

Government of Jammu and Kashmir
Directorate of School Education
Kashmir

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The Chief Education Officer,
_____ (All).

No. Estt-III/B-Trs/ *Study leave/5336* Dated: - *20* /03/2017
Sub:- Submission of study leave/permission cases for pursuing higher studies.

Sir,


Please refer to the subject captioned above. In this context I am directed to enclose a copy of Circular No. 08-GAD of 2017 Dated 06.02.2017 issued by GAD and to request you to furnish study leave cum permission cases on the enclosed format in respect of teaching personnel who intend to pursue higher studies with your definite/concrete recommendations.

Yours faithfully,


Personnel Officer
Directorate of School Education
Kashmir

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Sub:- Check list for submission of files for grant of permission to pursue higher studies

1	District											Remarks/ Observations at DSEK
2	Employee Code (MIS)	:-										
3	Name of the Official											
4	Designation											
5	Place of posting											
6	Date of 1st appointment (Order copy enclosed)	D	D		M	M		Y	Y	Y	Y	
7	Date of regularization in case of ReT's/ Contractual/ Adhoc Employees/ others:(Copy enclosed)	D	D		M	M		Y	Y	Y	Y	
8	Leave applied for:	Study leave			EOL (Extra-ordinary leave)			Permission for appearing in the examination as Private				
9	Leave account of the official											
10	Course title:	P.G		M.Phil		Ph.D						
11	University/Institute :											
12	Duration of Course:											
13	Mode:	Regular			Part-time			Private				
14	Date from which intending to apply for leave:	D	D		M	M		Y	Y	Y	Y	
	i. Name of the DDO where posted											
	ii. Contact No. of DDO											
	iii. Certificate of DDO/Head of the Institution, that the Institution shall not suffer in absence of the Teacher, intending to pursue higher studies.											
	iv. Certificate that there is no other Teacher of the institution proceeded for study leave.											
	v. Certificate from DDO/CEO with regard to genuineness of appointment.											
	v. Recommendation of Head of Institution where posted:											
15	Whether there is dearth of teachers in the particular subject in which the official intends to pursue higher studies (To be issued by CEO)											
16	Recommendations of Chief Education Officer in light of Leave Rules, 1979											
 Chief Education Officer												