



दिल्लीनगरनिगम/ MUNICIPAL CORPORATION OF DELHI  
अस्पतालप्रशासनविभाग/Hospital Administration Department  
(मुख्यालय, 18वींमंजिल, डॉ. श्यामाप्रसादमुखर्जीसिविकसंटर )  
( HQ, 18th Floor, Dr.Shyama Prasad Mukherjee Civic Centre )  
नईदिल्ली-110002 / New Delhi-110002



No. AO(HA)/MCD/HQ/2026/ 161

Dated: 22/05/2026

Subject: **Policy on Eligibility for Study Leave for pursuing M.Sc. Nursing (Regular Course) – reg.**

A Meeting was held on 22.07.2025 at 3.00 PM in Conference Room No. 1803 at 18<sup>th</sup> Floor, Dr. Shyama Prasad Mukherjee, Civic Centre under the chairmanship of DHA regarding formulating the policy for Nursing personnel to pursue higher study i.e. M.Sc. Nursing (Regular). After due deliberations, the policy finalize as under:-

### 1. Preamble

This policy outlined the eligibility and procedural guidelines for regular Nursing personnel employed under the Municipal Corporation of Delhi (MCD) who wishes to pursue M.Sc. Nursing (Regular) from a recognized institution. It aims to promote higher education among nursing personnel while ensuring continuity of healthcare services.

### 2. Objective

To support professional development by allowing eligible regular Nursing personnel to enhance their academic qualifications, subject to organizational requirement and approval protocols.

### 3. Applicability

This policy applies exclusively to Nursing personnel holding regular appointment under the Municipal Corporation of Delhi.

### 4. Eligibility Criteria

The application for seeking NOC for study leave will be entertained if these are received in Hospital Administration Department (HQ) on or before 15<sup>th</sup> June of every year. Nursing personnel will be considered eligible to apply for M.Sc. Nursing (Regular) under the following conditions:-

- (a) The applicant must be a regular employee of MCD in the capacity of nursing personnel and must have satisfactorily completed probation.

- (b) The applicant must have completed a minimum of 10 (ten) years of service at the time of submitting the application.
- (c) The applicant must not be more than 45 years of age as on first day of year in which course commence.
- (d) The applicant must possess a valid and current registration with the Delhi Nursing Council.
- (e) The applicant must have satisfactory service record with no ongoing disciplinary proceedings.

#### **5. Conditions for Preference for College**

Approval for pursuing M.Sc. Nursing (Regular) shall be subject to the following conditions :-

- (a) 1st preference will be given to candidates opting for government colleges like RAKCON/Autonomous institutions like AIIMS/IHBAS/PGI recognized by the Indian Nursing Council.
- (b) 2<sup>nd</sup> preference will be given to candidates who have secured a seat in a reputed non govt. Nursing College of Delhi namely Holy Family, Jamia Hamdard, St. Stephens (College must be functional in the field of nursing for more than 10 years)
- (c) 3<sup>rd</sup> preference will be given to candidates who have secured a seat in reputed on Govt. Nursing College of nearby states.

**Note:** In case of multiple eligible candidates, preference will be given to the elder candidate in the senior batch of joining.

#### **6. Financial Responsibility**

The Municipal Corporation of Delhi will not bear any financial liability for the course. All expenses shall be borne by the candidate, and no reimbursement or claim shall be entertained.

#### **7. Post-Study Service Obligation**

Upon completion of the course, the candidate must serve MCD for minimum of five (5) years. Early resignation may result in administrative action or recovery as per rules.

#### **8. Promotion & Career Advancement Disclaimer**

Pursuing higher studies shall not entitle the candidate to automatic promotion or higher designation. Post-course placement or promotion will remain at the sole discretion of MCD.

#### **9. Administrative Override of Study Leave**

Sanctioned study leave may be revoked at any time in case of administrative or public health emergencies.

10. The applicant must obtain a formal No Objection Certificate (NOC) from their immediate supervisor and controlling officer. The NOC must confirm that the employee's absence will not disrupt departmental functioning and that no disciplinary action is pending. Not more than four (04) candidates from the field of nursing shall be permitted to pursue higher studies in a given academic year.

#### 11. Leave & Bond Provisions

Candidates may be granted Extraordinary Leave (EOL) or Study Leave, subject to service requirements and approval by competent authority.

The candidate may be required to sign a service bond to serve MCD for at least five (5) years post completion of the course.

Any breach of bond or early departure from service may result in appropriate legal or departmental action.

#### 12. Approval Authority

The final authority for permission under this policy shall be Addl. Commissioner (Hospital Administration), Municipal Corporation of Delhi. All interpretations and disputes shall be addressed by the MCD Health Administration.

This issues with the approval of Competent Authority.

*ANA*  
*22/05/2026*  
Admn. Officer (HA)- HQ  
Hosp. Admn. Deptt.

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