /daughter of _____ resident of _____ in the District of _____ at present employed as _____ in the Department of/Office of _____ (hereinafter referred to as "the obligor") and Shri / Smti. _____ s/d of _____ of _____ in the District of _____ and Shri/Smti. _____ s/d of _____ of _____ in the District of _____ sureties on his behalf do hereby jointly and severally bind overselves, our respective heirs, executors and administrator to pay to the Governor of Assam (hereinafter referred to as "the Government) on demand and without demur the sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans, or, if the payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and together with all costs between attorney and client and all charges and expenses that shall and/or may have been incurred by the Government.

Dated this _____ day of _____, _____.

Whereas the above bounden _____ is granted study leave by Government;

And whereas for the better protection of the Government the above bounden has agreed to execute this bond with such condition as hereunder is written;

And whereas the said _____ and Shri / Smti. _____ and Shri / Smti. _____ have agreed to execute this bond on behalf of the above bounden obligor _____.

Now the condition of the above written obligation is that the event of the above bounden obligor _____ resigning from service without returning to duty after the expiry or termination of the period of study-leave or at any time within a period of 3 years after his return to duty or the above bounden obligor _____ not conforming to the instruction regarding studies/training conveyed to him by an authorised agent of the Governor of Assam or of his continued adverse reports regarding the progress of his studies/training or regarding his conduct or the above bounden _____ refusing to serve the Governor of Assam if required to do so as an officer of the Government of Assam in any other employment indicated by the Governor of Assam for a minimum period of 5 years the obligor and sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loan.

And upon the above bounden obligor _____ and Shri/Smti. _____ and Shri/Smti. _____ the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue :

Provided always that the liabilities of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the said obligor before suing the above bounden sureties and Shri/Smti. _____ and Shri/Smti. _____ or any of them for amounts due hereunder.

The Government of Assam have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the above bounded _____ in the presence of _____.

Signed and delivered by the surety above-named _____ in the presence of _____.

ACCEPTED

For and on behalf of the Governor of Assam.