

सं/No.A.12019/10/2012-I (Vol.IV)  
भारत सरकार/Government of India  
अंतरिक्ष विभाग/Department of Space  
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अंतरिक्ष भवन/Antariksh Bhavan,  
न्यू बी.ई.एल. रोड/New BEL Road,  
बेंगलूरु/Bengaluru – 560 094

जुलाई/July 9, 2021

कार्यालय ज्ञापन/OFFICE MEMORANDUM

**विषय/Subject :** Grant of Study Leave under DOS (Study leave) Rules, 1979 to the employees of DOS/ISRO - delegating powers - reg.

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Department of Space vide Office Memoranda No.2/6(2)/86-I (Vol.II) dated 31.03.2006 and No.A.11014/1/2009-I dated 01.04.2015 delegated powers to the following authorities to grant Study Leave to the employees in the concerned Centres/Units of DOS/ISRO.

Sl. No.	Category of Employees	Authority Competent to sanction Study Leave under the DOS Study Leave Rules
1.	Employees of VSSC, SDSC-SHAR, SAC, URSC, LPSC, MCF, IPRC and ISTRAC	Directors of VSSC, SDSC-SHAR, SAC, URSC, LPSC, MCF, IPRC and ISTRAC

2. Consequent on establishment of new Centres and also to ensure smooth functioning of Centres/Units, it has been decided to further delegate the powers to grant Study Leave to the following authorities:

Sl. No.	Category of Employees	Authority Competent to sanction Study Leave Under the DOS Study Leave Rules
1.	Employees of HSFC, NRSC & IIRS	Director, HSFC, NRSC & IIRS
2.	Employees of ISRO HQs	Scientific Secretary, ISRO

The above delegation is subject to the following: -

- Any leave in excess of the normal Study Leave of 24 months and combination of other kinds of leave proposed to be taken for prosecuting a study leading to Ph.D shall be granted only with the approval of Secretary, DOS/Chairman, ISRO.
- While exercising the above delegated powers, the concerned authorities shall ensure complying of all conditions mentioned in DOS Study Leave Rules, 1979, and as amended from time to time, and also other specific conditions prescribed for grant of Study Leave. Consistent higher grades in ACR/APAR should be an additional condition to be satisfied for granting Study Leave, including for Ph.D.

...2/-



(c) The Head of the Administration, should forward electronically a half yearly report in this regard, in the enclosed format, by first of January and first of July each year to the Sr.Head, P&GA, ISRO Hq, giving details of Study Leave/permission granted for doing Ph.D in respective Centres/Units during the preceding half year. Sr. Head, P&GA, ISRO Headquarters will consolidate such reports received from all Centres and put up for information to Chairman, ISRO, through Scientific Secretary, ISRO and Joint Secretary (Pers.), DOS.

3. The revised Orders will come into force with immediate effect.

4. This issues with approval of the Competent Authority.

  
(एम रामदास / M Ramadas) 9/7/21

विशेष कार्य अधिकारी/Officer on Special Duty

सेवा में/To,

1. निदेशक /Director, VSSC/SAC/URSC/SDSC SHAR/LPSC/NRSC/IPRC/ISTRAC/HSFC/MCF/ADRIN/IISU/LEOS/DECU/IIRS
2. वैज्ञानिक सचिव, इसरो / Scientific Secretary, ISRO
3. मुख्य लेखा नियंत्रक, अंतरिक्ष विभाग /Chief Controller of Accounts, DOS
4. मुख्य नियंत्रक /Chief Controller, VSSC
5. नियंत्रक /Controller, SDSC-SHAR/SAC/URSC/LPSC/NRSC/HSFC
6. पंजीयक/Registrar, ADRIN
7. वरिष्ठ प्रधान कार्मिक व सामान्य प्रशासन, इसरो मु. /Sr. Head, P&GA, ISRO HQ
8. वरिष्ठ प्रधान, आई.ए.डब्ल्यू. डी.ओ.एस/Sr. Head, IAW, DOS
9. विशेष कार्य अधिकारी, अ.वि शाखा सचिवालय, नई दिल्ली/Officer on Special Duty, DOS Branch Secretariat, New Delhi.
10. व./ प्रधान, लेखा एवं आई एफ ए/ Sr./Head Accounts & IFA, VSSC/SAC/URSC/SDSC-SHAR/LPSC/NRSC/IPRC/ISTRAC/HSFC/MCF/ADRIN/IISU/LEOS/DECU/IIRS
11. इंटरनेट/Intranet.

प्रतिलिपि/Copy to:

1. निदेशक /Director, SCL/PRL/NARL/NE-SAC/IIST
2. नियंत्रक/ Controller, SCL
3. पंजीयक/Registrar, PRL/IIST
4. विशेष कार्य अधिकारी/Officer on Special Duty, NARL
5. अध्यक्ष-सह-प्रबंध निदेशक, एंट्रिक्स / एन.एस.आई.एल.  
Chairman-cum-Managing Director, ANTRIX/ NSIL

For information and compliance,  
if applicable.

प्रतिलिपि इन के लिए भी/Copy also to :

PSO to Secretary/Office of MF/JS&FA/JS (Pers.)/JS (F), DOS.