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B/13509/NOC/WED/E1B (Cadre)

27 Mar 2024

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ADG (NEI) Guwahati, PIN-781027, c/o 99 APO
ADG (Projects) Chennai, PIN-600009
ADG (North) Jammu, c/o CWE(AF) Jammu, PIN-937256
CE HQ Southern command, PIN-908541, c/o 56 APO
CE HQ Eastern command, PIN-908542, c/o 99 APO
CE HQ Western command, PIN-908543, c/o 56 APO
CE HQ Central command, PIN-908544, c/o 56 APO
CE HQ Northern command, PIN-908545, c/o 56 APO
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**JOINING OF EDUCATIONAL INSTITUTES BY GOVT SERVANTS OUTSIDE
NORMAL OFFICE HOURS**

1. This headquarter is repeatedly receiving applications from Group 'A' and Group 'B' (Gazetted) officers seeking permission/NOC to attend Educational Institutions outside regular office hours i.e. for part-time, vocational courses etc. due to partial knowledge of policy guidelines on the subject matter.
2. To circumvent infructuous correspondence and inconvenience of officers seeking such permission, it has now become incumbent upon this HQ to clarify the issue.
3. Subject issue is dealt under following Government policies/rules/OMs: -
 - (i) CCS (Conduct) Rules, Rule 15.
 - (ii) Gol, Ministry of Home Affairs OM No 130/54-Ests (A) dated 26 Feb 1955,
 - (iii) Gol, Ministry of Home Affairs OM No 11013/4/77-Estt. (A) dated 21 May 1977.
 - (iv) Subsequent amendment thereto abovementioned policy/OMs if any.
4. As per above mentioned policy/OM and other relevant guidelines issued by Govt. from time to time, permission/NOC to join Educational Institutions outside normal office hours has to be granted by administrative authorities i.e. Controlling Heads of Office of the officer. For clarity, CWE has the authority to grant such permission to his DCWEs, ACWEs and other subordinate officers in his office including GEs for whom he serves as controlling officer. Similarly, GE can grant permission to his AGEs and the entire hierarchy continues accordingly with authority bestowed at all HOOs .

Contd..2/-

5. It is emphasized, as per the above references, that while there is generally no objection to government servants pursuing knowledge in their leisure time, following aspects may be considered while granting such permission:

- (i) This in no way detract from their efficiency in official work.
- (ii) Prior permission before joining educational institutes has to be taken.
- (iii) The tenure of the government servant should be taken into account to avoid the need for tenure extensions due to course duration exceeding their tenure.
- (iv) An undertaking may be obtained from government servant stating that the proposed course will not affect their efficiency in official work and he will not claim any extension of tenure on this pretext.

6. The controlling administrative authority reserves the right to withdraw permission if the government servant is found neglecting their duties. This withdrawal of permission may occur without prejudice to any other departmental actions taken.

7. Apropos, all such cases of granting permission to joining of educational institutes by govt servants outside normal office hours to be dealt with and to be disposed off at the appropriate level in adherence to the aforementioned instructions.



(P K Singh, IDSE)
SE
Dir Pers (C&M)
For E-in-C

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