

Copy of Punjab Government Circular letter No. 13987-5GS-61/43369, dated the 4th December, 1961, from the Chief Secretary to Government, Punjab, to all Heads of Departments, etc. etc.

Subject :— Acquisition of Higher Qualification—Permission to Government servants:

Government has observed that in the absence of any general instructions governing the grant of permission to Government servants for acquisition of qualifications the practice followed varies. For the sake of uniformity in the matter and with a view to encouraging Government servants to improve their educational qualifications, I am directed to inform, you that the question of granting general permission to all Government servants to appear in University and other Examinations has been carefully considered by Government. For the reasons that the acquisition of higher qualifications is always beneficial and broadens the outlook of an individual who should naturally give better work to Government, it has been decided that permission may be granted normally to all Government servants for study in any subject they like, even though the qualification sought to be achieved is not directly connected with the routine duties of the post or service to which that employee is appointed. The only condition that may be imposed should be that such a course of studies should not interfere with his official duties as such.

2. As regards grant of leave, it has been decided that unless there be very exceptional circumstances, it should invariably be allowed for the actual days of examination and also for upto a period of fortnight in advance for preparation, if the administrative circumstances permit.

3. The receipt of this letter may be acknowledged.