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Headquarters
Dte General Border Roads
Seema Sadak Bhawan
Ring Road, Delhi Cantt
New Delhi – 110 010

113931/Policy/DGBR/117 /EG1

16 Apr 2019

Addl DGBR (East)
HQ CE (P) Arunank
HQ CE (P) Beacon
HQ CE (P) Chetak
HQ CE (P) Deepak
HQ CE (P) Dantak
HQ CE (P) Himank
HQ CE (P) Hirak
HQ CE (P) Vartak
HQ CE (P) Rohtang Tunnel
E B W & W B W

Addl DGBR (West)
HQ CE (P) Pushpak
HQ CE (P) Sewak
HQ CE (P) Sampark
HQ CE (P) Brahmanak
HQ CE (P) Swastik
HQ CE (P) Shivalik
HQ CE (P) Udayak
HQ CE (P) Vijayak
GREF Centre
R&D ESTT

**POLICY FOR UNDERGOING COURSES DURING NON
OFFICE HOURS BY SERVICE AND GREF PERSONNEL**

Introduction.

1. Pursuance of higher academic studies outside normal office hours, for furtherance of ones academic qualifications, is not only in the interest of the individual concerned, but also in Organisation interest. This should however, not be detrimental to official duties required to be performed by the individual, nor to the efficient functioning of the Headquarters, Unit or Establishment, to which the individual belongs. It is for this reason that prior permission is to be obtained by an individual, for joining educational institutions, or courses of studies outside office hours.

2. The policy for pursuing studies for academic or professional advancement by service and GREF personnel, during non office hours, is given in succeeding paragraphs.

Service Officers and Subordinates.

3. Permission to pursue higher academic or professional studies privately, for furtherance of one's academic qualifications, will be as given below for Officers, JCOs and OR :-

| | <u>Authority for Granting Approval</u> |
|---|--|
| (a) Personnel serving in HQ DGBR | - Concerned DDG. |
| (b) Personnel serving in HQ ADGBR (East/West), WBW & WSD | - DDG nominated by ADGBR. |
| (c) Personnel serving under Projects & EBW | - Concerned CE. |
| (d) GREF Centre and Records | - Cdr GREF Centre. |

ContdP/2

At the time of permission being granted, the individual will certify that he fully understands the following :-

- (a) The study programme is subject to exigencies of service and no special consideration in the matter of posting and transfer will be followed.
 - (b) No special leave other than that admissible under existing orders, will be sanctioned.
5. The certificate, as required vide Paragraph 4 above, will be prepared in duplicate and disposed off, as follows:-

(a) **Officers.** In the case of officers, one copy will be kept in safe custody of the unit and original copy will be sent to Army HQ (AG/Org 3) (Records) for keeping with his record of service/documents.

(b) **JCOs and OR.** One copy will be kept in safe custody of the unit and original copy will be sent to the Records of the individual, for keeping with his sheet roll.

6. **Courses Sponsored by Army Headquarters and Army Training Institutions.** For correspondence and other courses which are sponsored by General Staff Branch (MT 10) Army Headquarters, United Service Institution and Military College/Schools, no permission is required, unless specified. The list of such courses will be notified in Army Orders from time to time. The MT Directorate or Army Headquarters will lay down the procedure for selection of candidates and the channels for sending applications, instructional materials and progress reports.

7. The above policy will be read in conjunction with AO 89/90.

GREF Officers and Subordinates.

8. Ordinarily, there should be no objection to the pursuit of higher education for academic or professional advancement by GREF officers and subordinates during non working hours. However, this must be subject to the condition that such pursuit, does in no way reduce their efficiency in office work.

9. Specific prior Permission will be obtained on the prescribed format enclosed at Appendix 'A' by the concerned individual, prior to joining an educational institution. The powers for granting permission will be as follows :-

Authority for Granting Approval

- | | | |
|--|---|------------------------|
| (a) Officers and subordinates serving in HQ DGBR | - | Concerned DDG. |
| (b) Officers and subordinates in HQ ADGBR (East/West), WBW & WSD | - | DDG nominated by ADGBR |
| (c) Officers and subordinates I serving under Projects & EBW | - | Concerned CE. |
| (d) Officers and subordinates serving in GREF Centre and Record | - | Cdr GREF Centre. |

1. **Auth for Granting Approval.** It must be noted that the powers for granting approval will not be delegated to the officiating incumbent below the rank of CE in all cases except GREF Centre & Records.

11. **Withdrawal of Permission.** In case at any stage, it is noticed that an officer or subordinate, is neglecting his duties for the sake of studies, the permission will be withdrawn summarily by the permission granting authority, without assigning any reasons. This will be without prejudice to any other departmental action being taken, where withdrawal of permission is not considered adequate.

12. **Dissemination of the Policy.** The above policy be disseminated to all personnel under your command. This supersedes the Policy letter issued vide this HQ letters No 11393/Policy/DGBR/EG1 dt 17 Nov 99.

Conclusion.

13. It is reiterated that individuals be encouraged in the pursuit of knowledge during their leisure hours. This is subject to such action not interfering with the execution of official duties by the individual concerned, nor is it detrimental to the efficient functioning of the headquarters, unit or establishment to which the individual belongs.

(P Kumar)

Col

Director (Org)

For Dir Gen Border Roads

Internal

All Dtes

DGBR (Coord)

Appendix 'A'

(Refer to Para 9 of HQ DGBR
Letter No 11393/Policy/DGBR/117/
EG1 dt 16 Apr 2019)

**APPLICATION FORMAT APPLYING FOR PERMISSION FOR
HIGHER STUDIES/COURSE DURING NON OFFICE HOURS
BY GREF PERSONNEL**

(To be filled in own handwriting)

PART-I

1. No, Rank and Name :
2. Section /Unit/Formation :
3. Type of course :
4. Duration of the course :
5. Daily timings of the course :
6. Whether applied for permission earlier :
for attending any course/ higher
studies
7. Any other information which you feel :
Department should know
8. Date of posting to HQ DGBR/Unit/ :
Formation
9. Likely date of completion of minimum :
Tenure of HQ DGBR/ Unit/Formation
10. Financial commitment involved, if any :