

No.35/9/2004-EO(F)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi-110001.
Dated the 17th May, 2004

To

1. The Chief Secretaries of all the State Governments/ Union Territories
2. The Secretaries of All the Ministries/ Departments
3. The Cadre Controlling Authorities of all Group 'A' Central Services

Subject : Scheme on Partial Funding of Foreign Study – regarding.

Reference : - Department of Personnel and Training's Circular No.12037/3/2002-Acad.(Desk) dated the 26th July, 2002. (Copy enclosed below)

Sir/ Madam,

This Department has been receiving applications from candidates requesting for assistance under Partial Funding Scheme, in response to this Department's above mentioned Policy circular dated 26th July, 2002 on the Scheme.

2. In addition to the information/ documents required to be furnished by the candidates as specified in para 4 of the Policy Circular dated 26th July, 2002, the following information/ documents should also accompany the applications:-

- (i) All applications should invariably be forwarded/ recommended by the State Governments/ Ministries/ Cadre Controlling Authorities, as no action can be taken on direct applications.
- (ii) In respect of non-IAS officers, the Referring Authorities should invariably ensure that the applications are supported with the attested copies of CR gradings for the last 5 years or CR dossiers and vigilance clearance certificates.
- (iii) In addition to indicating the 'Tuition Fee' in an estimated statement of expenditure, the 'Living Expenses' (Boarding and Lodging) to be incurred per year should also be indicated. Further, such estimate as on 'tuition fee' and 'living expenses' should be supported with relevant extracts of the prospectus projecting these costs.
- (iv) Details of other source(s) of finance, over and above the amount of Partial Funding applied for (viz., scholarship/ fellowship/ research assistantship, bank loans etc. if any,) that may have been secured/ arranged by the candidate to cover the remaining shortfall, if any, is to be indicated.
- (v) The status of accreditation of the Institute/ University as well as that of the specific programme applied for has to be furnished. Further, the specific subjects to be studied under the programme need to be described in detail.

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- (vi) All applicants should clearly indicate their Service/ Cadre/ Batch, Date of Birth, past foreign training attended, if any. E-mail addresses of the candidates may also be furnished to enable quicker communication where required.

3. In order to facilitate quicker decisions by this Department, all applications should be supported with the required information, as indicated in the policy circular dated 26.07.2002, read with the requirements specified in this letter.

Yours faithfully,

Sd/-

(Sushil Kumar)
Director

No.12037/3/2002-Acad.(Desk)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

New Delhi, the 26th July, 2002

To

1. The Chief Secretaries of all the State Governments/ Union Territories
2. The Secretaries of All the Ministries/ Departments
3. The Cadre Controlling Authorities of all Group 'A' Central Services

Subject : Scheme of "Partial Funding of Foreign Study"

Sir/Madam,

Government of India is pleased to approve the following scheme of "Partial Funding of Foreign Study". The details contained in this Scheme are as given below and are in supersession of the Scheme earlier circulated by this Department vide Circular No.35/4/2002-EO(F) dated 11th March, 2002:-

Conditions of eligibility

- (i) All Group 'A' officers of the Government of India are eligible to apply under this scheme;
- (ii) The officer should have completed at least 9 years of service and should have at least 10 years of service left for superannuation;
- (iii) An officer who has been on long term training earlier will not be eligible for this scheme;
- (iv) An officer can avail the benefit of this scheme only once in his/her entire career;
- (v) An officer who has availed of study leave in the past will also be eligible for benefit under this scheme;
- (vi) The officer should not have any departmental proceedings pending or contemplated against him/her;
- (vii) There should be no standing adverse entry in the ACR of the officer.

II Type of Study Programmes for which the officers would be supported:

The programmes for which the officer would be supported should be in an area of study that is directly related to his/her job. This should, however, not be linked only to his/her present assignment but also to possible future assignments. The programme to be pursued should lead to a recognized degree or recognized post-graduate diploma irrespective of the duration of such programme. The subjects of such programmes should largely be in the areas of public policy, public management/administration etc.

Contd.....2/-

III Institutes for which the eligible applications would be supported

Support would be extended to officers who secure admission only in institutions of repute and acknowledged centres of learning.

IV Extent of Support

The financial support to be given to an officer would be limited to the cost of his/her tuition fee and living expenses or US \$ 18,000 whichever is lower. First charge on the financial support would be towards tuition. Balance, if any, would be used towards meeting living expenses and air fare. The ceiling of US\$ 18,000 would include funds provided under this scheme and any other scheme(s) of Government of India or the State Governments or any agency substantially funded by Government of India or a State Government.

In case the officer receives support from any other institution like the World Bank, Ford Foundation, University, etc. the extent of GoI support will be limited to the total funds required for the study less funds provided by the World Bank, Ford Foundation, University, etc. or US \$ 18,000 whichever is less.

With regard to the living expenses component of the support, this would be limited to US \$ 1200 per month.

The financial support could be availed of by the officer at any point of study and not necessarily in the first year, if the period of study exceeds one year.

V Other Condition

- (i) An officer selected for partial funding will be treated as "on duty" for the first year of the study. However, he/she will not be entitled for any TA/DA. Only the period in excess of one year would be treated as on leave as may be due and admissible to the officer;
- (ii) The officer would fully comply with all requirements that may be insisted upon by this department as a monitoring mechanism to ensure that the officer successfully completes the programme and achieves the objectives behind the scheme;
- (iii) In case the officer fails to obtain the degree/diploma from the Institute/University for which the partial funding has been provided for, he/she will have to refund the amount of support given under this scheme with interest.
- (iv) The officer must execute a bond to return to the Government for a minimum period of three years on completion of study failing which he/she would be required to refund the amount paid to him/her.

All applications for the programme are required to enclose the following documents:-

- (i) A copy of the letter of admission from the University/Institute.
- (ii) An estimated statement of expenditure, clearly indicating the tuition fee that is payable.
- (iii) A copy of the I -20/I AP-66 if received by the officer.
- (iv) A copy of the relevant portion of the prospectus giving details of the programme to which admission has been secured.
- (v) A short statement from the officer indicating the reasons for which he/she feels that the programme would be useful to him/her in future career.

Yours faithfully,

Sd/-
(Jagmohan Gupta)
Director(Training)