भारतीय कृषि अनुसंधान परिषद
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
कृषि भवन, डॉ॰ राजेंद्र प्रसाद मार्ग, नई दिल्ली110001 –
Krishi Bhavan, Dr Rajendra Prasad Road, New Delhi - 110 001

F.No.TS-19(1)/2020-Estt.IV (E-71076) Dated 6th November, 2026

OFFICE MEMORANDUM

Subject: Study Leave Guidelines for Technical Employees covered under Technical Services of ICAR – reg.

The Study Leave provisions applicable to the Agricultural Research Service (ARS) under the ARS Study Leave Regulations, 1991 were extended to the Technical Personnel of ICAR for pursuing Ph. D programme vide Council's Circular No. 14-6/94-Genl. Admn.I dated 01.02.1995. Subsequently, circular No. 18-6/98-Estt.IV Dated 02.09.98 allowed the technical personnel to avail study leave under CCS (Leave) Rules, 1972 for studies other than Ph. D. programme.

2. Since the Technical Cadre of ICAR constitutes a distinct service cadre with its own prescribed essential educational qualifications, functional requirements and service conditions, the need for framing separate Study Leave Guidelines specifically for Technical Personnel has been under consideration for a considerable period.

3. Accordingly, separate Study Leave Guidelines specific for Technical Personnel under ICAR Technical Services have been formulated and finalized. The same has been approved by the Governing Body of ICAR in its 267th Meeting held on 08.08.2026. A copy of Study Leave Guidelines is attached herewith as **Annexure-I.** It will be applicable with effect from the issue of this Office Memorandum.

This issues with the approval of the Competent Authority.

6/11/2026

(Gajanand Yadav)
Deputy Secretary (TS)

Distribution :

1. The Directors of all ICAR Institutes/Project Directors/Zonal Coordinators of ICAR Research Institutes/Project Directorates/National Research Centres/Bureax/Zonal Coordinating Units.
2. PSO to DG, ICAR / PPS to Secretary, ICAR/PPS to FA, ICAR/PPS to Chairman, ASRB.
3. All Subject Matter Divisions (SMDs) of ICAR.
4. Secretary (SS), CJSC.
5. Secretary (SS), HJSC.
6. PD, DKMA, ICAR with a request to upload on ICAR website.
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(Hindi version will follow)

ANNEXURE-I

(F.No. TS-19(1)/2020-Estt.IV (E-71076)

ICAR-TECHNICAL SERVICES STUDY LEAVE REGULATIONS

In exercise of the powers conferred under Bye-law 23 of Rules and Bye-Laws of the Indian Council of Agricultural Research Society, the Governing Body with the approval of the President of the ICAR Society makes the following regulations; viz.

1. Short Title and Commencement

a. These regulations may be called the "ICAR-Technical Services Study Leave Regulations"
b. These regulations shall come into force with immediate effect.

2. Definitions

In these regulations, unless the context otherwise requires:

a. 'Competent Authority' means Appointing Authority for the respective grade or post;
b. 'Council' means the Indian Council of Agricultural Research;
c. 'Emoluments' means pay and allowances attached to a post held by the technical employee before proceeding on study leave;
d. 'Institute' means an Institute under the management of the Indian Council of Agricultural Research and includes a Project Directorate, a National Research Centre, Bureau, an ATARI, an Academy, or any other similar body created by the Council;
e. 'Organization' means the Institute in case of a technical employee posted in an Institute, and the Council's Headquarters, in case of a technical employee posted at the Council's Headquarters;
f. 'Technical employee' here means a regular employee whose services are governed by the ICAR Technical Service Rules.

3. Eligibility

a. Study leave may be granted to a permanent whole-time technical employee of the Council with not less than 5 (five) years of regular continuous service, to pursue 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.

b. The maximum age for availing study leave for technical employees shall not exceed 50 (fifty) years of age.
c. Study leave shall be admissible for a duration of maximum up-to twenty-four months during entire service career of a Technical employee in ICAR except Ph.D. course for which the duration shall be maximum up to thirty-six months.
d. May be granted for the following category of employees as detailed below: -

    i. Category-I & II – Special course of study consisting of higher studies or specialized training in a professional or a technical subject
    ii. Category-III - Special course of study consisting of higher studies or specialized training in a professional or a technical subject and for pursuing Ph.D.
    iii. Category I or II technical staff who have been directly recruited in the Council with postgraduate degrees may be granted study leave for Ph.D. after their promotion to Category III, if they have not availed study leave earlier in their career since appointment.

e. Study leave may be granted to technical personnel to acquire relevant higher technical qualifications, subject to the conditions that –

    i. The course being undertaken is a full-time regular course relevant to his/her work and functional group and cannot be carried out through correspondence/part-time/online mode; and
    ii. The studies are of definite advantage to the work of the ICAR Hqrs / Institute in which the technical employee concerned is posted and is directly related to the duties performed by him.
    iii. The Degree must be recognized by University Grants Commission/ICAR, respective regulatory bodies like AICTE, National Medical Commission of India, etc. set up by Central/State Government or recognized by the Government.
    iv. Grant of study leave for undertaking specialized courses barring master's and Ph.D. degree by the technical employees should not be allowed in routine manner, rather on limited occasions warranting the necessity of the same. Efforts should be made to provide on the job training to these staff through attachment and a practical exposure in different divisions/sections, arranging general as well as specialized training of short duration for capacity building at Institute/Council level. Grant of study leave for specialized course should be given in cases where it is established that there is no such avenue

available in ICAR for skill development in a particular domain or the said course will directly benefit the institutes /ICAR as whole.

v. Grant of study leave should not result in creation of additional financial liabilities due to hiring of contractual manpower for the jobs performed by the employee proceeding on study leave.

f. A Study Leave Committee (SLC) with the following constitution will scrutinize applications received for pursuing study as per technical study leave regulations before the same is presented to the Competent Authority for grant of the study leave:

Composition of the Committee	**Institute**	**ICAR Headquarters**
Chairman	Head of Division/Principal Scientist	Assistant Director General/ Principal Scientist
Member	Principal Scientist or Senior Scientist	Principal Scientist or Senior Scientist
Member Secretary	CAO / SAO / AO of the Institute	Deputy Secretary or Under Secretary, TS Division

g. The SLC should scrutinize the applications received and take into consideration eligibility criteria while providing its recommendations for the perusal of the Competent Authority. The SLC shall also certify that the course being undertaken is a full-time regular course and cannot be carried out through correspondence/part-time/online mode. Recommendations of SLC shall be endorsed / commented upon by the Director of the institute and forwarded to the concerned DDG for concurrence before approval of Competent Authority.

h. In case the technical employee of the institute is planning on working with a co-guide in the future, that co-guide should not be the part of the SLC constituted for scrutinizing the applications received for that particular technical employee.

i. It is to be certified by the Committee (SLC) at the ICAR Hqrs / Institute concerned that the studies are of definite advantage to the work of the ICAR Hqrs / institute in which the Technical employee concerned is employed and the course being undertaken relates to the duties performed by the technical employee. The concerned DDG/SMD, while examining the applications received for concurrence, should take into consideration that not more than 3.5% of the total sanctioned strength of the respective categories i.e. Cat.-I, II & III of the technical staff of the council are on Study Leave at any given point of time.

4. Application for and sanction of study leave

a. Every application for study leave shall be submitted through proper channel to the authority competent to grant leave.
b. Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India.
c. The course or courses of study contemplated by the Government servant and any examination which he proposes to undergo (including full plan of work in case of Ph.D.) shall be clearly specified in such application.
d. Where it is not possible for the employee to give full details in his application, or if, after leaving India, he is to make any change in the program which has been approved in India, he shall submit the particulars as soon as possible to the Head of the Mission or the authority competent to grant leave, as the case may be, and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the authority competent to grant the study leave for the course.

5. Duration:

a. Study leave(s) shall be admissible for a maximum duration of up to twenty-four months in all to a technical employee during his / her entire service. For pursuing Ph.D. degree, the maximum allowed duration shall be thirty-six months.
b. Study leave may be combined with other kinds of leave, but in no case shall be grant of this leave in combination with leave, other than extraordinary leave involve a total absence of more than twenty-eight months generally and thirty-six months for the courses leading to Ph.D. degree from the regular duties of the technical employee.
c. The periods of extension of Study Leave by Extra-Ordinary Leave shall not be counted for the purpose of merit promotion/assessment.
d. In case a Technical employee is on Study Leave and is placed in a higher scale by virtue of merit assessment during that study leave period, he/she shall be placed in the higher scale with effect from the due date; however, such placement shall take effect only upon resumption of duties at the parent Institute.
e. The period of study leave shall count as service for purposes of retirement benefits provided that the technical employee rejoins the organization on the expiry of his/her study leave and serves for the period for which the bond has been executed.
f. Study leave granted to a technical employee shall be deemed to be cancelled, in case it is not availed within 06 months of its sanction. The employee may apply again for such leave

only after 01 year from the date of previous sanction.

g. Study Leave may be cancelled or terminated if there is evidence of misconduct or misuse of leave.
h. A technical employee availing his/her study leave shall furnish an undertaking that he/she shall serve the organization continuously for at least 3 (Three) years after the return from study leave.
i. In case the course of study is completed before the complete duration of the already sanctioned Study Leave/Extraordinary Leave, then the technical employee shall resume duty immediately after the completion of the course.
j. On completion of the course of study, the technical employee shall submit to the authority which granted him the study leave, the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course of study.
k. The period of Study Leave shall count as service for the purposes of assessment/merit promotional benefits. In cases where APARs cannot be written during Study Leave and a No Report Certificate (NRC) is issued for the said period, the APAR gradings of other reporting years within the assessment period may be extrapolated to meet the requirement of assessment.
l. However, where an NRC is not issued during Study Leave, the Assessment Committee shall examine the circumstances for non - issue of NRC. If APARs could not be written due to valid reasons, the marks of the available APARs may be extrapolated. In other cases, the Assessment Committee shall take into account the previous APARs already considered during the previous merit assessment / promotion to complete the number of APARs required for assessment.

6. Monitoring of Study Leave

a. The Technical Employees granted study leave must submit a proof of admission to the Institute within 3 months of joining the course.
b. The progress of the course pursued by a Technical employee on Study Leave shall be reviewed and approved by the Director, in the case of Institute employees and the concerned DDG, ICAR in the case of ICAR Headquarters employees.
c. The Director should certify it to the institute's SMD that the semester -wise progress reports are being regularly maintained and reviewed.
d. The semester-wise report must reach the parent institute within one month of the expiry of every six months of the study leave. If the report does not reach the competent authority within the time specified, the payment of salary may be deferred till the receipt of such report.

7. Emoluments

a. During Study Leave, a Government servant shall draw Leave Salary equal to the pay that the Government servant drew while on duty with Government immediately before proceeding on such leave. Except for house rent allowance as admissible as per rules and the Dearness Allowance, no other allowance shall be paid to a Government servant in respect of the period of study leave granted to him.
b. The amount, if any, received by a Government servant during the period of Study Leave as scholarship or stipend or remuneration in respect of any part-time employment, shall be adjusted against the Leave Salary payable under this sub-rule subject to the condition that the Leave Salary shall not be reduced to an amount less than that payable as Leave Salary during half-pay leave.
c. Any Fellowship/stipend/financial assistance given to the Technical Employee during the duration of the program/course/degree shall be discontinued from the date the Technical Employee joins the ICAR service after the completion of the course.

8. Other conditions

a. A Technical Employee pursuing Ph.D. can be supported by a co-guide from any ICAR Institute if the university rules where (s)he is pursuing the program/degree/course permits and agrees to allow a person of the institute to function as co-guide.
b. No technical employee who has been granted study leave shall be permitted to alter substantially the course of study or the program of research without the permission of the competent authority.
c. A technical employee availing his/her study leave shall furnish an undertaking that he/she shall serve the organization continuously for the period of three years from the date of his/her resuming duties after expiry of the study leave.
d. A Technical Employee—
    i. who is unable to complete his/her studies within the period of study leave granted to him/her, or
    ii. who fails to rejoin the service of the organization on the expiry of his/her study leave, or
    iii. who rejoins the services of the organization but leaves the service without completing the prescribed period of service after rejoining the service, or
    iv. who within the said period is dismissed or removed from the service by the organization, or
    v. who is found to have been engaged in any sort of dual

employment during the study leave period, will be subject to disciplinary action and,

shall be liable to refund to the organization, the amount of leave salary and allowances and other expenses, incurred on the employee or paid to him/her or on his/her behalf in connection with the course of study:

Provided that if a technical employee has served in the organization for a period of not less than half the period of service under the bond on return from study leave, he/she shall refund to the organization half of the amount calculated as above. In case the technical employee has been granted study leave without pay and allowances, he/she shall be liable to pay to the organization an amount equivalent to his/her four months' pay and allowances last drawn as well as other expenses incurred by the organization in connection with the course of study leave.

e. If a technical employee asks for an extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she will be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these rules.
f. Notwithstanding the above, the competent authority may order that nothing in these rules shall apply to a technical employee who within 3 years of return of duty from study leave is permitted to retire from service on medical grounds. Provided further that the competent authority may, in any other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a technical employee under these rules.

9. Execution of Bond

a. After the leave has been sanctioned, the technical employee shall, before availing of the leave, execute a bond in favour of the organization in the prescribed form undertaking to serve the organization continuously for at least 3 (Three) years after the study leave. The bond must be supported by two permanent ICAR Employees as sureties, whose status is comparable to or higher than that of the technical employee.
b. In addition to executing a bond as aforesaid, the technical employee shall have to provide a surety for the study leave granted to him/her by giving security of immovable property to the satisfaction of the organization or a Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The

surety furnished should be acceptable to the organization. Where surety provided by the technical employee is of those who are permanent employees of the institution to which the technical employee belongs, the organization may, at its discretion waive the additional requirement of getting security of immovable property or a Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The surety clause shall form part of the study leave bond and the person giving surety shall be liable to pay to the organization the amount recoverable from the technical employee concerned on his/her failure to fulfill the obligations of the bond.

10. Interpretation

If any question of interpretation of these regulations arises, it shall be decided by the Director General, ICAR.

FORM 1

BOND TO BE EXECUTED BY A TECHNICAL EMPLOYEE IN PERMANENT EMPLOY, WHEN PROCEEDING ON STUDY LEAVE

KNOW ALL MEN BY..... THESE PRESENTS THAT I..... , son/daughter of ……and ..... resident of in the district ……at present employed as..... in the ICAR Unit … do hereby bind myself and my heirs, executors and administrators to pay to the President, ICAR (hereinafter called "the Council") on demand the sum of Rs..... (Rupees…… only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if 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 or may have been incurred by the Council.

WHEREAS I..... am granted study leave by Council.

AND WHEREAS for the better protection of the Council, I have 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 my failing to resume duty, or resigning or retiring from service or otherwise quitting service) without returning to duty after the expiry or termination of the period of study leave or failing to

complete the course of study or at any time within a period of three years after my return to duty, I shall forthwith pay to the Council on demand the said sum of Rs..... (Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT

the period of my bond mandating, putting in service for the period as specified above, after expiry of the study leave availed by me, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by me, during the currency of the bond period.

AND upon my making such payment, the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

The Council has agreed to bear the stamp duty payable on this bond. Signed and dated this…..…….. day of…….. two thousand and……...Signed and delivered by.....In the presence of

Witnesses (1)…….. ……..
(2)…….

ACCEPTED
For and on behalf of the
President, ICAR

EXPLANATION. — The 'currency of bond' means the period during which the liability of the Technical Employee is activated and the right of the Council is alive to claim the predetermined and stipulated amounts from the technical employee who fails to discharge his obligation.

FORM 2

SURETY BOND TO BE EXECUTED BY THE TECHNICAL EMPLOYEE AND TWO SURETIES, WHEN PROCEEDING ON STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT

I…….. ,son/daughter of ……and resident of in the district of…….. at present employed as…… in the ICAR Unit (hereinafter called "the Obligor"),and Shri /Shrimati/Kumari…… ……..……..…...son/daughter of and Shri/ Shrimati/ Kumari /son/daughter of…… (hereinafter called "the Sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the President, ICAR (hereinafter called "the Council") on demand the sum of Rs.....(Rupees only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if 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 or may have been incurred by the Council.

WHEREAS the Obligor is granted study leave by the Council,

AND WHEREAS for the better protection of the Council, the Obligor has agreed to execute this Bond with such condition as hereunder is written:

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the above bounden……

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of the Obligor Shri/Shrimati/Kumari..... (failing to resume duty, or resigning from service or otherwise quitting service) without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of Study or at any time within a period of three years after his return to duty, the Obligor and the Sureties shall forthwith pay to the Council or as may be directed by the Council, on demand the said sum of Rs..... (Rupees ……..…….... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT,

the period of bond, mandating putting in service by the Obligor for the period as specified above, after expiry of the study leave availed by him or her, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by him or her during the currency of the bond period

AND upon the Obligor Shri/Shrimati / Kumari …….……... and or Shri / Shrimati / Kumari……..…... and or Shri /

Shrimati / Kumari, 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 by virtue.

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any for bearance, act or omission of the Council or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Council to sue the Obligor before suing the Sureties Shri / Shrimati / Kumari……and Shri/Shrimati/ Kumari…….....or any of them for amounts due here under.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate Courts in India.

The Council has agreed to bear the stamp duty payable on this bond.

Signed and dated this……. day of…….....two thousand and……...

Signed and delivered by the Obligor above-named Shri /Shrimati/Kumari …….. in the presence of

Witnesses (1) ……...

(2) …….....

Signed and delivered by the surety above-named Shri/Shrimati/Kumari……in the presence of

Witnesses (1). ……

(2). ……

Signed and delivered by the surety above-named Shri/Shrimati/Kumari……in the presence of

Witnesses (1). ....……..

(2). ……

ACCEPTED
For and on behalf of the
President, ICAR

EXPLANATION. — The 'currency of bond' means the period during which the liability of the Technical Employee is activated and the right of the Council is alive to claim the predetermined and stipulated amounts from the technical employee who fails to discharge his obligation.