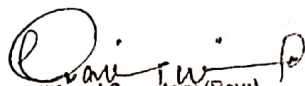


SECONDARY EDUCATION DEPARTMENT



POLICY GUIDELINES FOR EMPLOYEES OF SECONDARY EDUCATION DEPARTMENT APPLYING FOR NOC FOR FOREIGN SCHOLARSHIPS / HIGHER STUDIES (MS / M.Phil / PhD)




Additional Secretary (Dev.)
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Education Department
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1. CONTEXT

The Secondary Education Department, Government of Balochistan, strongly encourages its employees especially teachers, teacher educators and education managers to upgrade their academic and professional qualifications not only for improved learning outcomes of students in Government Schools but also for their personal and professional growth as teachers, teacher educators and education managers.

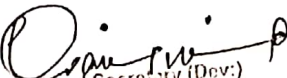
As per government policy, the employees of Secondary Education Department are required to obtain No Objection Certificate (NOC) prior to applying for admission to any local / national / foreign scholarships / University for any degree programme.

Over the years, it has been observed and witnessed that after joining the Secondary Education Department, the employees start looking for foreign scholarships / applying for NOC/ study leave for a degree programme. In most cases, the degree programmes they want to pursue do not have any relevancy to their job descriptions nor beneficial for the department.


Resultantly, the need for development of a policy guidelines document was realized in order to avoid the above-mentioned situations in future as well as to facilitate the employees of Secondary Education Department to upgrade their academic and professional qualifications for better educational outcomes.

2. REQUIREMENTS FOR ISSUANCE OF NOC AND STUDY LEAVE

- a) All employees of Secondary Education Department are required to obtain departmental permission in the form of No Objection Certificate (NOC) to acquire higher qualifications during the service whether the degree programme is offered by the University in the morning or evening shift.


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- b) The employee concerned must have completed at least two (02) years regular service in the substantive grade to their credit in order to be eligible to apply for a foreign / local / national degree programme / study leave.
- c) The request for issuance of NOC for foreign scholarship / degree programme or grant of study leave shall be in a field of study relevant to the working of Secondary Education Department, ie, Curriculum, Assessment, Teacher Education, Educational Policy, Educational Planning, Educational Leadership & Management, ICT, Science Education, Mathematics Education, Gender Education, Inclusive Education, Environmental Education, Health Education, etc. The study programme should aim at improving the personal and professional growth of the employee within the organization / institution / department.
- d) Study leave will be granted for M.S / M.Phil for a period, not exceeding 24 months or course period, whichever is less, duly verified by the concerned University to the employee of Secondary Education Department.
- e) Study leave will be granted for Ph.D programme or MS/M.Phil leading to PhD programme for a period, not exceeding 48 months or course period, whichever is less, duly verified by the concerned University who has at least four (04) years regular service in the substantive grade to their credit.
- f) Study leave shall only be granted to the employee who furnishes a surety bound on an affidavit of Rs.1000/- attested by the first class magistrate and duly assured by the guaranter for repayment of amount equivalent to the expenditure incurred upon his/her studies or the salaries to be drawn during the intended studies or both, that after completion of the intended higher qualification, the employee concerned will serve the Government of Balochistan, Secondary Education Department for a period not less than four (04) yours.

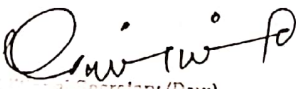

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- g) In case an employee, to whom study leave was granted on full pay for higher studies, fails to complete the studies well in time, then the remaining period (not exceeding a period of 12 months in any case) will be treated as earned leave as per the availability of leave on his / her leave account with full pay. If less leave is available on leave account of employee of Secondary Education Department then the remaining period shall be treated as Extra Ordinary Leave (without pay and allowances);
- h) In case an employee of Secondary Education Department, to whom study leave was granted on full pay for higher studies, fails to get the intended qualifications or leaves the desired course incomplete then, the period spent shall be treated as Extra Ordinary Leave (without pay and allowances) and the salaries of the period spent and the expenditures incurred shall be recoverable from his / her pay, pension and gratuity. Furthermore, such an employee shall not be eligible for promotion, grant of time scale or any other benefit associated with the benefit of higher qualification (no such study leave shall be granted to those employees who have attained the age of 55 years or more): provided that the promotion or grant of time scale or any other benefit associated with the benefit of higher qualification shall be ceased for a period corresponding to the length of the course joined and such period shall not be counted for any financial benefit as referred hereinabove.
- i) The employee concerned who will be granted NOC / study leave for a degree programme requires to submit attendance and semester / annual results to the department on regular basis.
- j) Upon successful completion of the degree programme, the employee concerned is required to submit a report regarding various aspects of the degree programme completed, its usefulness and its application in the context of Balochistan.

- k) Upon successful completion of the degree programme, the employee concerned is required to submit a copy of their thesis / dissertation to the department along with degree completion certificate from the concerned University.

2. LIMITATIONS / MAXIMUM NUMBER OF SLOTS FOR MS/MPHIL/PHD

- a) Maximum six (06) employees (three males & three females) of Secondary Education Department will be granted NOC for higher studies (M.S / M.Phil / Ph.D) / study leave per district annually.
- b) There will be no limit for issuance of NOC for employees of Secondary Education Department who get competitive foreign scholarships provided that they are relevant to job descriptions of the employees concerned and they will also be bound to follow the set procedures.
- c) After successful completion of one degree programme either indigenous or foreign, the employee concerned shall not be entitled to apply for any other indigenous or foreign degree programme for a period of two (02) years.
- d) The employee of Secondary Education Department will be granted NOC and study leave only once for M.S / M.Phil. degree programme and not for any other similar degree programme. In case of PhD programme, s/he will be granted NOC and study leave as per rules.
- e) Extension in study programme may be considered if recommended by the University concerned with valid reasons.
- f) No allowance, promotion, time-scale / benefit shall be granted in the event of non-submission of degree completion certificate duly issued by the University concerned, thesis / dissertation, and degree programme completion report.



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3. SCRUTINY OF THE APPLICATIONS & FINAL APPROVAL

- a) The employees of Secondary Education Department applying for issuance of NOC for foreign scholarships / degree programme / study leave are required to appear in person before the Academic Committee headed by Deputy Secretary (Dev: - II), Secondary Education Department, with representation from Directorate of Education (Schools) Balochistan, Bureau of Curriculum & Extension Center, and Provincial Institute for Teachers for verification of relevancy of the degree programme to jobs descriptions of the concerned employees and mandates of the attached departments and organizations.
- b) The employees unanimously recommended by the Academic Committee will be intimated to the Academic Section of Secondary Education Department for seeking final approval from the Secretary, Secondary Education Department, for issuance of NOC.
- c) The employee who appears before the Academic Committee for scrutiny purposes shall not be entitled to claim any T.A/D.A.

4. PROCEDURES TO BE ADOPTED BY THE APPLICANTS

- a) Only those applications will be entertained requesting for issuance of No Objection Certificate (NOC) for foreign scholarships / degree programmes if they are forwarded to the department with complete documents through proper channel with clear recommendations;
- b) The employee intending to apply for any foreign scholarship / study programme should justify in the application form as to how the degree programme will help in improving their effectiveness and department's performance; and
- c) No funds for the study programme will be provided by the department nor the employee will claim any funds from the department.



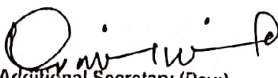
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- d) Upon successful completion of the degree programme, the employee concerned is required to submit a copy of their thesis / dissertation to the department along with degree completion certificate from the concerned University.

5. RESPONSIBILITIES

I). Responsibilities of Section Officer (Academic Section)

- Receive applications for grant of NOC / Study Leave from employees of Secondary Education Department duly forwarded by the Heads of attached departments / institutions / organizations;
- Make a list of employees who have applied for grant of NOC / Study Leave fulfilling the requisite criteria for higher studies / foreign scholarships;
- Present the list of employees who have applied for NOC for foreign scholarships / Study Programme before the Academic Committee for scrutiny / review / recommendation to the competent authority for approval;
- Develop and maintain a database of employees who have (are) availed (availing) study leave / foreign scholarships for higher studies with the help of EMIS team
- Maintain the record of meetings of Academic Committee along with dates, meeting notice, and minutes of the meetings; and produce them when desired by the higher authorities;
- Make a sound coordination with attached departments / institutions / organizations of Secondary Education Department including EMIS and provide regular updates regarding policy initiatives; and
- Ensure that no proposal for Higher Education Allowance is processed until the submission of all documents at the completion of the course / degree programme.


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II). Responsibilities of Attached Departments / Institutions / Organizations of Secondary Education Department

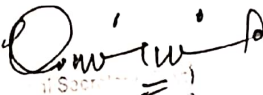
- Forward applications of employees fulfilling all requisite formalities of your respective Organization / Institution to Secondary Education Department for grant of NOC for Higher Studies / Foreign Scholarships / Study Leave with clear recommendations as per policy guidelines;
- Develop strong coordination with Academic Section of Secondary Education Department regarding employees of their respective Organizations / Institutions who have availed / are availing foreign scholarships / study leaves;
- Ensure the attendance of representatives of their respective Organizations / Institutions in the Academic Committee meetings;
- Share recommendations with the department regarding inclusion and exclusion of criteria / key learning areas for grant of NOC for higher studies / foreign scholarships / study leaves; and
- Maintenance of Record.

III). Responsibilities of EMIS Staff

- Provide technical assistance in creating database in EMIS for employees who have availed / are availing foreign scholarships / study leave;
- Provide technical assistance in tracking the performance of employees of Secondary Education Department pursuing higher studies inside / outside the country;
- Setup a system that automatically highlights the completion of study leave / non-submission of performance report / attendance in the University concerned and generates follow – up with the employees availing study leave inside or outside the country;
- Provide technical support in generating automatic reports for higher authorities regarding the employees availing the foreign scholarships / study leaves;

- Establish strong coordination with Academic Section.

These policy guidelines are circulated for the facilitation, benefit, and compliance of all the employees of Secondary Education Department, Government of Balochistan.


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