

**REPORT OF THE COMMITTEE  
ON  
AMENDMENTS TO REGULATIONS ON INTERNATIONAL  
TRAVEL  
BY  
UNIVERSITY AND COLLEGE TEACHERS**



**THE KERALA STATE HIGHER EDUCATION COUNCIL**

**Science & Technology Museum Campus,  
Vikas Bhavan P.O., Thiruvananthapuram-33**

**Website : [www.kshec.kerala.gov.in](http://www.kshec.kerala.gov.in)**

**Email : [heckerala@gmail.com](mailto:heckerala@gmail.com)**

# **REPORT OF THE COMMITTEE FOR STUDYING THE REGULATIONS ON INTERNATIONAL TRAVEL BY UNIVERSITY AND COLLEGE TEACHERS**

## **1. INTRODUCTION**

1.1. Any research activity in the fields of science, technology, arts and humanities needs the acquisition of state-of-art knowledge and familiarization with the practices in the respective fields, and most of these reside in the developed countries. One of the ways to share this knowledge is participation in international seminar/conferences/workshops etc. Academicians and scholars in the respective fields from across the world are all brought to a common platform, where healthy exchange of ideas and sharing of experiences and expertise takes place. Thus participation in international conferences and workshops is essential for acquiring and maintaining high standards of academic excellence and doing research of global relevance. Further, there is scope for collaborative research projects that might enable the exchange of scholars between India and other countries, with a two-way value addition of the knowledge gained.

1.2 As per the guidelines No.18326/AR14 (1)/2011/P&ARD dt. 29<sup>th</sup> October, 2012 \* issued by the Government, all Government officials including University/college teachers should get prior permission from the State Government and Central Home Department before making such travel. In normal course, for international conferences the acceptance letter and invitation letter are received at the most two months before the commencement of the programme, which is often too short a period for obtaining sanction of the State Government. As per the present guideline cited above, the Government approval requires various time consuming procedures.

1.3 This issue of procedural delay was discussed at the International Relations Group of the Department of Higher Education and the Additional Chief Secretary suggested that the Council should constitute a group to frame recommendations for consideration by the Government. The International Relations Group (IRG) meeting held on 27<sup>th</sup> May 2013 decided to form a small group to look into the existing rules regarding academic travel. Accordingly the Kerala State Higher Education Council constituted a Sub-Committee to frame recommendations for consideration of the Government under the Chairmanship of Sri. K. Mohandas IAS (Rtd), with Dr. R Jayaprakash as Convener.

\*See *Appendix I*

## 2. THE COMMITTEE

The Constitution of the Committee was as follows:

<b>Sri. K.Mohandas IAS(Rtd)</b>	<b>Chairman</b>
<b>Dr. R Jayaprakash</b> , Member, Executive Council, KSHEC,	<b>Convener</b>
<b>Dr.P K Radhakrishnan</b> Vice Chancellor, University of Kerala,	Member
<b>Sri Ajikumaran S</b> , Special Secretary, Higher Education Department, Govt of Kerala	Member
<b>Dr. G Raju</b> , Prof. Department of Commerce University of Kerala	Member
<b>Prof. Alassan Kutty P</b> , Prof and Head Dept of History, Farook College, Calicut	Member
<b>Dr. Raju Krishnan</b> , State Coordinator, ASAP	Member

2.2 The Committee held 6 meetings and invited the heads of various departments, and representatives of teachers' organisations and other stakeholders for interaction. The list of stakeholders who participated the consultation is given as *Appendix II*

The Committee made some efforts to obtain information on the number of teachers deputed abroad for training and the nature of programmes which they attended, but did not get the benefit of getting the data.

2.3 After detailed deliberations, the Committee found that the Regulations issued by the Government as per Order No. 18326/ AR14 (1)/2011/P&ARD dt. 29-10-2012 governing the foreign travel of employees of the Government and of public sector organisations cannot be applied as such for academic travel. The cases of University and College Teachers need to be handled on a different footing. The proposals are given in the next section.

## 3. UNIVERSITY TEACHERS

3.1 The international programmes which teachers attend would fall into three broad categories in terms of duration:

1. Seminars/ Workshops/ Conferences/Training/Collaborative Projects etc which are generally for less than 15 days.
2. Short term programmes with duration above 15 days, but below six months, and
3. Long term programmes for six months and above.

3.2 Based on the nature of funding, programmes can be broadly classified as below:

1. Full funding by the organizers, international organizations or Indian public organizations like UGC, ICHR, ICSSR, ICCR and DST
2. Funding under any budgeted scheme of the University or the Government,
3. Requiring extra financial support from the University or the Government, or
4. Financing by the participant himself.

3.3 The Committee felt that considering administrative expediency and functional capability, the University is the appropriate place where a decision should be taken on the deputation of teachers for international travel in the normal circumstances. This is because the University should be in a position to assess the merits of a programme and the suitability of the individual for participation in it; there is little value that would be added by pushing the decision-making to the highest levels in Government. The Committee feels that the Vice Chancellor should be empowered to take the decision in normal cases following the prescribed process.

3.4 The exceptions should be the following:

1. Where there is need for extra support from the budget of the University or the Government, over and above what is already budgeted, the proposal should be placed before the State Government (Higher Education and Finance Departments) for approval.
2. Where foreign hospitality is involved, other than from international organizations or Universities, necessary pre permission should be obtained on the instruction from the Ministry of Home Affairs, Govt. of India.
3. Where the University feels that there is justification for accepting private sponsorship, including from non-governmental organizations in India, the case should be referred to the State Government (Higher Education Department) for a decision; consultation with the Union Home Ministry would sometimes be necessary on the credentials of nongovernmental organizations, especially those receiving foreign funding.
4. Where the political situation in the host country is turbulent or where India's diplomatic relations with that country are strained, the matter should be referred to the Ministry of External Affairs through the State Government.

3.5 The following general principles governing the deputation of government officials will continue to apply, to University Teachers with modifications as indicated against each.

3.6. The University teachers and Technical persons should not ordinarily accept direct invitations from any foreign Government/any outside agency. However, there may be cases where the Vice Chancellor is satisfied that the participation of Teachers and other Technical persons may be allowed for such training as it is not only a recognition to the concerned persons but also of benefit to the State and the experience and the knowledge gained by participation in such programmes can be utilized for common benefit. Teachers and other Technical person who receive invitation to participate in International Training Programme may be granted permission by the Vice Chancellor subject to the following conditions:

- (a) There is no expenditure by the State Government and the entire expenditure is met by the organizers of the Training.
- (b) The Teachers participating in such programmes are allowed to take eligible leave, and in the absence of any other eligible leave, Leave without Allowance.

3.7. No Academician shall, while visiting a country or territory outside India, accept any foreign hospitality, stipend, foreign assignment or undergo any other course of training without prior approval of the competent authority.

3.8. University Teachers/Academic personnel who have positive contributions to make in the Conference/Seminars such as presiding over any of the session, presenting papers etc. may be given permission for participation subject to the following conditions:

- (a) Preference should be given to those who have worked on related research problems and whose papers have been accepted.
- (b) For Academicians who have an official function to perform or a paper to be presented at the conference/Seminars etc, full deputation will be granted.
- (c) Opportunities should be given to all Teachers specialized in all the disciplines in an equitable manner for participation in Conference, Seminar etc.
- (d) If Government sanction is required for attending the Conference/Seminar etc, deputation shall be subject to such conditions as may be imposed by the Government in each case.

3.9. The following are the general eligibility criteria for Selection of candidates:

- (i) Should be a permanent/regular recruit/appointee of the department/body/institution.
- (ii) Should possess the prescribed qualifications, experience etc.
- (iii) Should be willing and physically fit to undergo/attend the programme.
- (iv) Minimum Service

Teachers should have completed the minimum period of service as prescribed by the funding agency, on the date of commencement of particular programme

- (v) Upper age limit

Generally for Long Term Courses, the upper age limit followed is 55 years and for Short Term course, 58 years of service at the time of commencement of programme. However, in case where foreign Government/Institution prescribes a different upper age limit for a training programme, the same will prevail.

3.10. Cooling-off condition:

1. For short term visits (including training, seminar, conference, workshops, collaborative projects) of below 15 days duration, no cooling period is required.
2. Short term visits with duration of more than 15 days and below 6 months.

The procedure as per the existing Government norms may be followed. The Vice Chancellor of the University will have the power to relax the cooling period for valid reasons to be recorded by him.

3. Long term programmes: A Teacher shall ordinarily be deputed for a long term training programme only once in his entire career. However, if there is an opportunity and there are no other suitable candidates, the VC of the University will have the power to relax the cooling off period for valid reasons to be recorded by him. There should however be a minimum cooling off period of five years, which shall not be relaxed.
- 3.11. Preference should be given to those Teachers who have not attended any foreign training programme, women officers and officers belonging to SC/ST category.
- 3.12. University Teachers should be free from vigilance/disciplinary cases. Officers against whom any vigilance case or disciplinary proceedings is pending should not ordinarily be sent on foreign tour or assignment. For this purpose, vigilance case means an enquiry after filing FIR. Disciplinary proceedings will be considered to be pending only after the issue of charge memo.
- 3.13. A candidate selected for long term programmes abroad where the period of absence is treated as on duty has necessarily to execute a bond in stamp paper of Rs. 500 in the prescribed form in favour of the University concerned for the security of Rs10 lakhs (Ten lakhs rupees only) binding himself/herself to serve Government/Institution concerned for a period of not less than 5 years or for the residual period of service before superannuation on return from abroad. It will be the responsibility of the Registrar concerned to see that the bond is got duly executed (in triplicate) before he/she is relieved to proceed for the programme abroad. The Registrar of the University concerned will be held responsible for the financial loss, if any, sustained by the State Government/Body/Institution either due to the non-execution of the bond by the candidate or due to defects, if any, in the bond executed. In regard to the execution of the bond, the following aspects should be borne in mind by the Registrars:-
- (i) The bond executed is in no respect at variance with the form of the bond approved by the Government and prevalent at the time of execution.
  - (ii) The solvency certificates issued by the Revenue Authorities are appended to the bond in respect of the sureties who are not permanent Government Servants.
  - (iii) In case the sureties are permanent Government Servants, a declaration to that effect duly countersigned by a Gazetted Officer, is appended to the bond.
  - (iv) In respect of all corrections, typographical or otherwise, a declaration to that effect duly countersigned by a Gazetted Officer, is appended to the bond.
  - (v) The candidate should have at least 2 years of sufficient balance period in his/her service till his superannuation to serve the State Government/Body/Institution after completion of the training.
- 3.14. Treatment of the period of absence from duty for participation in programmes abroad:
- 1. For short term visits (including training, seminar, conference, workshops, collaborative projects) of below 15 days duration, the period of absence for travel and for the actual event shall be considered as duty leave. In case Duty Leave cannot be granted for whatever reasons,

then the period of absence can be treated as EL/LWA. The teacher may be allowed a maximum of additional five days to visit any recognised universities/scientific institutions as part of his research programmes/collaborations abroad and these days may be treated as any eligible leave.

2. For short term training programme and long term programmes for which Teachers are sponsored in response to Government communications inviting nomination for approved training programmes/courses of studies etc, the period of training will be treated as duty for admissibility of salary for the entire period. In other cases, the period will be treated as eligible leave or LWA. In cases where the candidates submit applications to Central Ministries/Autonomous Organization etc., in response to notifications issued by them, salary for the period of foreign assignment and local cost, will be admissible only if it is one of the specific conditions stipulated in the notification of the general scheme of the Foreign Assignment.
- 3.15 Proposals sent to University/ Government should be complete in all respects. Incomplete proposals received by the Government without cadre clearance, vigilance and disciplinary clearance, without proper recommendation of the Head of Department, proposals not routed through the concerned Administrative Department in the Secretariat and proposals not received in time are to be rejected without notice

#### **4. COLLEGE TEACHERS**

- 4.1 In respect of teachers of Government Colleges, the Head of the Department viz. the Director of Collegiate/ Technical/ Medical Education may be delegated with the powers proposed for the Vice Chancellors.
- 4.2 Similar delegation of powers may be made for approving proposals in respect of private aided college teachers also, keeping the salary-approving authority like the Deputy Director of Collegiate Education and the Manager of the concerned colleges involved and informed.

APPENDIX I



GOVERNMENT OF KERALA

**Personnel and Administrative Reforms (AR-14) Department**

**CIRCULAR**

No. 18326/AR14 (1)12011/P&ARD. *Dated, Thiruvananthapuram, 29th October, 2012.*

*Sub:---*Trainings and Programmes outside India—Participation of Personnel from Government Department, PSUs, Aided/Autonomous Institutions, Statutory Bodies etc.--Procedures to be followed—Revised instructions issued.

*Ref:--*Circular No. 15096/AR 14(1)/2006/P&ARD dated 29-10-2008.

Government have in the reference cited, issued detailed instructions to be followed for Sponsoring Officers, Scientists, Employees, Teachers, etc. of the State Government Departments, PSUs, Aided/Autonomous Institutions, Statutory Bodies etc. for participation in Trainings/Programmes abroad. But it has come to the notice of Government that the instructions issued are sometimes not strictly adhered to. Certain Departments/Institutions have even permitted officers to participate in programmes abroad without waiting for Government sanction. This has led to action against officials and also put Government in an embarrassing situation. Hence the following revised instructions are issued for strict compliance:

The following Foreign Programmes come under the purview of this Circular:

- Trainings
- Project/Research related programmes
- Assignments
- Foreign Study
- Fellowship/Assistanceship/Scholarship/Award for Higher Studies.
- Courses



- Conference
- Seminar
- Workshops, etc.

## **I. General Instructions to be followed :**

(i) All proposals for participating in programmes outside India require the approval of the Chief Minister.

(ii) The Heads of Departments/Undertakings/Institutions, etc. should forward the proposal to the Administrative Department concerned in Government with proper recommendation along with the request of the incumbent and with the prescribed Check List duly filled up and countersigned by the Head of the Department. **(Appendix-I** to this Circular).

(iii) The Administrative Department concerned will examine the proposal based on the conditions stipulated in this Circular and if the conditions are satisfied, the Department will issue orders after circulating the file to the Chief Minister through the Minister concerned. In case the remarks of Personnel and Administrative Reforms Department is necessary (eg. cases requiring relaxation of conditions) the Administrative Department will forward the file to Personnel and Administrative Reforms Department with the specific point on which remarks is sought for.

(iv) Heads of Departments and Chief Executives of State Public Sector Undertakings/Statutory Corporations! Autonomous Bodies shall not nominate themselves or officials under them for any programme of Training/Fellowship/Award for Higher Studies/ Research/Study Tour etc. or for participation in any Conference, Seminar or Workshop abroad, except through State Government. They shall forward the proposal to the State Government from where nomination will be made to Government of India/the sponsor abroad in accordance with the procedure to be followed in each case.

(v) In respect of Officers/Scientists working in Institutions set up under the Kerala State Council for Science, Technology and Environment the approval of the Executive Committee of the Institution and recommendation of the Science, Technology and Environment Department is required sufficiently early before the commencement of the programme/receipt of nomination from Government of India.

## **II. Foreign Programme by Direct Invitation by Foreign Professional Organizations/Universities**

The Scientists and other Technical persons should not directly accept invitations from any Foreign Government/Foreign Professional Organizations/ Universities. But in some cases, the participation of Scientists and other Technical persons may be allowed, i.e., for trainings which are not only a recognition of the concerned person

but also is of benefit to the State. The experience and the knowledge gained by participating in such programmes, can be utilized for the benefit of the State. Hence, Scientists and other Technical persons who receive invitation to participate in International programmes may ordinarily be granted permission subject to the following conditions:-

- (a) An Officer can attend 2 programmes in a calendar year irrespective of the period of programme.
- (b) No expenditure will be met by State Government.
- (c) The participants are allowed to take eligible leave/LWA.
- (d) The Heads of Department concerned should recommend the proposal to the effect that the participation of the incumbent in the programme can be utilised for the benefit of the Department/State.

### **III. Foreign Programmes Sponsored by Government/Government Agency**

In case of Officers, who are sponsored by the 'state or Central Government/Government Agency for approved training programmes/courses of studies, etc., permission may be given for participation subject to the following conditions:-

- (a) Preference should be given to those who have worked on related research programmes and whose papers have been accepted.
- (b) For officials who have an official function to perform or a paper to be presented at the Conference/Seminar, etc. full deputation will be granted.
- (c) The period will be treated as on duty for the days required for the to and fro journey and the entire period of the programme with full salary.
- (d) Opportunity should be given to all officers specialized in the disciplines concerned in an equitable manner for participation in the programme.
- (e) If Government of India sanction is required for attending the Conference/Seminar, etc. deputation shall be subject to such conditions as may be imposed by the Government of India in each case.

- (f) As regards cases where the candidates submit applications to Central Ministries/Autonomous Organization etc., in response to notifications issued by them, salary for the period of Foreign Assignment and local cost, will be admissible only if it is one of the specific conditions stipulated in the notification covering the general scheme of the Foreign Assignment.

**IV. Following are the general eligibility criteria for selection of candidates for foreign programmes sponsored by Government/Government agency:**

(i) *Status of Service:*

Should be a permanent/regular recruit/appointee of the department/body/institution.

(ii) *Qualification:*

Should possess the qualifications, experience etc. prescribed by Government.

(iii) *Willingness:*

Should be willing to undergo/attend the programme.

(iv) *Minimum Service:*

In General Cases recommendation by the Head of Department may be considered. However, in case the foreign organizations or Universities prescribe a different minimum service, which would be accepted.

(v) *Age Limit:*

The candidate undergoing short-term/very short term trainings/programmes etc. should have at least 3 years of remaining service and the candidate undergoing long-term training/programmes should have at least 5 years of remaining service from the date of his/her return to the Department. In case the foreign organization/Institution prescribe an upper age limit for a training programme, the same will prevail.

(vi) *Cooling-off condition for Foreign Training Programme:*

- (a) Officers deputed for short term training programmes are required to complete a cooling off period of five years for any further foreign training.
- (b) Officers deputed for Long Term Training Programmes are required to complete a 'cooling off' period of seven years before being considered for any further foreign programme.

- (c) An Officer can attend a maximum of three programmes of duration of over 6 months in his/her career;

(vii) *Duration of Long Term and Short Term Programme:*

- (a) Training Programmes abroad of a duration of six months or more are treated as Long Term.
- (b) Training programmes abroad of duration of 15 days or more but less than six months are treated as Short Term.

(viii) *Preferential Categories:*

Preference should be given to those officers who have not attended any foreign training programme, women officers and officers belonging to SC/ST category. Preference should also be given to field level officers.

(ix) *Vigilance/Disciplinary Clearance:*

Officers should be free from vigilance/disciplinary cases. Officers against whom any vigilance case or disciplinary proceedings is pending should not ordinarily be considered for foreign tour or assignment. For this purpose, vigilance enquiry means an enquiry after the filing of FIR. Disciplinary proceedings will be considered to be pending only after the issue of charge memo.

## **V. General Conditions**

- A No-Government servant or official of a Public Sector Undertaking/ Autonomous Body/Institution shall, while visiting a country or territory outside India, accept any foreign hospitality, stipend, foreign assignment, or undergo any other course of training without prior Government sanction.
- B. Applications once made and willingness/consent once exercised for foreign training will not be allowed to be withdrawn under any circumstances other than on health ground and circumstances beyond the control of the individual. In case, an officer does not file his/her nominations/papers after being duly nominated, he/she will be debarred from any foreign training programme for two years and for officers who fail to attend the said training course after being selected, there will be a debarment of 5 years.

C. Participation in programmes abroad without Government sanction is irregular and subsequent requests for ex-post facto sanction and regularization of overstay will not be entertained.

D. All Government Officials and Officials of Public Sector Undertakings/Statutory/Autonomous Bodies and Institutions set up under the Council for Science, Technology and Environment undergoing approved Foreign Programme of Training/Fellowship/Assistanceship/Award for Higher Studies and Research and Study Tour/Conference/Seminar/Workshop are directed to strictly furnish reports on return covering all aspects of the tour to their respective Authority/Department.

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## **VI. Execution of Bond**

A candidate selected for programmes abroad for a period of one month or more but not more than 1 year and where the period of absence is treated as on duty has necessarily to execute a bond in stamp paper of Rs. 100 in the prescribed form in favour of the State Government for the security of Rs 2 Lakhs (Two Lakhs only) binding himself/herself to serve Government/Institution concerned for a period of not less than 4 years on return from abroad. In the case of programmes above 1 year, the bond amount will be Rs. 4 Lakhs. It will be the responsibility of the Head of the Department concerned to ensure that the bond is got duly executed (in triplicate) before he/she is relieved to proceed for the programme abroad (Format of the bond is appended as Appendix-II). The Head of the Department concerned will be held personally responsible for the financial loss, if any, sustained by State Government/Body/ Institution either due to the non-execution of the bond by the candidate or due to defects, if any, in the bond executed. In regard to the execution of the bond, the following aspects should be borne in mind by the Heads of Departments:-

- (i) The bond executed is in no respect at variance with the form of the bond approved by Government and prevalent at the time of execution.
- (ii) The solvency certificates issued by the Revenue Authorities are appended to the bond in respect of the sureties who are not permanent Government Servants.
- (iii) In case the sureties are permanent Government Servants, a declaration to that effect duly countersigned by a Gazetted Officer, is appended to the bond.
- (iv) All corrections, typographical or otherwise are initialled by the candidate executing the bond.
- (v) The candidate attending short-term training or programme/seminar etc., should have at least 3 years of balance period and the candidate undergoing long-term programmes

should have atleast 5 years of balance period in his/her service till his superannuation to serve State Government/Body/Institution after completion of the training.

- (vi) It is again brought to the notice of all concerned that incomplete proposals, without cadre clearance, vigilance and disciplinary clearance; without proper recommendation of the Head of Department, proposals not received in Government in time will be rejected without notice.
- (vii) All concerned are also directed to exercise powers as delegated. Exercising powers beyond delegated level shall entail suitable disciplinary action. **If any such violation, misuse of powers and irregularities are committed, it will be viewed seriously.**

**The Circular cited under reference hereby stands cancelled.**

**NIVEDITA P. HARAN,**  
***Additional Chief Secretary.***

To

All Additional Chief Secretaries.

All Principal Secretaries/Special Secretaries/Secretaries to Government. All Heads of Departments.

All District Collectors.

The Director, I & PRD, Thiruvananthapuram.

The Secretary, Kerala Public Service Commission. The Registrar, High Court, Ernakulam (with C.L.).

The Registrar, University of Kerala, Thiruvananthapuram (with C.L.).

The Registrar, Cochin University of Science and Technology (with C.L.). The Registrar, Mahatma Gandhi University (with C.L.).

The Registrar, University of Calicut (with C.L.).

The Registrar, Kerala Agricultural University, Thrissur.

The Registrar. Kerala University of Health Sciences, Thrissur (with C.L.).

The Registrar, Sree Sankaracharya University of Sanskrit, Kalady (with C.L.).

The Registrar, Kannur University (with C.L.).

The Private Secretary to Chief Minister and other Ministers. The Private Secretary to Leader of Opposition.

All Public Sector Undertakings/Statutory/Corporation/Autonomous Bodies in the State.

All Departments/ All Sections of the Secretariat including Law, Finance and Legislature.

Additional Secretary to Chief Secretary,

P. A. to Additional Chief Secretary (AR& T), P & ARD.

## APPENDIX II

### PARTICIPATION IN FOREIGN PROGRAMMES BY THE EMPLOYEES OF GOVERNMENT/GOVERNMENT UNDERTAKINGS, AIDED INSTITUTIONS, STATUTORY INSTITUTIONS,AUTONOMOUS INSTITUTIONS, ETC.

#### Check List

1. Name :
2. Designation (with Department) :
3. Qualifications :
  - (a) General :
  - (b) Technical :
4. Remaining period of service :
5. Purpose of present visit :
6. Name and duration of the Programme :
7. Address of the organizing agency :
8. Contact address abroad :
9. Financial commitment if any to the State :  
Government/Institution
10. Source of Expenditure for the :  
Programme
11. Details of previous Foreign Programmes :  
attended during his career  
(specify whether Government sponsored :  
or by direct invitation)
12. Details of pending disciplinary action :  
if any
13. Actual expenses during the last 3 years :  
incurred on each tour by Govt./by any  
Public Sector Undertaking or any  
co-operative or autonomous body  
funded or assisted by State Govt.
14. What is proposed to be achieved :  
by the present tour (clear and detailed  
information should be made available)

*Signature*  
*Name and Designation*

*Counter Signature of HOD.*



APPENDIX III

**Foreign Training-Bond to be executed by Officials assigned to  
Foreign Training**

KNOW ALL MEN BY THESE PRESENTS that we Sri/Kumari/Smt.  
(Here enter the name and address) (hereinafter called "the bounden") and

(1) Sri/Kumari/Smt.....and

(2) Sri/Kumari/Smt.....

(Here enter the name and address) (hereinafter called "the sureties") do hereby  
bind ourselves and each of us/our and each of our Heirs, Executors and  
Administrators jointly and severally to pay to the Governor of Kerala (hereinafter  
called "the Government") on demand the sum of Rs. 2,00,000(Two Lakhs)/Rs.4,00,000  
(Four Lakhs only).

2. Signed and dated this.....day of signed by

Sri.....the bounden.

In the presence of witnesses:

(1)

(2)

Signed by Sri/Kumari/Smt.....and

Sri/Kumari/Smt.....

(the sureties)

In the presence of witnesses:

(1)

(2)

3. WHEREAS, the bounden Sri/Kumari/Smt.....

has been selected to undergo training in.....

(here enter the purpose) for a period of.....

4. WHEREAS, the Government have agreed to pay the bounden during the period of the said  
training his pay, dearness pay and the dearness allowance which he would have drawn but for his  
undergoing the said training as per the Order No.....dated..... and to treat the period of  
training and the period of travel to and fro as duty and as service qualifying for increment,  
leave and pension if it will otherwise count.

5. And whereasthe Government have agreed to incur the said expenses on condition that after successful completion of the training within the prescribed period the bounden shall serve the Government, or any other Government or body corporate at whose disposal the Government may choose to place his services, in any Department, in any capacity consistent with his qualifications and experience, for a period of three/five years and also subject to the terms and conditions hereinafter appearing and the bounden and the sureties have agreed to the same.

6. Now, the condition of the above written obligation is that in the event of the bounden not conforming to or observing the rules and conditions regarding the training or of continued adverse reports regarding the progress of his training or discontinuing the training before the completion of the prescribed period of the training, without the prior approval in writing of the Government may direct for a minimum period of three/five years if so required by the Government, or in the event of contracting an infectious disease requiring prolonged hospitalization, forbidding the medical advisers/attendants from communicating the nature and condition of disease to Indian Missions concerned or Government or in the event of the bounden committing breach of the condition in Clause 7, the bounden and the sureties shall forthwith pay to the Government all moneys spent on his account in respect of the said training or studies, tuition fees, travelling expenses, salary, allowances, return passage or otherwise on account of his having been selected as a stipendiary as aforesaid, not exceeding Rupees Two Lakhs/Four Lakhs and the interest thereon calculated at fixed Government rates then in force of Government loans from the date of demand and in the matter of deciding what moneys are to be paid by the bounden and the sureties. The decision of the Government shall be final and legally binding on the bounden and the sureties and upon the payment of such sum the above written obligation shall be void and of no effect, otherwise this shall be and remain in full force and effect.

7. The bounden shall not on his/her own initiative, on arrival or during his/her stay in the country of his/her training, approach the authorities responsible for his/her training abroad with request for extension of period/ variation of conditions of training.

8. Provided further that the Bounden and the sureties hereby agree that all sums found due to Government under or by virtue of this bond may be recovered jointly and severally from them/their properties movable and immovable, as if such dues were arrears of land revenue under the provisions of the Revenue Recovery Act for the time being in force or in such other manner as the Government may deem fit.

9. The liability of the sureties under this bond is co-extensive with that of the Bounden and shall not be affected by the Government giving time or any other indulgence to the Bounden or by the Government varying any of the terms and conditions herein contained.

*Signed by the bounden*.....

In the presence of witnesses :

(1)

(2)

Signed by the sureties Sri/Smt./Kumari

(1)

(2)

In the presence of Witnesses:

(1)

(2)

#### APPENDIX IV

1.Dr.J.Letha	<i>Director of Technical Education, Government of Kerala</i>
2.Dr.V.Ipe Varghese	<i>Registrar KUHS Thrissur</i>
3.Shri.KV Ummer Farooq	<i>Registrar i/c Malayalam University</i>
4.Dr.K.Muhammed Basheer	<i>Registrar, Kerala University</i>
5.Shri.Jayakumar K	<i>Principal, KNM Govt.Arts&amp; Science College, Kanjiramakulam</i>
6.Shri.Mohana Krishnan R	<i>Associate Professor of Physics MG College, Trivandrum</i>
7.Shri.S Sudarsana Pillai	<i>Associate Professor of Maths, University College, Trivandrum</i>
8.Shri.B.Harikumar	<i>Associate Professor, NSS College, Pandalam</i>
9.Dr.Cherian John	<i>Associate Professor of English, Mar Ivanios College, Trivandrum</i>
10.Dr.K.G. Gopichandran	<i>Associate Professor of Opto Electronics, University of Kerala</i>
11.Dr.C.Rajasekharan Pillai	<i>Associate Professor of Economics, Govt. College, Attingal</i>
12.Shri.Sivappu P	<i>Joint Registrar Kannur University</i>
13.Shri.Yoosuf K A	<i>Assistant Registrar, SreeSankaracharya University of Sanskrit, Kalady</i>