

Leave

Leave

1. Leave cannot be claimed as of right.
2. When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it but it shall not be open to that authority to alter the kind of leave applied for except at the written request of the Government servant.
3. Any claim to leave to the credit of a Government servant who is dismissed or removed or who resigns from Government service, ceases from the date of such dismissal/removal/resignation.
4. A Government servant, who is dismissed or removed from service and is reinstated on appeal or revision, shall be entitled to count for leave his service prior to dismissal/removal.

5. If a Government servant applies for another post outside his parent department and if the application is forwarded through proper channel and the applicant is required to resign his post before taking up the new post, such resignation shall not result in the lapse of the leave to his credit.
6. At the request of a Government servant, the authority which granted him leave may commute it retrospectively into leave of a different kind which was admissible to him at the time the leave was granted.
7. Commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of the leave finally granted. Any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

8. Except Casual Leave, which is not recognized as leave, any kind of leave may be granted in combination with or in continuation of any other kind of leave.
9. No Government servant shall be granted leave of any kind for a continuous period exceeding 5 years. A Government servant who remains absent from duty for a continuous period exceeding 5 years with, or without leave, shall be deemed to have resigned from the Government service.
10. Application for leave/extension of leave may be applied in the prescribed form- Form I to the competent authority to grant leave.
11. Leave Account shall be maintained in Form 2 for each Government servant by the Audit Officer for Gazetted Officers and by the Head of Office or an officer authorized by him in the case of non-gazetted Government servants.

12. Leave shall not be granted to a Government servant whom a competent authority has decided to dismiss/remove/compulsorily retire from Government service. Government servants under suspension shall also be not granted leave.
13. A Government servant on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave. Further, a Government servant who has taken leave on medical certificate shall not return to duty until he produces a medical certificate of fitness (Form 5).
14. However, a Government servant who remains absent after the end of the leave granted to him, is not entitled to leave salary for the period of absence and wilful absence from duty after expiry of the leave renders a Government servant liable to disciplinary action.

15. Earned Leave:

EL @1/10th of the period spent on duty is admissible for State Government employees (OM No. FIN/ROP/46/75 dated 13.9.75)

16. The maximum limit of EL that can be accumulated/encashed at the time of retirement is 300 days.

17. The maximum EL that can be granted to a Government servant at a time is 180 days.

18. During the leave period, the Government servant is entitled to leave salary @ of the pay drawn immediately before commencement of his leave.

19. A Government servant serving in vacation department is entitled to 10 days EL in a year. In any year if he does not avail any vacation, EL is admissible to him in respect of that year as admissible to Government servants serving in non-vacation departments. If he avails only a portion of the vacation, then he is entitled to EL in addition to the 10 days (The number of days of vacation not taken / full vacation). However, the total EL admissible shall not exceed 30 days in a year.

20. **Half Pay Leave:**

HPL is admissible @20 days for every completed year. HPL can be granted on medical certificate or on private affairs. During HPL a Government servant is entitled to half of the pay drawn by him immediately before commencement of his leave.

21. Commuted Leave:

Commuted Leave can be availed on medical certificate. When Commuted Leave is granted, twice the amount of such leave shall be debited against the HPL due.

22. HPL upto a maximum of 180 days may be allowed to be commuted during the entire service (without medical certificate) to pursue an approved course of study certified to be in the public interest by the leave sanctioning authority.

23. Medical certificate is not necessary for commuted leave if it is in continuation of Maternity Leave.

24. Leave Not Due:

LND may be granted to a Government servant up to a maximum of 360 days during the entire service on medical certificate on the following conditions:

- a). The authority competent to grant leave is satisfied that there is reasonable prospect of the Government servant returning to duty on its expiry.
- b). LND shall be limited to the HPL he is likely to earn thereafter
- c). LND shall be debited against the HPL the Government servant may earn subsequently.

25. If a Government servant on LND resigns or retires voluntarily without returning to duty, the LND will be cancelled and the leave salary shall be recovered. Further, if a Government servant returns to duty but resigns/retires from service before he earns such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently.

26. Medical certificate is not necessary for LND in continuation of ML.

27. Extraordinary Leave:

EOL may be granted when no other leave is admissible or when other leave is admissible but the Government servant applies for grant of EOL. It can be availed after 3 years of continuous service for 24 months where the leave is required for the purpose of prosecuting studies certified to be in the public interest.

Maternity Leave:

29. A female Government servant with less than 2 surviving children may be granted ML by an authority competent to grant leave for a period of 180 days. ML shall not be debited against the leave account.
- 30 . During ML she shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave. ML can be combined with leave of any other kind.
31. ML not exceeding 45 days may also be granted to a female Government servant (irrespective of the number of surviving children) during the entire service of a female Government servant in case of miscarriage including abortion on production of medical certificate.

Paternity Leave:

32. A male Government servant with less than 2 surviving children may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days during the confinement of his wife for childbirth, i.e. up to 15 days before or up to 6 months from the date of delivery of the child.

33. During PL he shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave. PL can be combined with leave of any other kind and it shall not be debited against the leave account.

34. PL shall be treated as lapsed if it is not availed within the time limit.

Study Leave:

35. Study Leave may be granted to a Government servant with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialised training in a professional or technical subject having a direct and close connection with the sphere of his duty.

36. Study Leave shall not be granted unless it is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of public interest. Further, it should also be certified that it is for prosecution of studies in subjects other than academic or literary subject. SL shall not be granted to a Government servant with such frequency as to remove him from contact with his regular work and cause difficulties owing to his absence.

37. SL may be granted to a Government servant:

- a). who has successfully completed the period of probation.
- b). Who is not due to reach the age of superannuation from service within three years from the date on which he is expected to return to duty after the expiry of the leave.
- c). Who executes a Bond to serve the Government for a period of 3 years after the expiry of the leave.

38. The maximum amount of SL which may be granted to a Government servant shall be:

- a) 12 months at any one time.
- b) 24 months during his entire service.
- c) 36 months for doctors for acquiring postgraduate qualification.

39. Application for SL shall be submitted through proper channel to the authority competent to grant leave and the course of study contemplated by the Government servant should be specified.

40. For permanent Government servants Bond shall be executed in Form 7 while proceeding on SL and in Form 8 if it is extended while for non-permanent Government servants, in Form 9 and Form 10 respectively.
41. On completion of the course of study the Government servant shall submit to the authority which granted him the SL, certificates of examinations passed/courses of study undertaken with the dates of commencement/termination of the course.
42. SL shall not be debited against the leave account of the Government servant.
43. If a Government servant resigns/quits service without returning to duty after SL or within 3 years of returning to duty or is unable to complete the course of study, he shall refund the actual amount of leave salary and other expenses incurred by the Government with interest at rates for the time being in force on Government loans.

Thank You