



**GOVERNMENT OF SIKKIM
DEPARTMENT OF PERSONNEL
GANGTOK**

No.449/GEN/DOP

Dated: 07/04/2025

CIRCULAR

1. The Sabbatical Leave scheme for regular State Government employees and temporary employees has been introduced and notified vide Notification No. F(106)105/GEN/DOP dated 14.08.2023 and F(106)106/GEN/DOP dated 14.08.2023 respectively along with the terms and condition for availing the leave.
2. The Government, after careful consideration has delegated the powers to approve Sabbatical Leave to the Head of the Department in case of Group 'C' and 'D' employees including all temporary employees vide Notification No. 40/GEN/DOP dated 07.04.2025. For Group 'A' and 'B' employees Secretary, Department of Personnel has been delegated with the powers to approve Sabbatical Leave vide Notification No. 41/GEN/DOP dated 07.04.2025.
3. While considering the proposal for grant of Sabbatical Leave all HoDs are required to adhere to the terms and conditions specified in the Annexure I of Notification No. F(106)105/GEN/DOP dated 14.08.2023 and Notification No. F(106)/106/GEN/DOP dated 14.8.2023 read with Notification No.40/GEN/DOP dated 07.04.2025 and 41/GEN/DOP dated 07.04.2025.
4. All temporary employees shall be eligible for Sabbatical Leave on completion of minimum six (06) months of service. Careful consideration has to be given to the remaining service of the temporary employees so as to ensure compliance of Sl. 05 of the terms and conditions of Annexure-I of Notification No. F(106)/106/GEN/DOP dated 14.8.2023.
5. Sabbatical Leave in case of all temporary employees regularised under Notification No.100/GEN/DOP dated 06/02/2022 read with Notification No. 24/GEN/DOO dated 09/02/2024 during the recent past may be taken up under Notification No. F(106)105/GEN/DOP dated 14.08.2023 as regular employees.
6. All employees desirous of availing Sabbatical Leave must apply for the leave well in advance for timely approval and sanction. No employees must be allowed to proceed on sabbatical leave without prior approval and issue of appropriate Office Order.

(Rinzing Chewang Bhutia), IAS
Secretary to the Government
Department of Personnel