

**No. 11020/02/2023-AIS-III**  
**Government of India**  
**Ministry of Personnel, Public Grievances & Pensions**  
**Department of Personnel & Training**

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North Block, New Delhi  
Dated the 7<sup>th</sup> June, 2023

To,

Chief Secretaries of all the State Governments;

**Subject: Execution of Bond for availing Study Leave under AIS (Study Leave) Regulations, 1960.**

Sir / Madam,

I am directed to refer to the provisions of Regulations 9(i) of the AIS (Study Leave) Regulations, 1960, regarding execution of a bond by Member of Service before proceeding on Study Leave.

2. Instances have come to notice of certain All India Service officers not conducting themselves fully in consonance with the spirit of the AIS (Conduct) Rules, 1968 while on study leave.

3. It is, therefore, appropriate that Guidelines on conduct during Study Leave to be scrupulously adhered to by AIS officers be prescribed. The bond to be executed before proceeding on Study Leave has accordingly been revised, where a Member of Service shall, inter-alia, undertake to abide by the All India Services (Conduct) Rules, 1968 and the Guidelines on conduct during Study Leave contained in the Annexure to the revised bond.

4. Before forwarding the proposal of ex-India Study Leave of any Member of Service to the Central Government, the State Governments shall satisfy themselves that the Member of Service fulfills all requisite conditions for grant of study leave. They will also exercise due diligence to ensure that the proposed study course is relevant to the officer's area of work and future career growth and is in public interest, before seeking approval of the Central Government under AIS (Study Leave) Regulations, 1960. State Governments may also like to satisfy themselves regarding the suitability of the Member of Service before forwarding proposals for consideration of the Central Government.

5. The State Governments are also advised to ensure that the Member of Service is properly briefed before he / she proceeds on Study Leave.

6. This issues with the approval of Competent Authority.

Yours Faithfully,

 07/06/23  
(Ram Lakhan)

Under Secretary to the Government of India  
Tel. No. 23093479

Copy to: 1. The Secretary, Ministry of Home Affairs, North Block, New Delhi.

2. The Secretary, Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, New Delhi.

APPENDIX 'A'  
[See Regulation 9(i)]

*Bond to be executed by the member of the Service proceeding on study leave.*

KNOW ALL MEN BY THESE PRESENTS THAT I ..... resident of..... in the District of.....at present employed as.....in the Ministry of.....Government of India/under the Government of .....do hereby bind myself, my heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of Rs..... (Rupees .....) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I.....am granted study leave by Government.

And WHEREAS for the better protection of the Government I have agreed to execute this Bond with such conditions as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to resume duty or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of study or at any time within a period of three years/five years after my return to duty. I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs..... (Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond mandating putting in service for the period as specified above, after expiry of the study leave availed by me, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by me, during the currency of the bond period.

AND upon my making such payment, the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

**I understand that the AIS (Conduct) Rules, 1968, continue to be applicable to me in letter and spirit. I undertake that I will also strictly comply with the Guidelines on conduct during Study Leave as annexed to this Bond. I am fully aware that in case I am found in violation of the Conduct Rules or the Guidelines on conduct during Study Leave as prescribed, I shall be liable for disciplinary action to be initiated against me.**

**I also hereby undertake that I understand that, in case of violation of the Conduct Rules or the said Guidelines, further consequential action may also lie against me including such violation being taken into account during the process of empanelment in Central Government, being re-called from Study Leave and/or debarment from future Study Leave and optional training programs.**

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

Signed and dated this.....day of .....two thousand.....

Signed and delivered by .....

In the presence of .....

Witnesses: 1 .....

2 .....

ACCEPTED  
For and on behalf of the  
President of India/the Governor

**Explanation:** The term currency of bond means the period during which the liability of the member of the Service is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the member of the Service who fails to discharge his obligation.

### **Guidelines on conduct during Study Leave**

1. The Member of Service proceeding on Study Leave is expected to display exemplary conduct and to strictly abide by the provisions of AIS (Conduct) Rules, 1968, in letter and spirit, during the period of the Study Leave.
2. The Member of Service is expected to display a level of maturity and sensitivity befitting a senior officer of the Government.
3. The Member of Service is expected to exercise discretion in his/her interactions with foreign nationals and/or mission and in his/her interactions on social media.
4. The Member of Service shall take proper briefing from the Cadre Controlling Authority / State Government concerned before proceeding on study leave.
5. The Member of Service shall not overstay beyond the period of the approved leave.
6. The Member of Service shall submit a detailed report to the Cadre Controlling Authority after completion of the training / course.

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APPENDIX 'A.I'

[See Regulation 9(i)]

*Bond to be executed by the member of the Service granted extension of study leave.*

KNOW ALL MEN BY THESE PRESENTS THAT I ..... resident of..... in the District of.....at present employed as.....in the Ministry of.....Government of India/under the Government of .....do hereby bind myself, my heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of Rs..... (Rupees .....) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I.....am granted study leave by Government.

And WHEREAS for the better protection of the Government I have agreed to execute this Bond with such conditions as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to resume duty or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of study or at any time within a period of three years/five years after my return to duty. I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs..... (Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond mandating putting in service for the period as specified above, after expiry of the study leave availed by me, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by me, during the currency of the bond period.

AND upon my making such payment, the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

**I understand that the AIS (Conduct) Rules, 1968, continue to be applicable to me in letter and spirit. I undertake that I will also strictly comply with the Guidelines on conduct during Study Leave as annexed to this Bond. I am fully aware that in case I am found in violation of the Conduct Rules or the Guidelines on conduct during Study Leave as prescribed, I shall be liable for disciplinary action to be initiated against me.**

**I also hereby undertake that I understand that, in case of violation of the Conduct Rules or the said Guidelines, further consequential action may also lie against me including such violation being taken into account during the process of empanelment in Central Government, being re-called from Study Leave and/or debarment from future Study Leave and optional training programs.**

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

Signed and dated this.....day of .....two thousand.....

Signed and delivered by .....

In the presence of .....

Witnesses: 1 .....

2 .....

ACCEPTED  
For and on behalf of the  
President of India/the Governor

**Explanation:** The term currency of bond means the period during which the liability of the member of the Service is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the member of the Service who fails to discharge his obligation.

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1. The Member of Service proceeding on Study Leave is expected to display exemplary conduct and to strictly abide by the provisions of AIS (Conduct) Rules, 1968, in letter and spirit, during the period of the Study Leave.
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3. The Member of Service is expected to exercise discretion in his/her interactions with foreign nationals and/or mission and in his/her interactions on social media.
4. The Member of Service shall take proper briefing from the Cadre Controlling Authority / State Government concerned before proceeding on study leave.
5. The Member of Service shall not overstay beyond the period of the approved leave.
6. The Member of Service shall submit a detailed report to the Cadre Controlling Authority after completion of the training / course.

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