

**F.No 13020/1/2017-IES**  
**Ministry of Finance**  
**Department of Economic Affairs**  
**(IES Cadre)**


**Room No 59, North Block**  
**New Delhi, Dated: 9.04.2018**

**OFFICE MEMORANDUM**

**Subject: Grant of Financial Assistance to Indian Economic Service (IES) Officers for pursuing Masters/M.Phil. /Ph.D. Programmes at reputed Universities/Institutes abroad.**

In continuation of this Department's OM of even number dated 6.3.2018 on the above noted subject, the detailed Terms and Conditions for grant of financial assistance to Indian Economic Service (IES) officers for pursuing Masters/M.Phil. /Ph.D. Programmes at reputed Universities/Institutes abroad are enclosed.

2. Eligible and willing IES officers may apply for financial assistance in terms of the enclosed Terms and Conditions, and are required to forward their applications only through proper channel (i.e. their current administrative Ministry/Department).
3. Accordingly, all Ministries/Departments are requested to forward the applications of IES officers along with the requisite documents as specified in the enclosed Terms and Conditions, to the undersigned **via email, latest by April 30, 2018. Only the applications received via email before/on the last date specified will be considered.**
4. This issues with the approval of the Competent Authority.

  
**(Archana Mayaram)**  
**Director (IES)**  
**Telephone:23092995**  
**Email:archana.mayaram@gov.in**

To,

**Joint Secretary (Admn./Establishment) of all participating Ministries/Departments.**

Copy to:

1. **All IES Officers via email**
2. **Ms. Dilasha Vasudeva, Assistant Director (IES) with a request to upload the OM on the website of the IES.**

**F.No 13020/1/2017-IES**  
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**Subject: Terms and Conditions for Grant of Financial Assistance to Indian Economic Service Officers for pursuing Masters / M.Phil. / Ph.D. Programmes at reputed Universities/Institutes abroad.**

This Department, being the Cadre Controlling Authority of the Indian Economic Service (IES), organizes short term and long term training programmes for capacity building of the officers at various levels. Rapidly changing economic environment both domestically and internationally, requires more focused, in-depth and comprehensive economic analysis based on latest econometric tools and techniques of analysis, in order to provide meaningful and contemporary solutions to varied economic concerns. Towards this end, with a view to further upgrading the knowledge and skills of IES officers, the IES Cadre will extend Financial Assistance to IES officers for pursuing Masters / M.Phil. / Ph.D. Programmes at reputed Universities/Institutions abroad, for a period ranging from one to three years depending upon the duration of the specific study Programme. To begin with, two slots will be offered, which will be raised by a maximum of one slot in each subsequent year, up to a maximum of four slots in a year.

2. Financial Assistance would be granted from the current Financial Year onwards. Applications would need to be submitted by officers through proper channel, latest by end-April for each ensuing academic year. The applications must reach the IES Cadre via email.

3. The Terms and Conditions for extending the financial assistance will be as under:

A. **Eligibility:**

- On the date of commencement of the study Programme, applicants should have rendered a minimum of five years of Service in IES, including probation;
- In addition to the above, the applicants should also have at least ten years of residual service before superannuation in cases where funding may be required for up to two years, and should have at least fifteen years of residual service in cases where funding may be required for more than two years;

iii. An officer can avail the financial assistance only for one study programme in his/her entire career;



- iv. An officer who has availed of study leave in the past will also be eligible for the financial assistance;
- v. An officer who has been on long-term foreign training of more than six months may become eligible for financial assistance only after a cooling off period of five years;
- vi. An officer who has attended a foreign training programme of up to one month, and a programme of more than one month and up to six months, will become eligible for financial assistance only after a cooling off period of one year and three years respectively;
- vii. An officer who has been nominated for Compulsory Mid-Career Training Programme/s by the IES Cadre but has not attended the same for any reason, and/or who has been debarred under the Central Staffing Scheme of DOPT, will not be considered until he/she attends the MCTP or the debarment period is over, as the case may be.
- viii. The officer should be clear from Vigilance angle; specifically, the officer should not have any departmental proceedings pending or contemplated against him/her;
- ix. There should not be any adverse remarks standing in the Annual Performance Assessment Reports (APARs) of the officer for any period;
- x. The officer should have been graded 'Very Good' and above in the APARs of the past five years, with at least three out of five years being graded as 'Outstanding';

**B. Type of study Programmes covered for Financial Assistance:**

- i. The study Programme should be in an area that is directly related to IES Officers' career in the Government; it need not be linked to the applicant's present assignment but to possible future assignments in the IES;
- ii. Funding will be considered for foreign programmes for Masters / M.Phil. / Ph.D. studies at reputed foreign Universities/Institutions in which admission is secured by the officers on their own.

**C. Universities/Institutes for which Financial Assistance will be considered:**

- i. Only those foreign Universities/Institutions which figure in the list of top 100 Universities/Institutions as per the Times Higher Education (THE) World University Ranking/QS World University Ranking published each year, will be eligible for financial assistance.

**D. Mode of Admission and Selection for Financial Assistance:**

- Admission has to be sought and procured by the officers themselves, before seeking financial assistance. While applying, the candidate must not indicate in any manner to the University/Institution that he/she has secured financial assistance under this programme.
- ii. Applications will be considered only after the application has been received

- through proper channel, i.e. recommended and forwarded by the respective Ministry/Department/Organisation where the officer is posted, along with vigilance clearance, via email;
- iii. Applications will be considered only if the applications are complete in all respects and satisfy all the eligibility conditions such as minimum service rendered, residual service before superannuation, cooling off period, etc., as contained herein;
  - iv. Selection of officers will be made on the basis of experience in the field selected for research/study and relevance of the study Programme for the officer's career in the Government as a member of IES;
  - v. A maximum of two slots will be offered in the first year, (i.e 2018-19), a maximum of three slots in the second year (i.e 2019-2020), up to a maximum of four slots in the following year (i.e 2020-2021). Thereafter, the maximum slots will be 4 per year.
  - vi. Priority in funding will be given to officers already availing assistance and seeking extension in funding (if the study Programme is more than one year), followed by pending cases, if any, of the previous year/s, and fresh applications, in that order, provided the officers concerned are eligible and meet all the conditions as contained herein, in the year of consideration;
  - vii. Screening of the applications and final selection of the officers for financial assistance will be done by a Standing Selection Committee chaired by the Chief Economic Adviser, Department of Economic Affairs, Ministry of Finance, after which approval of the Secretary (Economic Affairs) and the Finance Minister/Minister-in-charge will be sought;
  - viii. Post selection/nomination of the officer and approval by the competent authority in the Department of Economic Affairs, Ministry of Finance, including, if required, approval of the Screening Committee (SCoS), subsequent action such as obtaining political clearance/FCRA clearance, etc. would be taken by the Department/Ministry/Organisation where the officer is posted. Deputation order would also be issued by the Department/Ministry/Organisation concerned.

**E. Extent of Financial Assistance:**

- i. Financial assistance will be limited to Rs. 65,00,000 per officer per year. This would be limited to the cost of tuition fees and other related fees/expenses such as course material, insurance, books and supplies; accommodation and living expenses; one-time departure and arrival allowance; airfare and warm clothing allowance (if applicable). The maximum amounts under specified heads will be as under:

Sl No	Head	Amount prescribed
1	Books and supplies	As prescribed by the University, on actual basis, subject to maximum of USD 1900 per annum.



2	Health Insurance	As prescribed by the University, on actual basis, subject to maximum of USD 4600 per annum.
3	Tuition Fees and other related expenses , such as, course material , student fee, etc.	As prescribed by the University, on actual basis, subject to maximum of USD 55,000 per annum.
4	Accommodation Allowance	As prescribed by the University or recommended/empaneled by the University on actual basis, subject to maximum of USD 1800 per month, i.e. USD 21,600 per annum.
5	Living allowance	USD 1000 per month, i.e., USD 12000 per annum
6	Airfare	Return economy air fare for journey to the University/Institution concerned and the place of posting of the officer, on actual basis

- ii. Financial assistance would be considered initially, only for one year, irrespective of the duration of the study Programme, and will be limited to ` 65,00,000 per officer per year, as mentioned above;
- iii. The charge on the funding would be in the following order (i) tuition fees/other related expenses including books and insurance; (ii) accommodation and living expenses; (iii) air fare.
- iv. In case the officer receives financial assistance/support in any form, including tuition fee waivers, from any other domestic or international institutions/agencies including the World Bank, the University, etc., the extent of support from the IES Cadre will be limited to the total funds required for the study Programme less funds provided by the said institutions/agencies or ` 65,00,000 for one year, whichever is less;
- v. The ceiling of financial assistance would include funds provided under this arrangement and any other scheme/grant of Government of India/State Government or any other agency, substantially funded by the Government of India or a State Government;
- vi. If the period of study Programme is for a longer duration than one year, extension of financial assistance for the second year/beyond, will be considered on a case-to-case basis, keeping in view the performance of the officer in the previous period and provided the officer is still eligible as per the conditions contained herein, in the year of consideration [Para D (vi) refers ];
- vii. The financial assistance could be availed of by an officer at any point of the study Programme and not necessarily in the first year, if the period of study Programme exceeds one year.
- viii. In case a University/Institution insists for funding for more than one year at the beginning itself, the IES Cadre may have no objection in informing the

University/Institution concerned that funding will be considered for the second year, and subsequent one more year, if applicable, based on performance of the officer in the first/ previous years, as contained in progress reports to be submitted by the officer [refer section (H) below];

**F. Restrictions:**

- i. The first year of availing financial assistance for the study Programme, would be treated as 'on duty', but the officer will not be entitled to any TA/DA or any other payment during the period, except the financial assistance, as mentioned in Section ( E ) (i) above;
- ii. Any extension in financial assistance beyond the first year, if considered, will only be against leave of the kind due and admissible, including study leave and Extraordinary Leave (EOL).

**G. Undertaking:**

- i. An officer selected for financial assistance shall be required to execute a bond for undertaking to continue to serve the Government of India for a period of five years after completion of the study Programme if the funding is provided for one year, and additional three years for every additional year of funding, or in proportion to the amount of funding sought for any additional year, in terms of the proforma at **Annex I**);
- ii. The officer will also have to give an undertaking that in case of any false information furnished by him/her in the application form, the full expenditure incurred on their training would be refunded by him/her with penal interest and action under CCS (CCA) Rules/other relevant rules will be initiated against them;
- iii. The officer will also be required to submit an undertaking at the beginning of the Programme (which will need to be repeated at the beginning of each subsequent semester), to the effect that he/she has not received any other assistance/support from the University or any other organization (covered in Section ( E ) iv. and v. above) , and that as and when he/she receives any such assistance, the IES Cadre, Department of Economic Affairs would be informed of the same immediately, for suitably adjusting the amount admissible under the Financial Assistance as mentioned in Section E (iv) above;
- iv. If an officer does not attend the Programme or withdraws his/her request at any stage after getting nominated for a Programme or is not relieved for the Study Programme by the Administrative Ministry/Department, he/she will be debarred for three years from applying for financial assistance under these provisions.
- v. In the event of the officer failing to complete the study Programme (the tenure of the course as defined by the University/Institute ) and to obtain the diploma/degree/doctorate, etc. for which financial assistance was provided,



- he/she shall refund to the Government, the total amount of financial assistance provided to the officer, along with the interest at Government rates for the time being in force on Government loans from the date/s of grant of Financial Assistance or instalments thereof and up to the settlement of the dues. ;
- vi. In case the officer superannuates, or resigns or leaves the Service for any reason, before completing the study Programme, these refund provisions will apply and the refund amount will be deducted from the dues towards the officer. In case required, clearance from the Government for resigning/leaving the Service will be withheld till the amount due is received from the officer;
  - vii. The officers shall fully comply with all the requirements that may be insisted upon by the Government as a monitoring mechanism to ensure that the officers successfully complete the study Programme;
  - viii. In case the tenure of the study Programme is more than the period for which the officer is granted financial assistance, the officer will be responsible for arranging the funds for the balance tenure/period of the Programme on his/her own, and lack of such funding cannot be cited as a reason for non-completion of the study Programme.
  - ix. If any officer stays beyond the period sanctioned as on duty/study leave/any other leave, and/ or does not refund the amount/s due to the Government, he/she will be liable for disciplinary action as per applicable Rules.

#### **H. Report:**

- i. It would be mandatory for the officers granted financial assistance to obtain a Progress Report/Certificate from the University concerned every six months/every semester of the Programme for which financial assistance has been availed and also for remaining Semesters till completion of the Study Programme, and submit a copy of the same on regular basis to Deputy Director, IES Cadre Division, as per the proforma at **Annex II**;
- ii. The officer will be in constant touch with the IES Cadre throughout the study Programme through email/any other suitable method, and will intimate the IES Cadre regarding important milestones, such as start of the Programme and end of the Programme, besides submission of semester-wise progress reports.

#### **I. Procedure for Application:**

- i. Officers may apply after securing admission in reputed foreign Universities which figure in the list of top 100 Universities/Institutions as per the Times Higher Education (THE) World University Ranking/QS World University Ranking published each year, for minimum post graduate level diploma or degree programmes.
- ii. If required, up to a maximum of additional five (5) programmes will be added by the IES Cadre before inviting applications every year.
- iii. The application proforma (**Annex III**) for Financial Assistance for Masters/M/Phil/PhD Programmes can be downloaded from the website of

Ministry of Finance (IES Cadre) and should be submitted at least four months before the start of the study Programme, and not later than April 30<sup>th</sup> of the ensuing academic year, to Director (IES) through proper channel, i.e. through the Ministry/Department/Organisation where the officer is posted, via email [ archana.mayaram@gov.in]. The application must be accompanied by the following documents:

- A copy of the application made to the foreign University;
- Appropriate documentary evidence of having secured admission in the foreign University, i.e., a copy of letter of admission for the study Programme from the University along with the date of commencement of the Programme;
- A statement of purpose from the officer indicating as to how the study Programme would be useful to him/her in the present /future career in the IES.
- A statement of total estimated expenditure for completing the study Programme indicating the break-up of all expenditure heads, i.e. tuition fees, accommodation, living expenses and return air fare, etc.. The statement should be supported with relevant extracts from the prospectus/communication from the University in which admission has been sought;
- Details of other sources of funds, over and above the amount of financial assistance applied for, like tuition waivers, scholarships, bank loans, as well as financial support in any other form from any domestic or international institutions/agencies, which may have been secured/arranged/applied for by the officer to cover the shortfall, if any, are to be indicated.
- A copy of I-20/TAP-66, etc., if received by the officer.
- Any other document/s required for admission to the University concerned.
- Any other document/s as specified as per Terms and Conditions contained herein.

#### **Annex I**

#### **Bond to be executed by an Officer of Indian Economic Service for availing Financial Assistance for Masters/M.Phil/PhD Programmes abroad**



I, \_\_\_\_\_, resident of \_\_\_\_\_, posted as \_\_\_\_\_ in Ministry/Department of \_\_\_\_\_, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, all charges and expenses that shall or may have been incurred by the Government for my foreign study at \_\_\_\_\_ (Name of the university/institution) in \_\_\_\_\_ (Name of the country), 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 currency of that country, converted at the official rate of exchange between that country and India, AND TOGETHER with all costs between the attorney and the client.

WHEREAS, I, \_\_\_\_\_, am proceeding abroad to pursue higher studies, availing the Financial Assistance for Foreign Study Programme granted by Department of Economic Affairs, Ministry of Finance, Government of India.

AND WHEREAS, for the better protection of the Government, I have agreed to execute this bond with such condition as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS that the funds will be utilized for the purpose for which they are sanctioned, and in the event of my failing to resume duty, OR resigning OR retiring from the service or otherwise quitting the service without returning to duty after expiry or termination of the period of foreign study, OR failing to complete the study Programme, OR quitting the service at any time within a period of five years after my return to duty if the funding is provided for one year and additional three years for every additional year of funding/ for ----- year/s (which is in proportion to the amount of funding being availed for additional year), I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon at Government rates for the time being in force on Government loans from the date/s of grant of financial assistance or instalments thereof and up to the settlement of the dues.

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

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.

The Government of India have agreed to bear the stamp duty payable on this bond.

Signed and delivered on the \_\_\_\_\_ day of \_\_\_\_\_ (Month) of the year Two Thousand and -----.

Signed and delivered by

\_\_\_\_\_  
(Name and Designation of Officer availing the financial assistance)

In the presence of \_\_\_\_\_ and \_\_\_\_\_

Witnesses 1. \_\_\_\_\_

2. \_\_\_\_\_

ACCEPTED  
On behalf of the President of India  
By the Cadre Controlling Authority (IES)  
(Authorised

Signatory)

**Annex II**

**Certificate of Progress of IES officers availing Financial Assistance for pursuing Masters/M.Phil/PhD Programmes at University/Institutions abroad**

I hereby certify that the performance of ----- in the Study Programme entitled/towards -----, for the past six months from ----- to ----- (please specify period) has been ----- (Satisfactory/unsatisfactory). Accordingly, I recommended his/her continuation/discontinuation in the Study Programme.

Head of the Department of concerned institution  
(Name and Full address, with seal)

**Annex III**

**Application Form for Financial Assistance for IES officers for pursuing Masters/M.Phil/PhD Programmes abroad**

1. Name of the applicant (Dr./Mr./Miss/Mrs.):



2. Batch/Year of entry into IES:
3. Date of Birth:
4. Date of superannuation:
5. Ministry/Department where currently working:
6. Designation:
7. Pay Matrix and current pay:
8. Date since working in present Department:
9. Whether on cadre post / on deputation :
10. Official and Personal Passport No (along with the date of validity)
11. Mailing Address:
  - (i) Office
  - (ii) Residence
  - (iii) E-mail
12. Telephone No.
  - (i)Office
  - (ii)Residence
  - (iii)Mobile
13. Details of published research papers , if any
14. Whether attended any long-term training programme ever, either domestically or internationally ? If so, details thereof:
15. Details of foreign training undertaken during last five years:  
Name and full address of the University/Institute in which admission has been sought:
16. Details of the study Programme:
  - Name of the Programme
  - Duration, with commencement and end dates:
17. Total Estimated Expenditure, year wise (if Programme is more than one year), with break-up of the items, such as tuition fees, living expenses, air travel, etc.)
18. Proposed sources of funds other than the present being applied for (mention amount and currency):
  - i) Personal
  - ii) Bank loan
  - iii) Personal loan

- iv) Waivers/Scholarship/Support from University/Institution
- v) Scholarship/Support from any other source

19. Statement of Purpose indicating relevance of study Programme in the IES (maximum 500 words). Attach separately.

20. Other relevant particulars, if any, desired to be furnished.

21. Detailed CV (indicating, inter alia, educational qualifications, positions held till date and significant achievements). Please attach separately.

I hereby declare that all particulars given by me in this application are correct.

Name:

Signature of Applicant

Date:

Place: