

**GUIDELINES****PAYMENTS BY THE EMPLOYER IN RESPECT OF SHORT  
TERM STUDY/TRAINING PROGRAMMES TO BE FOLLOWED  
BY THE EMPLOYEES IN THE UNIVERSITY GRANTS  
COMMISSION/HIGHER EDUCATIONAL INSTITUTIONS/  
INSTITUTES (HEIS)**

- (1) An employee who is appointed to a permanent post and who has completed at least one year's service in that post is eligible to apply for course fees and leave, if applicable.
- (2) The short term study/training programme should be directly relevant to his/her duties and/or a requirement for promotion/confirmation. The nomination/application should be forwarded through the Head of the Department/Division/Centre/Unit to the appropriate authority i.e. Leave and Awards Committee.
- (3) Payment should be authorized on behalf of an employee, only for one study/training programme at a time. He/ She is eligible to receive payment for another programme after successful completion of the programme for which payment has already been made, depending on the availability of funds.
- (4) It will be the responsibility of the employer to limit the number of nominations/awards, so that the smooth functioning of the Institution would not be disrupted.
- (5) Under no circumstances should the number released exceed 1/3 rd of the number of employees in a particular Department/Division/Centre/Unit at any given time if the study/training programme has to be followed during working days/ hours.
- (6) An employee nominated is required to enter into an Agreement to serve the employer if the value of the study/training programme borne by the employer amounts to Rs.50,000/- or more. The Bond value should be calculated on the basis specified in the Schedule to the Agreement. The value of the Bond mentioned in the Agreement is recoverable if the employee fails to complete the study/training programme successfully and/or fails to serve the employer, the obligatory period of service.

- (7) Progress Reports relating to the study/training programme should be obtained, at reasonable intervals, to be determined by the employer concerned, depending on the duration of the study/training programme.
- (8) In the event the employee abandons the programme, he/she should pay back to the employer, the Bond value as specified in the Agreement.
- (9) In the event the services of the employee who has been granted leave to follow the programme is recalled by the employer due to exigencies of service, the Bond shall not be enforced.
- (10) On the successful completion of the programme, the employee is required to submit the certificate (if any) and a report to the employer through the relevant Head of the Department/Division/Centre/Unit.
- (11) In the event an employee is transferred/released to another Institution, all obligations under the Agreement shall be transferred to the latter Institution.
- (12) The employer should at the time of approving the award be conscious of the employee's Provident Fund balance and ability to recover the bond value, in the event the Agreement is violated by the employee. If the Provident Fund balance is insufficient, the shortfall of the bond value should be recovered as stated in paragraph 8 of the Agreement.
- (13) The total cost of the study/training programme shall include all expenses paid by the employer to the Training Institute and other expenses such as traveling, lodging and meals etc. if borne by the employer on behalf of the employee with regard to the short term study/training programme mentioned in the Agreement.
- (14) **"Alternative arrangements"** mentioned in paragraph 8 of the Agreement could be a Bank Guarantee, Surety Bond, Mortgage Bond or an Indemnity Bond from a recognized Institution acceptable to the employer.

### **Method of Calculation of the Obligatory Period of Service**

The method of calculation of the obligatory period of service shall depend on the full value of the study/training programme as given below;

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|------------------------------------|------------------------|
| (1) Up to Rs. 50,000/-             | - No obligatory period |
| (2) Rs. 50,001/- - Rs. 100,000/-   | - 1 year               |
| (3) Rs. 100,001/- to Rs. 200,000/- | - 1 ½ years            |
| (4) Rs. 200,001/- to Rs. 300,000/- | - 2 years              |
| (5) Rs. 300,001/- to Rs. 400,000/- | - 2 ½ years            |
| (6) Rs. 400,001/- to Rs. 500,000/- | - 3 years              |
| (7) Rs. 500,001/- to Rs. 600,000/- | - 3 ½ years            |
| (8) Beyond Rs. 600,000/-           | - 5 years              |