

**INSTRUCTIONS FOR HIGHER STUDIES  
PROGRAMME -SERVING AND RETIRED OFFICERS**

<b><u>Appendices</u></b>	A	Application Form for Higher Studies.
	B	Undertaking to be Rendered.
	C	Certificate for Premature Termination.
	D	Higher Studies Periodic Feedback
	E	Termination of Higher Studies
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**General**

1. A pathbreaking initiative has been launched by the IA in conjunction with certain selected universities and institutions to empower serving, retiring as well as retired officers to enhance their educational qualifications keeping in mind both organizational interests and professional enhancement of the officer cadre. This Higher Studies initiative involves selected Army Officers undergoing full time Post Graduate and Research Programmes as under:-

- (a) Post Graduate Courses in Science and Engineering.
- (b) MA.
- (c) MBA
- (d) Social Sciences and Pharmacy.
- (e) Resident Research Scholars

2. Grant of Higher Studies sanction will be governed by the following:-

- (a) AI 42/82 and AI 16/92.
- (b) Army Order 11/87 as amended vide AO 11/97.

3. Officer nominated for the programme will be treated as on Study Leave as per laid down conditions.

**Aim of Higher Studies Programme**

4. The aim of the Higher Studies Programme is to offer selected officers the opportunity to enhance educational qualifications in selected disciplines which are in the organizational interests as also empower the officer.

**Type of Study**

5. Sanction for Higher Studies programme to selected officers in selected universities and institutions will be granted as under:-

- (a) Post Graduate Courses in Science and Engineering.
- (b) MA
- (c) MBA

- (d) Doctoral Programme – Ph D in Social Sciences
- (e) Resident Research Scholars

### **Procedure for Grant of Higher Studies Sanction**

6. **Application.** Officers are reqd to apply for Higher Studies programme on the prescribed form as given in Appx 'A' and fwd it to ADG PS, AG's Branch, IHQ of MoD (Army) and concerned section of MS Branch by 15 of March.

7. **Written Test.** A written test will be conducted under the aegis of ADG PS in the last week of Mar of every year.

8. **Screening.** The selected candidates will be screened by a Screening Committee comprising Addl MS A, ADG PS and ADGMT. Selected candidates will be intimated by MT Dte well in advance before the commencement of the course.

### 9. **Submission of Documents After Approval of Higher Studies Request.**

- (a) Undertakings of Selected Officers- **Appx 'B'**
- (b) Premature Termination – **Appx 'C'**

### 10. **Submission of Document After Commencement of Higher Studies Programme.**

- (a) Periodic Feedback - **Appx 'D'**
- (b) Termination of Course - **Appx 'E'**
- (c) Final Report - **Appx 'F'**

### **Conditions for Grant of Higher Studies Sanction**

11. Following conditions will apply :-

- (a) Admissible to all offrs of all Arms and Services except AMC, ADC, RVC and MF
- (b) Not permissible for offrs before completing two years after attending any long course (more than 180 days)

### **Misc**

12. **Qualification Grant.** Officers are authorized Technical Pay/Qualification Grant as per AI 5/S/76 and MoD letter No. 30(10)/81/D(Pay/Services) dt 06 Nov 84 amended vide MoD letter No. 6(1)/91/(Pay/Services) dt 13 Apr 92 and Army HQ letter No. A/63088/GS/MT-10 dt 26 Nov 2001.

13. **Pay and Allowances.** During the Higher Studies programme an officer shall draw all pay and allowances that are due to him.

14. **Cancellation.** Cancellation of Higher Studies sanction will not be permitted. Only in exceptional cases on extreme compassionate grounds cases will be considered on recommendation of the IO, RO SRO and NSRO.

15. **Payment of Fees.** Fee will be paid by the offr attending the course direct to the concerned university as per its fee structure.

16. **Premature Cancellation.** Premature termination of the Higher Studies course will invite penalty in terms of refund of all pay and allces drawn by the officer during the availed Higher Studies period. Officers desirous of terminating the course prematurely will render certificate duly countersigned by the IO as per format given in Appx 'C'

17. **Accn.** Officers can avail the option of claiming HRA or utilizing limited number of In Campus accommodation which may be available. Priority for grant of In Campus accn will be given to retd offrs and then to retiring offrs and finally to serving offrs.

18. **Important Issues**

(a) Offrs can avail entitled Annual Leave as per vacation schedule of the educational institution.

(b) Transfer Grant while proceeding on Higher Studies course is NOT permitted however the same is authorized on completion of course and will be applicable from last duty stn, similar to as applicable to offrs proceeding on Study leave.

**Appendix 'A'**

(Refers to Para 6 of Instructions for Higher Studies Programme)

**APPLICATION FORM FOR HIGHER STUDIES**

1. No and Rank :
2. Name :
3. Arm/Service :
4. Appointment and Unit :  
(give complete address with station  
alongwith date of assumption of present  
appointment)
5. Permanent Home Address :
6. Date of :-
  - (a) Birth :
  - (b) Retirement :
  - (c) Commission :
  - (a) Seniority :
7. Subject for Higher Studies :
8. Details of Study Leave if already : From \_\_\_\_\_ to \_\_\_\_\_  
availed. Subject \_\_\_\_\_  
Institution \_\_\_\_\_

9. **Civil Qualifications:-**

Ser No.	Name of Institution	Degree Obtained	Year	Grade/Percentage Marks	Division
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**Note:-** Also include military qualification(s) with civilian equivalent degree (s), if any.

10. **Record of Service Courses:-**

Ser No.	Name of Institution	Course Attended	Year with Dates	Grading Obtained
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11. **Medical Status:-**

(a) Present Medical Category :

(b) If low medical category, on Account of what ailment? :

(c) Are you a battle casualty ? :  
If yes, give the year and Reference of Part II order

(d) Are you low medical category As a non-battle casualty ? If yes, is it attributable to Military Service ? If so give reference of Part II order.

12. **Honours and Award:-** :

**RECOMMENDATION OF IO**

(Non recommendation will be supported with reasons)

Station:

\_\_\_\_\_  
Signature of IO

Rank\_\_\_\_\_

Date:

Name\_\_\_\_\_

**RECOMMENDATION OF RO**

(Non recommendation will be supported with reasons)

Station:

\_\_\_\_\_  
Signature of RO

Rank\_\_\_\_\_

Date:

Name\_\_\_\_\_

**Appendix 'B'**

(Refer to Para 9 (a) of Instructions for Higher Studies Programme)

**UNDERTAKINGS OF SELECTED OFFICERS**

1. I, No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ hereby give the under mentioned undertakings.

2. **Accommodation**

(a) In the event of Higher Studies Programme being granted to me, allotment of accn to me will be governed by AO 10/S/86, clarification issued by QMG Branch on the subject on time to time and the local orders of the station.

(b) Refusal to abide by the above will result in cancellation of Higher Studies Programme granted to me, and reimbursement of proportionate cost i.e. pay and allowances for the period of Higher Studies Programme already availed.

3. **Study**

(a) That I will not seek permission to retire or resign the commission except on grounds of ill health and other compassionate grounds (if approved) within a period, of three years after return to duty from study leave. ' In case of failure to serve during the compulsory liability period, I will be liable to reimburse the appropriate amount of pay & allowances including study allowances to the government.

(b) I will not ask for any extra chances for appearing in any competitive or promotion examinations or any career course as a result of grant of Higher Studies Programme applied for.

(c) I understand that availing of Higher Studies Programme at my own request may have adverse effect on my career prospects in the matter of selection for promotion. In such an event the position will be acceptable to me and I will not represent against my supersession for promotion or any adverse effect on my service.

(d) "I understand that in case of surrender of study leave without completion of the course for failure on course applied for. I will be liable to reimburse the appropriate amount of pay allowances for the period of Higher Studies Programme availed to the Government".

(e) I fully understand that in the event of surrender of Higher Studies Programme or failure on the course applied for and entry to this effect will be made in my dossier by MS Branch.

(f) Failure on the course applied for or surrender of leave sanctioned will debar me, at the discretion of the DGMT, for availing balance of study leave in future.

(g) I understand that my Higher Studies Programme is liable to be cancelled at any stage at the discretion of the DGMT if I am involved in any disciplinary case.

4. **Adverse Career.** I am also aware of the following adverse implications on my career prospects, in the event of my Selection Boards for promotion to the next higher rank being convened during this tenure/ subsequently:-

(a) If Adequately Exercised - In case I am graded 'Fit' for promotion. My physical promotion to the higher rank may be delayed.

(b) If Not Adequately Exercised.

(i) I will be graded 'unfit' for promotion as and when my case is considered by the appropriate Selection Board.

(ii) I will continue to be graded 'unfit' for promotion during my subsequent consideration still I am Adequately Exercised in a criteria appointment, or till I avail all my changes for selection, whichever is earlier.

(c) I also accept non-detailment on Career Course which may further adversely effect my career prospects.

(d) I undertake to abide by the decision of the MS Branch regarding aspects covered above.

Station:

Date:

\_\_\_\_\_

Signature

IC No. \_\_\_\_\_

Rank \_\_\_\_\_

Name \_\_\_\_\_

**COUNTERSIGNED**

(IO/Commanding Officer)

Station:

Date:

\_\_\_\_\_

Signature

Rank \_\_\_\_\_

Name \_\_\_\_\_

Appt \_\_\_\_\_

**Appendix 'C'**

(Refer to Para 9 (c) of Instructions for Higher Studies Programme)

"I, IC \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ hereby certify that due to my premature termination of my Higher Studies Programme I am ready to pay back all the pay and allce drawn by me during \_\_\_\_\_ to \_\_\_\_\_ period.

Station:

Date:

\_\_\_\_\_  
Signature  
Rank \_\_\_\_\_  
Name \_\_\_\_\_

**COUNTERSIGNED**  
(CO/OC OF THE UNIT)

\_\_\_\_\_  
Signature  
Rank \_\_\_\_\_  
Name \_\_\_\_\_  
Appt \_\_\_\_\_  
Date:



**Appendix 'D'**

(Refer to Para 10 (a) of Instructions for Higher Studies Programme)

**PERIODIC FEEDBACK**

1. I, IC \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ have completed \_\_\_\_\_ months of \_\_\_\_\_ degree/diploma course which commenced w.e.f \_\_\_\_\_ at \_\_\_\_\_ (Institute).
2. The course is running as per schedule – Yes/No.
3. If answer is “NO” to Ser 2 above give reasons supported by a certificate from the institute.
4. I have obtained \_\_\_\_\_ grade/class/performance during this semester.
5. My attendance during this period was \_\_\_\_\_%

Station:

Date:

\_\_\_\_\_  
Signature of the Office

No, Rank, Name \_\_\_\_\_

**COUNTERSIGNED**

\_\_\_\_\_  
(Registrar/Head of the Department)

Stamp of Institute :

Date:

**COUNTERSIGNED**

Signature \_\_\_\_\_

Rank \_\_\_\_\_

Name \_\_\_\_\_

Appt \_\_\_\_\_

**Appendix 'E'**

(Refer to Para 10 (b) of Instructions for Higher Studies Programme )

**TERMINATION OF COURSE**

1. I, IC \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ am doing \_\_\_\_\_ degree/ diploma course at \_\_\_\_\_ ( Institute).
2. My Higher Studies Programme has been sanctioned from \_\_\_\_\_ to \_\_\_\_\_
3. Till now I have completed \_\_\_\_\_ semester (s) and \_\_\_\_\_ semester is in progress.
4. The dates of final examination/completion of the course are from \_\_\_\_\_ to \_\_\_\_\_ ( attach certificate from college/institute)
5. My Higher Studies Programme be terminated on \_\_\_\_\_ (generally four days after final examination but inclusive of over all Higher Studies Programme period sanctioned).

Station: \_\_\_\_\_  
(Signature of the officer)

Date: No, Rank, Name \_\_\_\_\_

**COUNTERSIGNATURE**

Station: \_\_\_\_\_  
(CO/OC Unit Where attached)

Date: No, Rank, Name \_\_\_\_\_

**Appendix 'F'**

(Refer to Para 10 (c) of Instructions for Higher Studies Programme)

**FINAL REPORT**

1. I, IC \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ have completed the (Name of degree/diploma course) \_\_\_\_\_ from (date) \_\_\_\_\_ to \_\_\_\_\_ at ( Institute) \_\_\_\_\_ with class/grade \_\_\_\_\_.

2. I attach herewith Photostat copy of the same degree/diploma alongwith detailed marks sheet.

3. I have the following suggestions to make regarding Higher Studies Programme.

Station:

\_\_\_\_\_  
(Signature of the officer)

Date:

No, Rank, Name \_\_\_\_\_

**COUNTERSIGNATURE**  
**(IO/Commanding Officer)**

Station:

\_\_\_\_\_  
Signature

Name :

Date:

Rank :

Appointment: