

CCS (Leave) Rules, 1972

↳ 5-6 Questions - Easy =

Facts - { Class - =
Short notes - Revision =

↳ Apply - → GS - Civil Service/Post - apptt

↳ NOT apply -

- ↳ Railway
- ↳ AIIS - [IAS/IPS/IFS]
- ↳ Casual Employee / work-charged Employee
- ↳ Industrial Establishment - Factory / Duo
- ↳ Person paid from Contingencies
- ↳ Contract Employee
- ↳ Diplomatic Offices - locally Recruits
- ↳ SG Temp → CG → Absorb - leave Rules ✓
Deputations

⇒ Deptt Center - Employee - ✓
 - Honorary Worker ✓

⇒ Ad-hoc Employee

Ad-hoc for Purely Tech. Reason

- leave Rule = TGS - Apply

→ Perm GS - Post → Perm → Indefinite Period

→ Temp GS → Rotation → ASO → Rule-5 → Post - Definite Period

→ OPGS

→ Ad-hoc GS

less than 3 yrs Period

- ↳ 2 1/2 days EC / month
- ↳ Credit - 300 days
- ↳ Terminate - 2 EX

Other Ad-hoc Employee [QPE] =

More than 3 years

↳ T.GS leave Rule

↳ Apply = Initial Apptt

↳ Regular apptt ✓

↳ leave Rule =

↳ Credit → Carry forward

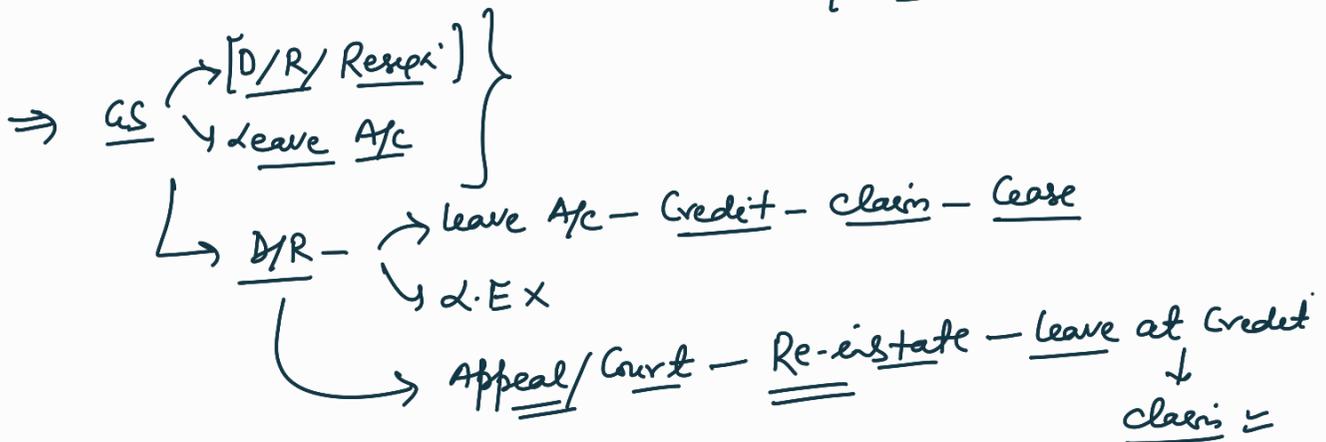
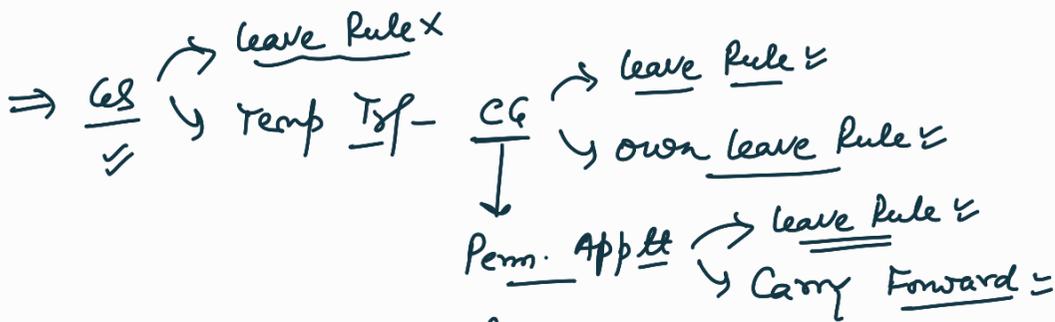
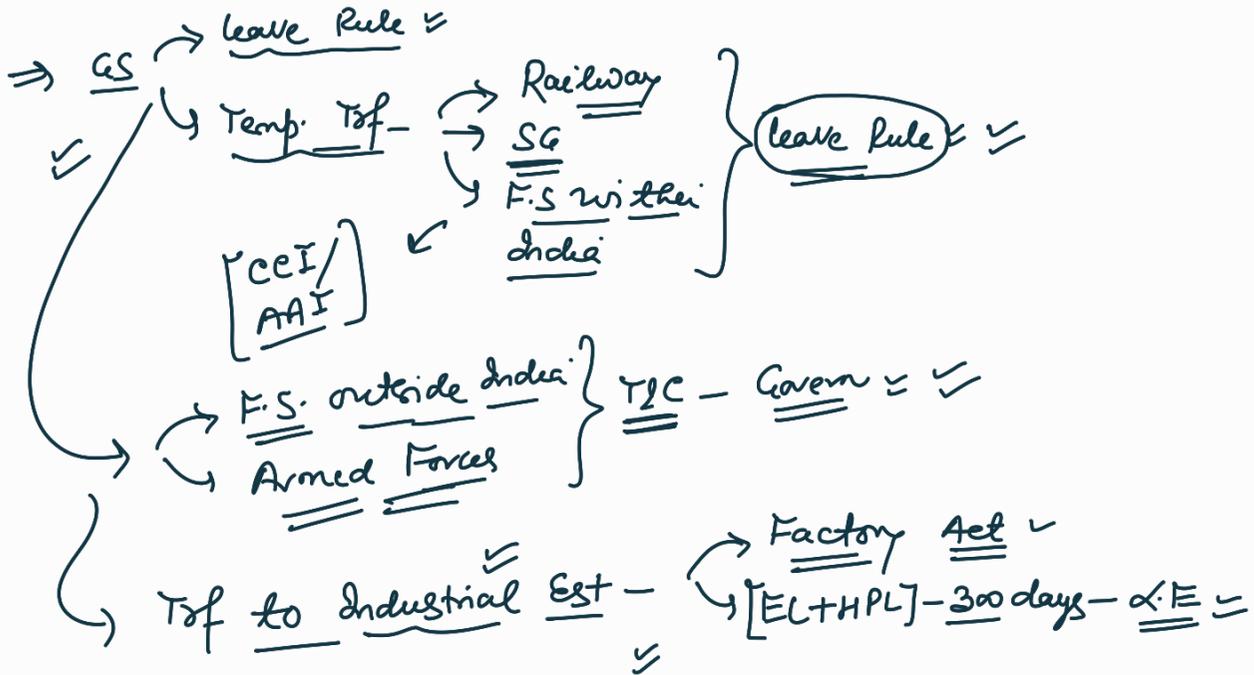
↳ first - avail

- Q.P.G.S. → UPSC - appnt
 → Appnt - Temp/officially Vacancy - Regular Post =
 → 3 yrs - Confirmation x

- Ad-hoc GS - Post x

→ Deputation =

⇒ Applicability on Temp. Tsf:-



⇒ Resignation :- → Teek. Resignation → leave at Credit - Reflex
 ↓
 ⇒ Carry Forward ⇒

⇒ Resignation on absorption - PSU/AB/SG -

↳ leave at Credit - $\alpha \cdot E$ - MAX 300
 ↓
Carry Forward x
 ↳ EL
 ↳ EL+HPL

⇒ Resignation - → leave at Credit - Case

300 EL
 ↓
150 ⇒

200 EL + 250 HPL
 ↓
100 EL

↳ $\alpha \cdot E$ - $\frac{1}{2}$ of balance of EL subject to
 ⇒ Max of 150 days

$\alpha \cdot E$ ⇒ Fresh A/c - 300 days

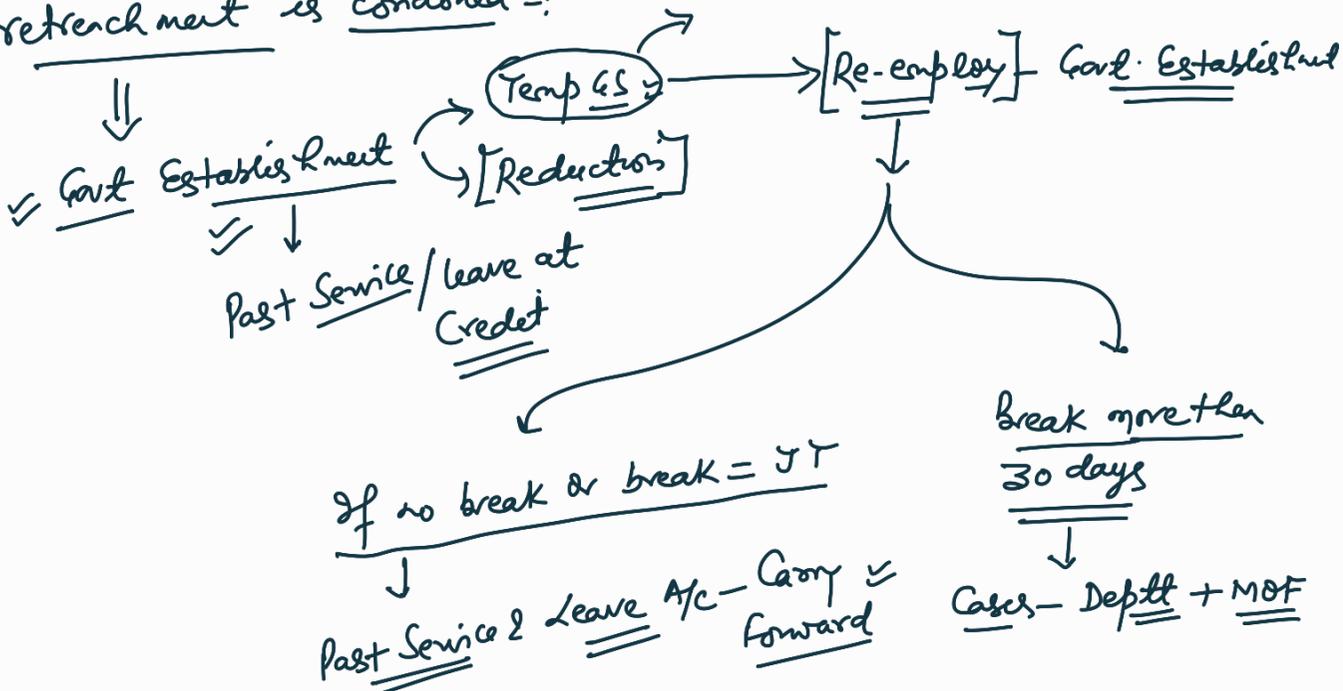
Civil - civil - leave A/c - Carry Forward

Military - civil - Carry Forward x

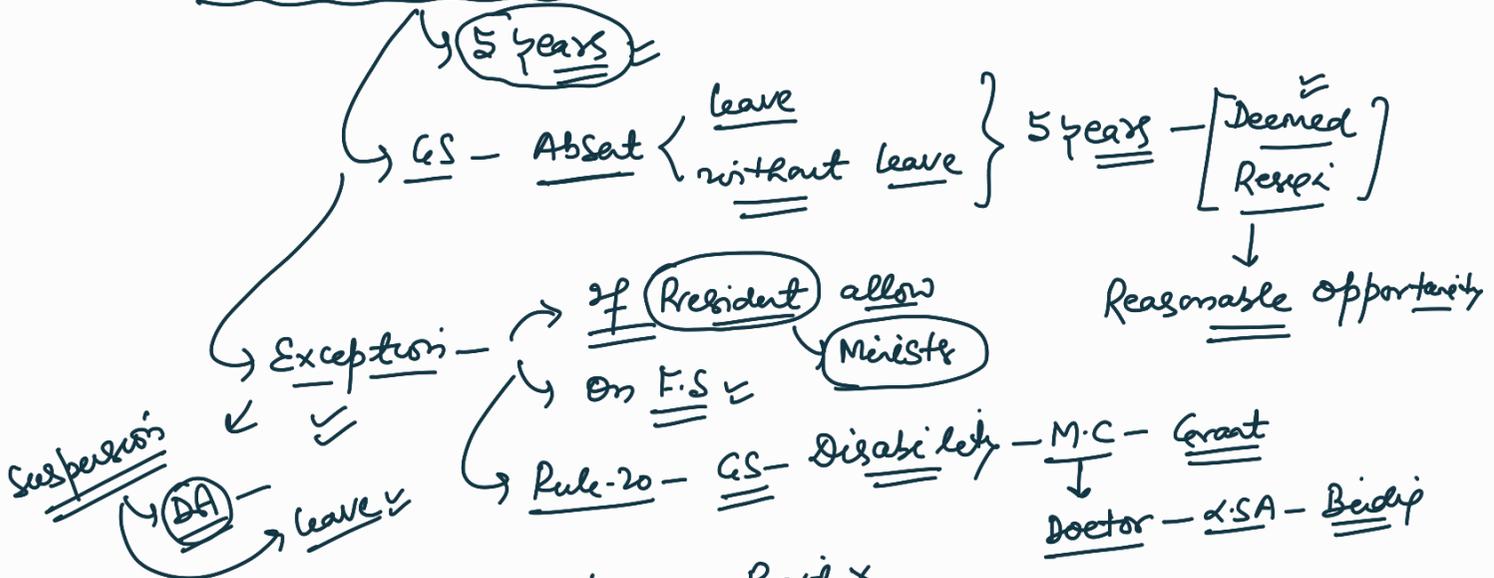
↓
 $\alpha \cdot E$ ⇒ $\alpha \cdot E$ ⇒ 300 ⇒

⇒ Re-employment

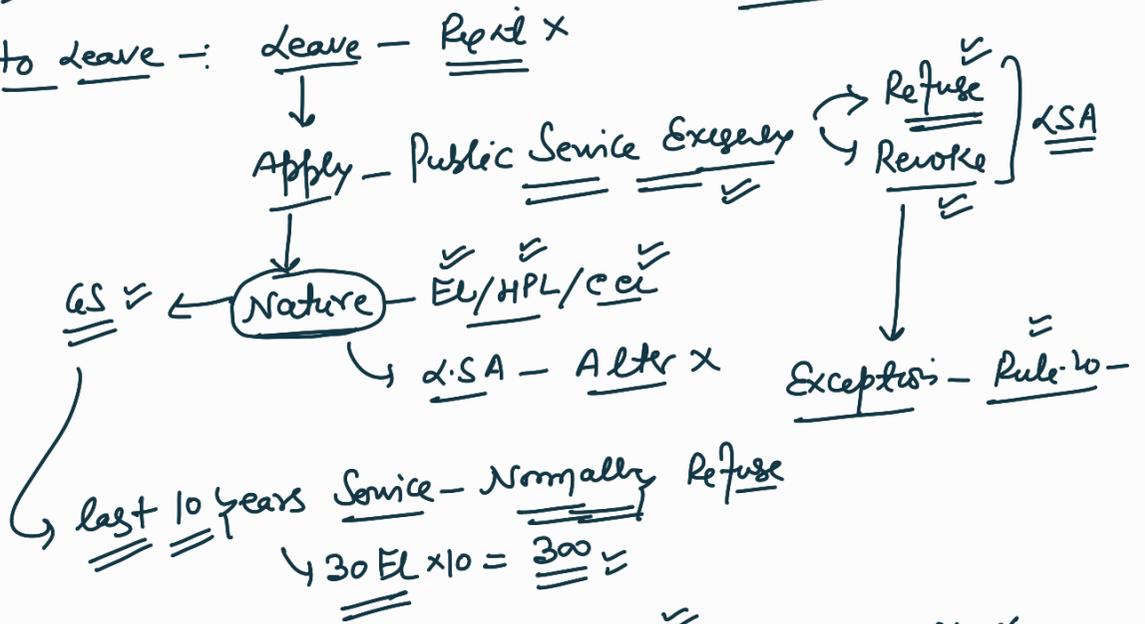
⇒ Carry forward of leave in cases where break due to retrenchment is condoned :-



⇒ Max And of Continuing leave :-



⇒ Right to leave :-



⇒ Regulation of claim of leave :-



Rule-10 - Commutation of one kind of leave into Another

\rightarrow GS - (EL) Sanction \checkmark - Full Sal

\rightarrow HPL - Half Sal

Written Request - α SA \rightarrow May Allow to commute retrospectively

Condⁿ - \rightarrow Return - within 30 Days

\rightarrow leave - Commute - Due & admissible

\rightarrow Subject to adjustment of leave salary

GS - 30 June - { HPL - 15 days - Sanctis } Allowed x
 ↓
 Fe - Nil
 1 July = 15 GL

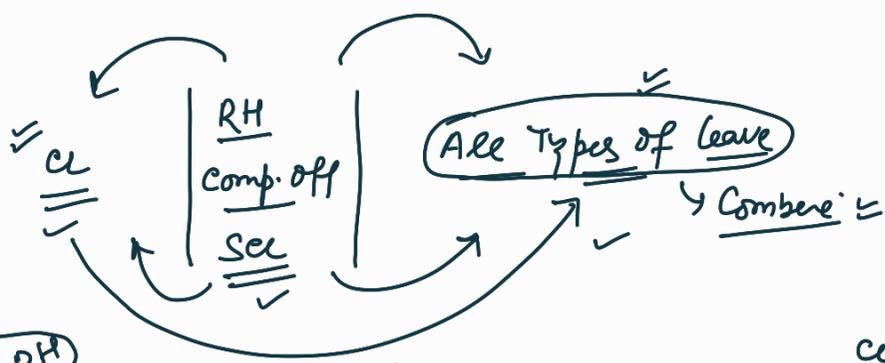
Any leave

FOI on MC → DND → MC - Allowed
 ↓
 No leave sal half sal =

Fe → CCL =
 Ground - Child - Camp =
 other Ground -

GS - Cease
 ↓
 Request x
 GS - DOR - 30 June
 ↓
 15 June - 25 June
 ↓
 26 June → 1 July

⇒ Rule-11 - : Combinations of different kind of leave - :



Exp - : Mon - Fri - 5 EL → Mon { RH / C.O } Suffix
 Fri - RH = } Holiday =
 - C.O = }
 Prefix

- CL + RH ✓
- CL + RH + Sec ✓
- CL + EL x
- CL + Sec + EL x

Exception - ce + leave - Comber - Forenoon - work
 ↓
 Condⁿ - GS → 1/2 day ce - Afternoon =
 ↓
 ce → Next - Sickness / Compelling situations
 ↓
 Leave =

⇒ Rule-14 - Applⁿ for leave -> EL/Extensⁿ - Form-I =

GS - unable to apply } → Spouse/Parents/child }
due to disability } → Brother/Sister }
 } → Guardian }

Absent - hospitalize → Death =

↓
leave =

CE - 2 days
 ↓
 HPL
 ↓
 CE
 Cancell =

⇒ Rule-15 - Leave A/c -> Gazetted GS - A.O =

Non-Gazetted GS - HOO

Pay & Allow - Draw - HOO =

Leave { Debitable ✓
 Non-debitable } → to leave A/c =

EL ✓
 HPL ✓
 Commuted leave ✓
 P.L/M.L/CC/WRILL/Study leave → EOL - EL - Months
 ↓ 1/10th
 &ND =

⇒ Rule-16 - Verifications of leave -> GS - leave - apply

verify - Due & Admissible

Situations - GS - leave - Verify

↓
 α-SA - Max 60 days - Provisional leave

↓
 leave sal - Provisional

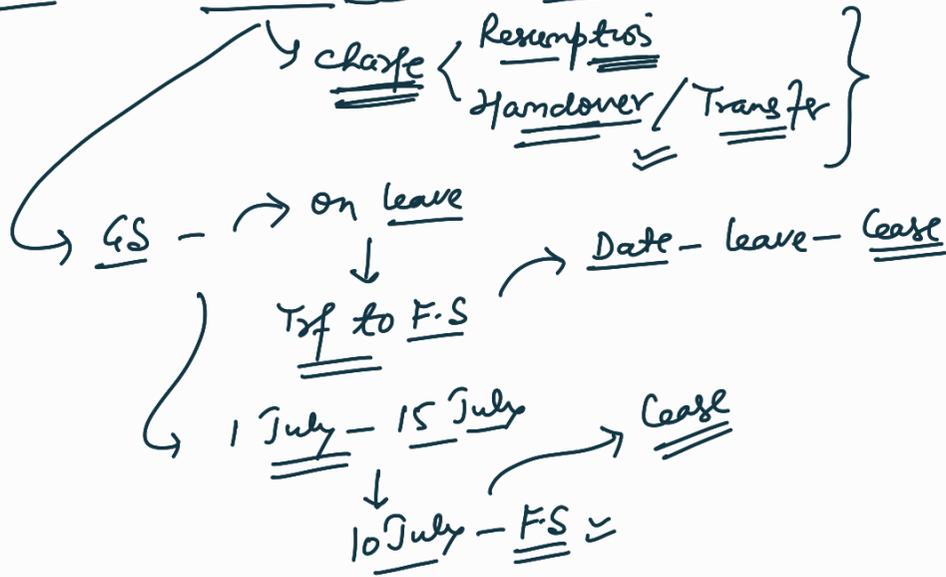
verify =

⇒ Rule-17 - NOT to Grant leave

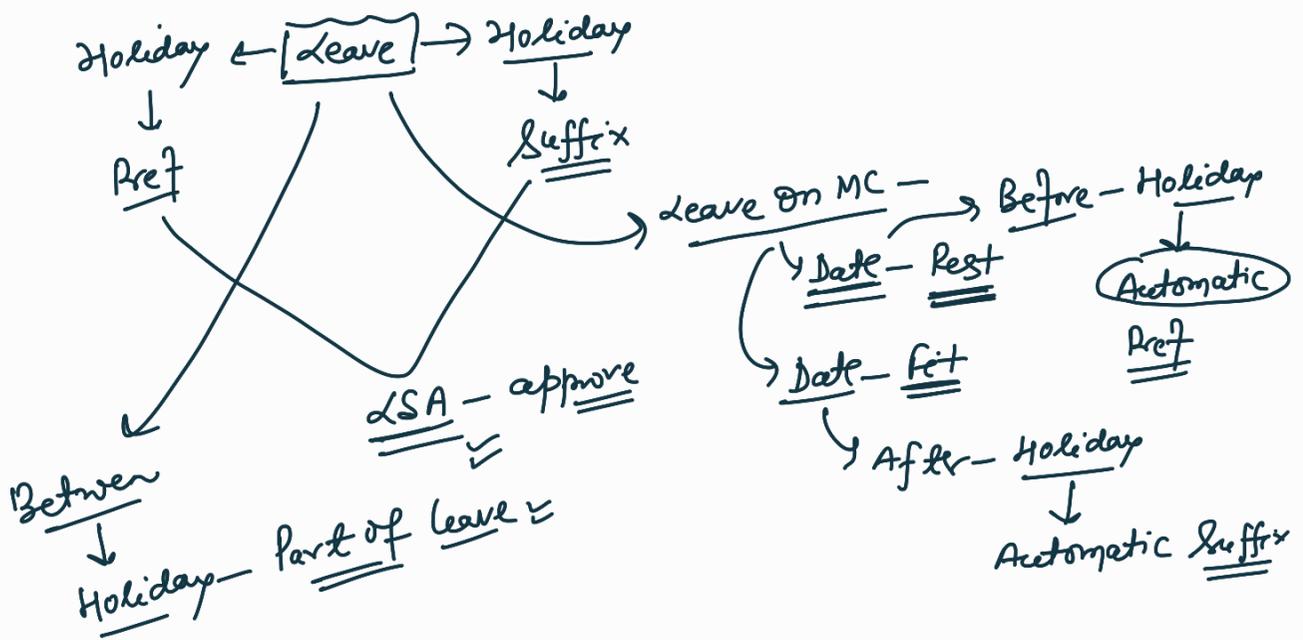
GS - under suspension =

Competent Personship } GS - { D }
 Auth } { R } } decision =
 } { CR } }
 ↓
Order - 10 days

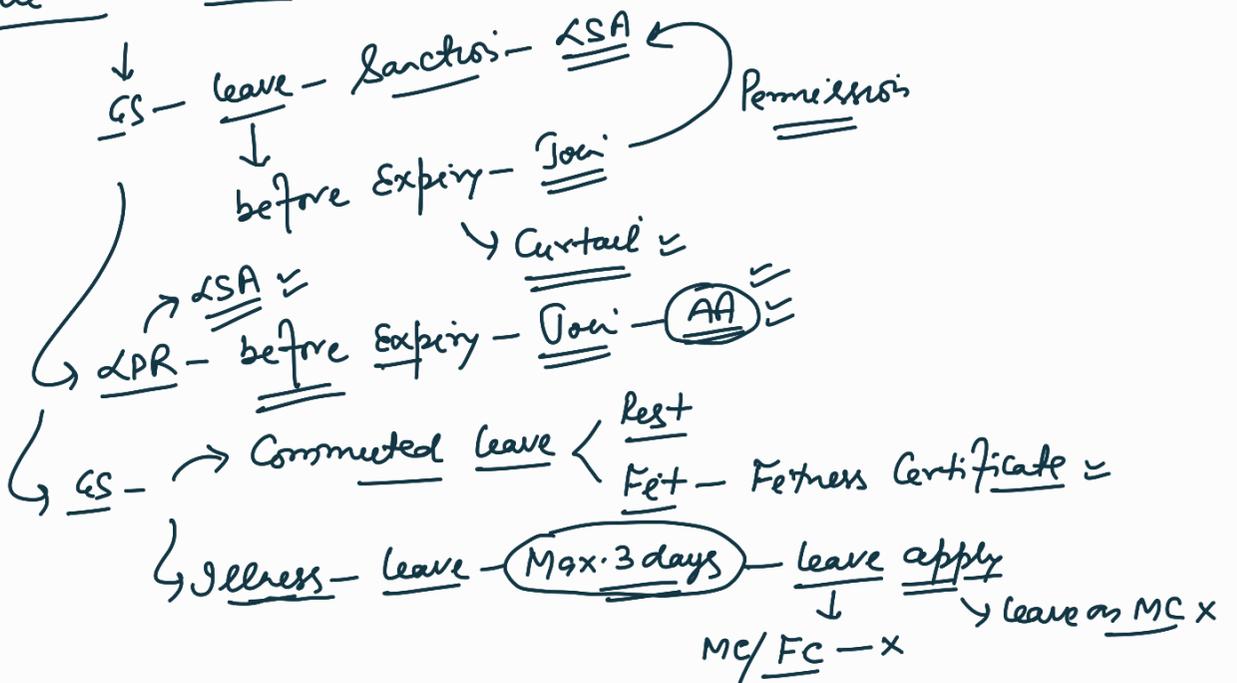
⇒ Rule-21 - Commencement & Termination of leave



⇒ Rule-22 - Combinations of Holidays with leave



⇒ Rule-24 - Return from leave -:



↳ GS → Post - leave - Proceed -
 ↳ Return - Post - Resume x unless - specific Order
 ↳ TB = Commuted leave
 ↳ Foot - light work - Join =

⇒ GS → Immediate Superior - Recommended } =
 ↳ Superior - Sanction - ASA } ↳ Order - ASO - JS =

↳ date Comp - 1/2 day - CL x
 ↳ Sen = ↳ late - full leave =
 ↳ DP =

⇒ Dies-Nom ————— when / who / effect
 ↳ Overstayal of leave
 ↳ Unauthorized Absence

⇒ Dies-Nom :- when :- GS → Proceed on leave without prior sanction
 ↳ date Comp x → left office early without permission
 ↳ who - ASA → Refused to perform duties assigned to him
 ↳ Effect - → Day - → No salary
 ↳ → GRS - increments / Pension / Gratuity etc
 ↳ next half year } 1/10 - EL - Reduce - Max 15 days
 ↳ leave credit } 1/18 - HPL - Reduce - 10 =

⇒ Break in Service
 ↳ DP = 18 ← 180 Days
 Exp:- 1 Jan - 30 June
 ↳ 20 Days - Dies-Nom → EOL
 ↳ 1 July - EL - 15 - $\frac{1}{10} \times 20$
 = 15 - 2 = 13 =
 ↳ HPL = 10 - $\frac{1}{18} \times 20$
 = 9 =

Increment - 1 July =
 1 July - 30 June
 ↓
 6 Months QS



Opportunity =

⇒ Rule-25 - Absence after expiry of leave / Overstayal of leave

↳ when - 5 days EL - 10 Days - 5 Days < [α.SA - approve / Deny]

↳ who - α.SA =

↳ Impact - Days -> No Salary =
 ↳ NRS - = =
 ↳ HPL - deduct =

Die

↳ Break in Service x
 ↳ Bal x
 ↳ EOL → 1/10th EOL - EL - Merit

↳ willfull absence - DP =

⇒ Unauthorized absence -> FR-17(A) -

↳ when -> GS - absent himself abruptly
 ↳ GS - leave - apply
 ↳ α.S.A - Refuse =
 ↳ Proceed =

↳ Procedure - Told - Consequences -> Loss of Pay =
 ↳ U.A - Treat
 ↳ D.P =
 ↳ Break in Service

↳ GS - Reply - Ground =
 ↳ Non-Reply
 ↳ U.A =

↳ α.SA - DP - Initiate =
 ↳ Penalty = =

↳ Break in Service
 ↳ Memo - UA

↳ Inquiry - DA - leave Sanctions =

↳ with Break in Service } → Reply - α.SA = Break =
 ↳ without } → Break x

- Effect of break in Service - $\left\{ \begin{array}{l} \rightarrow \underline{\text{ATE}} \\ \rightarrow \underline{\text{Appearing in Deptt Exam}} \\ \rightarrow \underline{\text{Pensions \& Gratuity}} \\ \rightarrow \underline{\text{Quasi Permanency Status}} \end{array} \right\}$

\Downarrow

Promotions

\Rightarrow E.L.:- Advance Credit $\left\{ \begin{array}{l} 1^{\text{st}} \text{ July} - 15 \underline{\text{El}} \\ 1^{\text{st}} \text{ Jan} - 15 \underline{\text{El}} \end{array} \right\}$ $\left\{ \begin{array}{l} \rightarrow \text{Military Officers } \left\{ \begin{array}{l} \text{not} \\ \text{apply} \end{array} \right\} \\ \rightarrow \text{Vacations Deptt } \left\{ \begin{array}{l} \text{not} \\ \text{apply} \end{array} \right\} \end{array} \right\}$

\downarrow \rightarrow 30 Sep \Leftarrow Death
 \downarrow 22 Sep
 \downarrow July/Aug

Monthly = $\frac{15}{6} = 2.5 \approx 3$

$3 \times 2.5 = 7.5 = 8$

For Completed Calendar Month

30 June

Ret/VRS/Resig/Death - Day - [Workip Day] \Leftarrow

Dismiss/Remove - [Non-workip Day]

\downarrow 30 June - 29 June

\downarrow May

5:30-PM

\downarrow Order

Max El = $[300 + 15]$

\downarrow 6 Months - 1 July - 31 Dec - lapse

1 Jan = $[300 + 15]$

GS - Workip Term \rightarrow Avail

\downarrow $10 - 2 = 8$ = Bal = El - Credit

\downarrow $[300 + 5 + 10]$

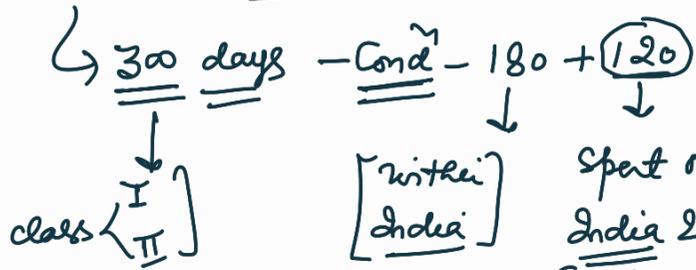
\downarrow El Bal + Credit = $[Max, 300]$

\downarrow $295 + 5 = 300$

\downarrow $292 + 8 = 300$

GS $\left\{ \begin{array}{l} \text{Q.P.S - Temp. GS -} \\ \downarrow \\ \text{Regular appnt - without break -} \\ \downarrow \\ \text{El - Initial appnt} \end{array} \right.$

Max EL at a time :- $\rightarrow 180 \text{ Days} =$



\Rightarrow EL to GS in vacation Deptt :- \rightarrow Milestry x

\hookrightarrow of avail full vacation - 10 EL $\left\{ \begin{array}{l} 1 \text{ Jan} - 5 \\ 1 \text{ July} - 5 \end{array} \right\} =$

\hookrightarrow of unavailed full vacation - 30 EL $\left\{ \begin{array}{l} 1 \text{ Jan} - 15 \\ 1 \text{ July} - 15 \end{array} \right\}$

\Rightarrow \hookrightarrow of avail part vacation - $\left\{ 10 \text{ EL} + \text{Proportion of } 20 \text{ days} \right\} =$

\hookrightarrow GS - Vacation - More than 15 days - Remain $= 30 \text{ Days}$
 $\rightarrow 18 \text{ Days} + 12$

\hookrightarrow Full vacation - unavailed

\hookrightarrow Unavailed - Directed by 2.A - Forgo $\left\{ \begin{array}{l} \text{Full} \\ \text{Part} \end{array} \right\}$

\hookrightarrow Vacation - $\left\{ \begin{array}{l} \rightarrow \text{Combine with any leave} - \text{Max duration} \left\{ \begin{array}{l} 180 \\ 300 \end{array} \right\} = \\ \rightarrow \text{CL/SEL/RH} - \text{Combine} = \end{array} \right.$

\hookrightarrow unavailed JT \rightarrow EL A/c - Credit

\hookrightarrow Teachers - 20 HPL $\rightarrow 10 \text{ EL} = 1 \text{ year} =$

\hookrightarrow Vacation - Resall - TA =

\hookrightarrow LTC/ EL encashment =

⇒ HPL:- → Perm GS

→ Q.P.GS-

Credit - Advance

1 July - 10 HPL
1 Jan - 10 HPL

Teachers - 10 EL =

Monthly = $\frac{10}{6} = \frac{5}{3}$ days HPL
Calendar Month

Per Completed

5/3 =
last day

Ret/Death/VRS/Resupi/Re-mature Ret] - Service =

Dismiss/Removal - (Day) Service x - 31 July
30 July x

Credit - Preceding Month

Ground - Any Ground = - Sal - Half Salary =

QPE - → HPL - Sanctis
↳ DSA - believe - GS - Return to Duty =

Permanent incapacity - HPL - Granted =

Depth Leave - 1 year actual duty - 20 HPL - Entitled

1 Jan - 10 HPL - Avail = 8 HPL
↓
30 June - Feb - Resupi Recover

Recast = $\frac{5}{3} = 1.6 \approx 2$

⇒ Commutated Leave:- → Only on MC FC =

2 HPL ≈ 1 Commutated Leave

↳ Full leave Salary

Rest - MC → GS - Illness - leave - DSA - Sanctis

Report x
- Doctor
Rest - MC
Fe

up to 3 days - MC - waive off
Leave on Illness
Leave on MC x

DSA - Satisfed =

- without MC - \rightarrow 60 days is continuation of $\left\{ \begin{array}{l} \text{Maternity leave} \\ \text{child Adoption leave} \\ \text{etc - 2 years} \end{array} \right.$

\equiv

\rightarrow 90 days - is continuation of Study leave

- GS - On Commuted leave \rightarrow VRS/Recovery

\rightarrow commuted leave $\xrightarrow{\text{Convert}}$ HPL

\rightarrow leave salary - Recovery \equiv

\rightarrow Death/VRS on MC - Recovery \times

\Rightarrow ME/FE - \rightarrow Gazetted GS $\left\{ \begin{array}{l} \text{HQ} \\ \text{Outside HQ} \end{array} \right\}$ - Govt Doctor

\rightarrow Non-Gazetted GS $\left\{ \begin{array}{l} \text{HQ - Govt Doctor} \\ \text{Outside HQ - Illness - within 8 km} \\ \text{of Radius - Govt Hosp} \times \\ \text{Repd. Pvt. M.P.} \end{array} \right.$

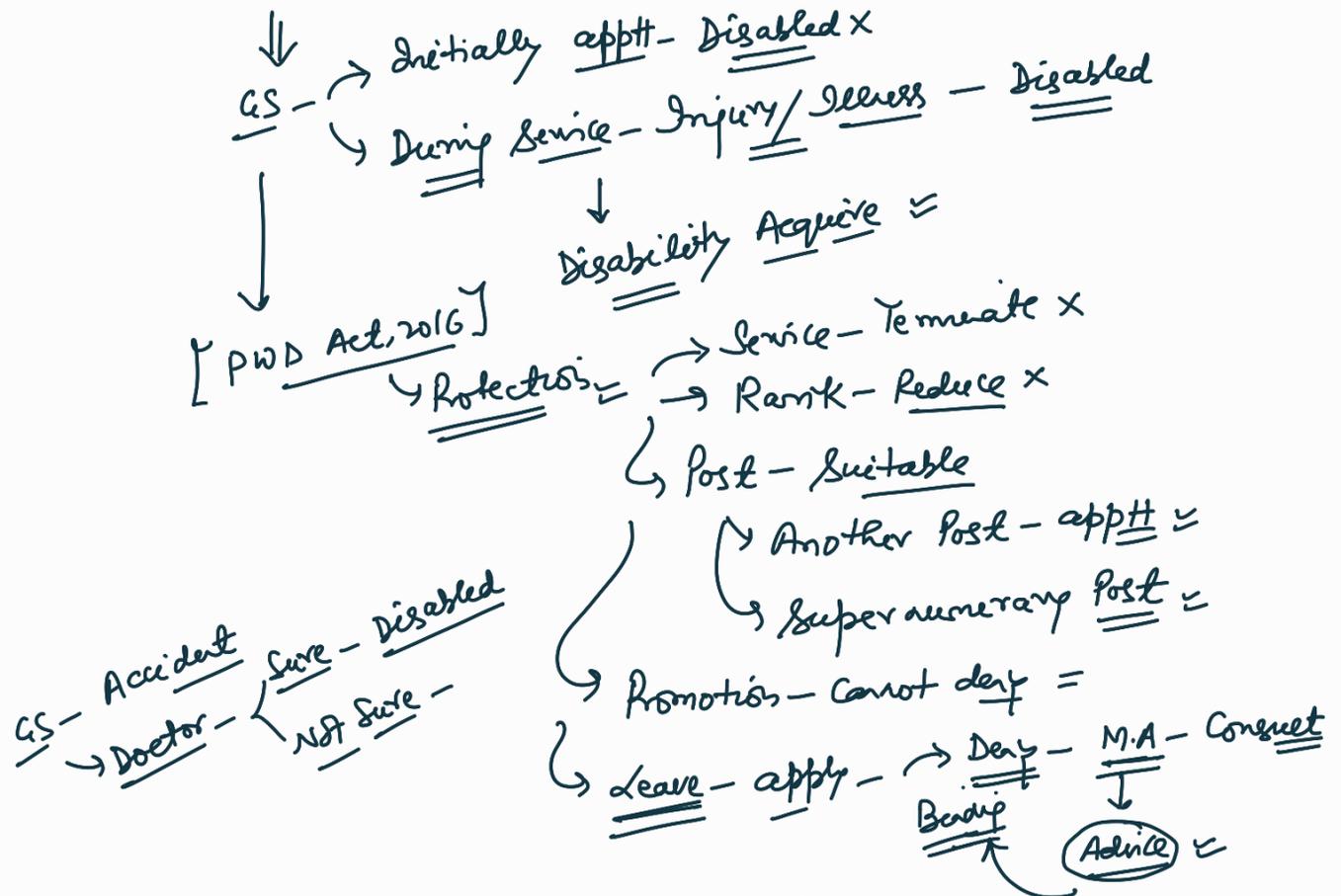
\rightarrow Govt Doctor $\left\{ \begin{array}{l} \text{CG/SG/Railway} \\ \text{AIIMS} \\ \text{PGIM, Chandigarh} \\ \text{JIPMER - Puducherry} \end{array} \right.$

\rightarrow Ayurvedic/Unani/Homeopathic/Dentist/Honorary Medical Officer - Govt Doctor

\rightarrow Delhi - Non-CGHS Area - AMA \equiv \rightarrow ME/FE \equiv

\rightarrow ME/FE - DSA - 2nd Medical opinion - Not below $\left\{ \begin{array}{l} \text{Civil Surgeon} \\ \text{Staff Surgeon} \end{array} \right.$

⇒ Leave to GS who is unlikely to be fit to return duty



Acquire Disability

[if doctor is not sure]

Doctor - Sure =

- at a Time - Max - 12 Months
- Extension - Doctor - Reference
- No Max Limit - 5 yrs x
- leave Grant → Debit = =
- ↳ leave Salary =

GS - Sec-20 of PwD Act, 2016 - Suo Motto apply =

[After 2 Years]

- ↳ Sure - Fit x
- leave - Remit back =
- Further leave - Debit x =
- At a Time - No Limit =

αND -> leave NOT Due - loan / Advance

↳ HPL

↳ GS - leave A/c -> $\frac{HPL}{\alpha ND} \times - \underline{\underline{Zero}} =$

- ↳ P.G.S.
- ↳ Q.P.G.S.
- ↳ T.G.S.

MC =

[50 Days]

↳ Max. 360 days during entire Service

↳ GS - αND - apply - future - HPL - Earn = 10

HPL

10	
10	
20	
20	
0	
-50	
-40	-20
-30	-10
	0
	10

αND = 50

30 years
↓
600 HPL

↳ αND -
↳ 10 years - $10 \times 20 = \underline{\underline{200}} =$

-80
-70
-60
|

[3 years] ← 60 Days - αND - Sal - Half Sal -

↳ 1 June - 30 July - [60 Days - αND]

↳ GS - αND - Before earn - VRS/Retire - HPL - Earn
↳ leave Sal - Recovery

↳ Death αND - VRS/Retire -

↳ αND - Cancel

↳ VRS/Retire - Immediate Effect =

↳ Recovery from date αND =

- ↳ Death
- ↳ VRS on MC
- ↳ FR-56(J)

↳ Recovery ↳ leave Sal - Recovery

αND - Commute x

Temp GS -> 360 days, On MC

↳ Cond -> 1 yr - continuous Service

↳ Suffering from - TB, depress, Cancer, Mental }
Illness

100 Days

↳ Post - 50 days =

↳ Post - Return - =

↳ Valid =

⇒ EOL - 1 when other leave x
 ↳ MC = QS other leave ✓
 ↳ without MC ↳ AS-Request =
 ↳ NAS

desist on one occasion :- → AGS/QPGS - No limit

↳ T.GS - 3 Months { with MC
without MC } =

↳ 6 Months → leave-expire - 1 yr. Service =
↳ On MC

↳ 18 Months → 1 yr. Complete =
↳ Treatment - TB/Cancer/Leprosy/Mental Illness

↳ 24 Months → for higher studies in Public Interest

↳ Condⁿ → leave Exp - 3 yr. Service - Complete
↳ Execute a Bond

↳ Duty x
↳ Return - 3 years x } Recovery

SC/ST -
↳ Relax
↳ Re-Exam - Top Course
↳ Excess =

[50 EOL + 20 EL + 50 EOL]

- EOL ← Any leave → EOL
↳ Suple spell =

- Period - Requalify - EOL =

Terminate ↓
↳ Probationeri - Temp GS } Post
↳ Perm. GS } Post
↳ ASO/PA

Rule-5 =

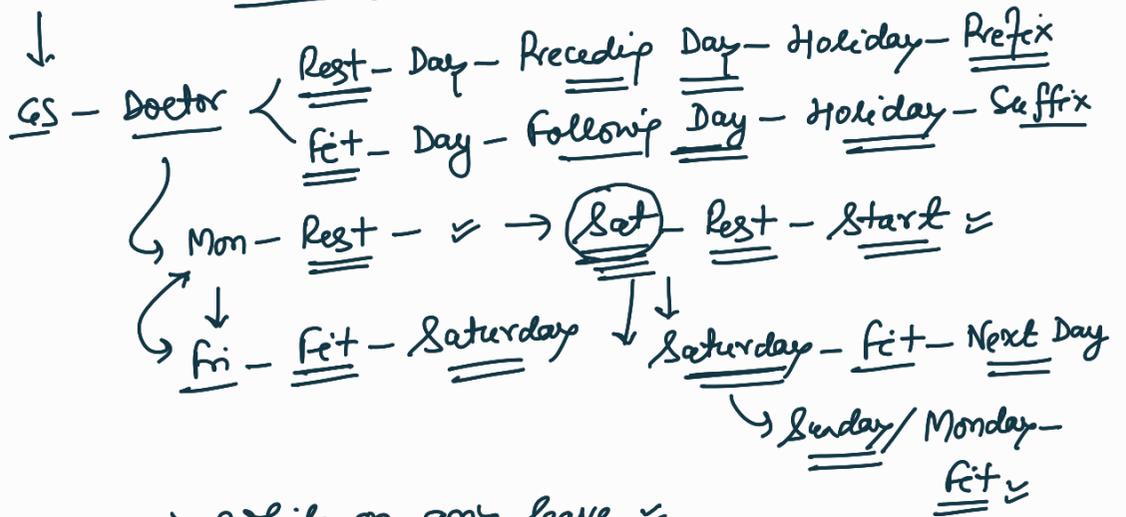
⇒ AND without MC :- → 60 Days → M.L
↳ C.A.C
↳ CC

↳ 60 HPL - 20 =
↳ Female GS - Maternity leave - end
↳ 60 days - Commuted leave } 60 Days
↳ 60 days - AND

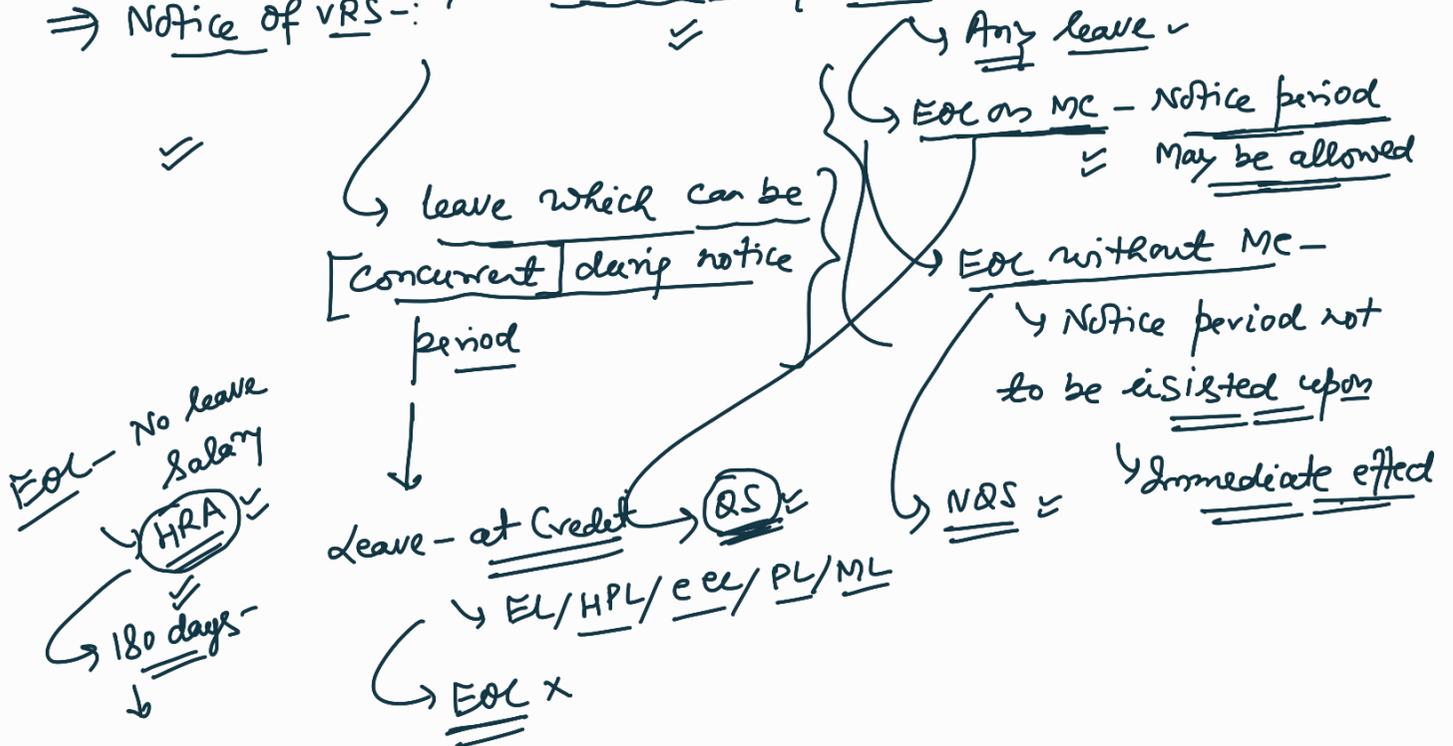
↳ No HPL
↳ 120 HPL

⇒ Commuted leave - ME/FE:-

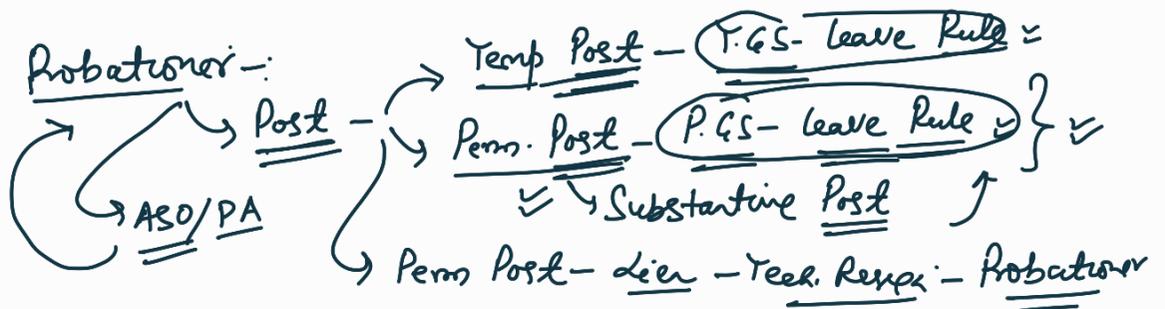
↳ Automatic $\left\{ \begin{array}{l} \text{Prefix} \\ \text{Suffix} \end{array} \right\}$



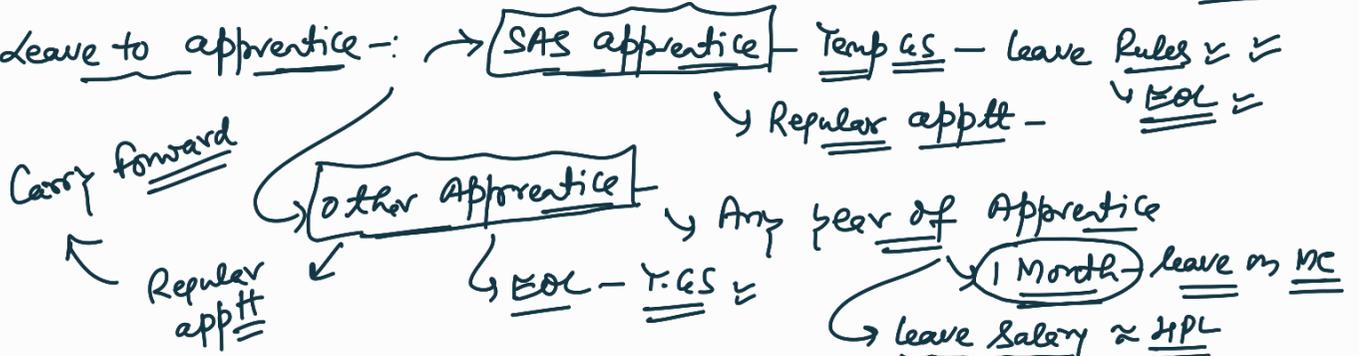
⇒ Notice of VRS:- → while on any leave =



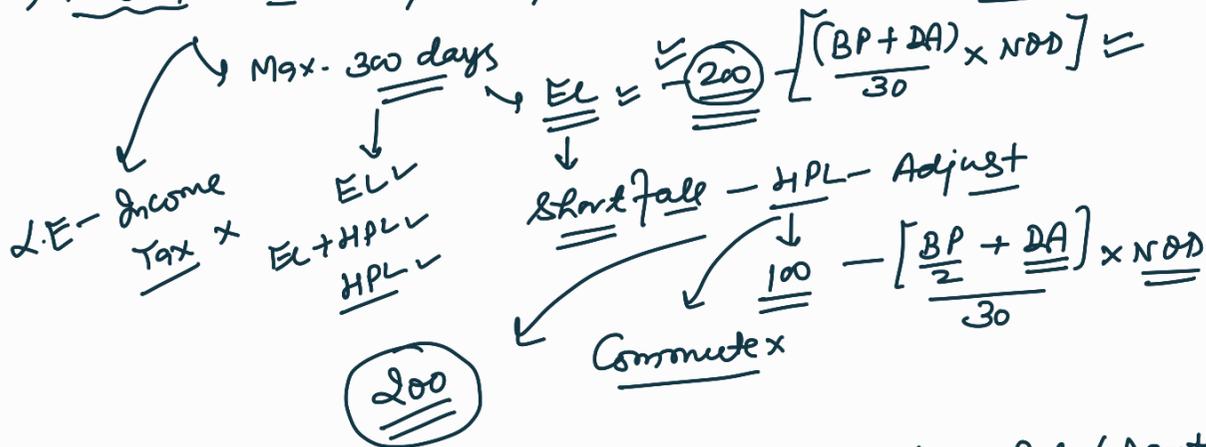
⇒ leave to Probationers:-



⇒ leave to apprentice:-



⇒ Rule-21:- GS - Ret/Death/VRS/Pre-mature Ret etc =



Situations:- → Superannuate / VRS / Pre-mature Ret / Death / Absorption
 in CPSE / Industrial Emp / Invalidation / Re-employ

300 Days = [EL + HPL]

↳ T. GS - Invalidation - only 300 days EL =

↳ Penalty → D/R - L.E x

↳ CR - only 300 days EL

↳ Resignation - 1/2 of EL at Credit - [Max. 150]

⇒ L.E:- → Nomination x

↳ GS - Death - Widow if more than one Widow → Elders { Age x Date of Marriage }

↳ Elders Son / Adopted Son

↳ Elders Unmarried Daughter

↳ Elders Widowed Daughter

↳ Father

↳ Mother

↳ Elders MARRIED Daughter

↳ Elders Minor Brother

↳ Elders unmarried Sister

↳ Elders widow Sister

↳ Elders child of Re-deceased Son

GS - → leave - Increment Postpone =

↳ 1 July - 15 June - 15 July - Death =

↳ α.E - without increment - LSA = }
↳ with increment - HOD }

α.E = $\frac{(BP+DA)}{30} \times NOD$

Diff - Ex-Gratia - HOD =

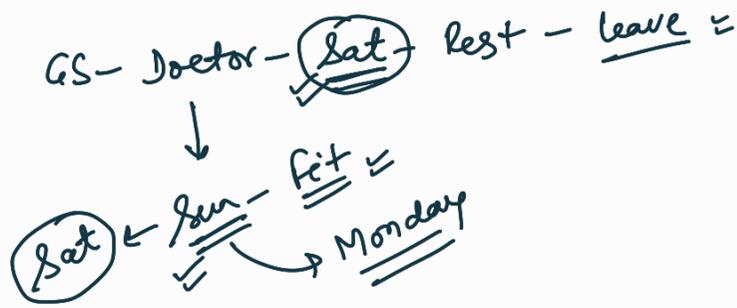
↳ α.E - }
↳ Doctor - Annual Allow } x
↳ HQ. Allow

⇒ leave salary - :
↳ EL/CC/C.L/CE/M.L/PL - full leave salary
↳ HPL/LND - half leave sal
↳ EOL - → leave sal
↳ HRA =

↳ BP+DA+HRA + TPTA
↳ $\frac{BP}{2} + \frac{DA}{2} + HRA + TPTA =$

↳ GS - → Industrial Sector
↳ Employee State Insurance
↳ Act. 1948 - Apply } → Dernip leave
↳ other than EL
↳ leave sal =
↳ Amnt =

↳ GS - → Risk Allow ✓
↳ Compensatory Allow } - part of leave salary
↳ HRA =



⇒ Acceptance of Service / employment on leave :-

↳ GS { leave } - Accept - any employment

↳ LPR

↓

Prior Sanctions -

- ↳ within India - AA = =
- ↳ Outside India - President =

↳ May be permitted -

- ↳ limited Amt of Pvt. Work
- ↳ Casual ditary work
- ↳ Service as Examiner =

↳ GS - LPR -

- ↳ Pvt Emp x
- ↳ PSU - { within } India =
- ↳ { Outside }

300 Days

- ↳ 100 Days =
- ↳ 200 Days =

- ↳ leave salary =
- ↳ Salary =

↳ Employment under Court { within } India

↳ { Outside }

↓

LPR - unexpired portion - Curtailed - A/c - Credit

↓

L.E = =

⇒ Taking Prior permission for going abroad :-

↓

Apply

- ↳ within 21 Days
- ↳ Allow / Day

↳ Deemed Permitted =

↳ leave - sanctions - LSA =

↳ Permissions - AA =

- ↳ Allow - AA =
- ↳ Day - HOD =

⇒ Recall to duty before expiry of leave :-

→ Refuse }
 → Revoke }
 ↓
Recall =

↳ Compulsory =

Within India =

Outside India

- Return journey - Date start
 ↓
On duty =

- Duty - Voyage to India
 - leave sal - until join the Post

- leave salary - until he join the Post

- Draw - → free Passage to India =
 ↳ draw → Duty Pt

- TA for journey - Draw -

↳ leave - curtail - less than 1M - Discretion -
 ↳ leave - curtail - 1M or more - Allow =

ES - not completed
 half of leave -
 ↓
 Passage from India
 ↓
Refund

⇒ ES -
 ↳ T.B - Treatment
 ↳ F.C - Recognized Sanatorium - Doctor =
 ↳ State Govt - Doctor =

⇒ Maternity leave :- → On delivery of child → less than 2 child =
 ↳ 180 Days MCX

↳ Female GS
 ↳ Apprentice
 ↳ Married/Unmarried

↳ when - → Present =
 ↓
 ↳ Day of Delivery - M.L =
GS → (1+1)
 ↳ M.L

On Abortion -

↳ 45 Days Entire Service

↳ Induced =

↳ Forced/Threatened x

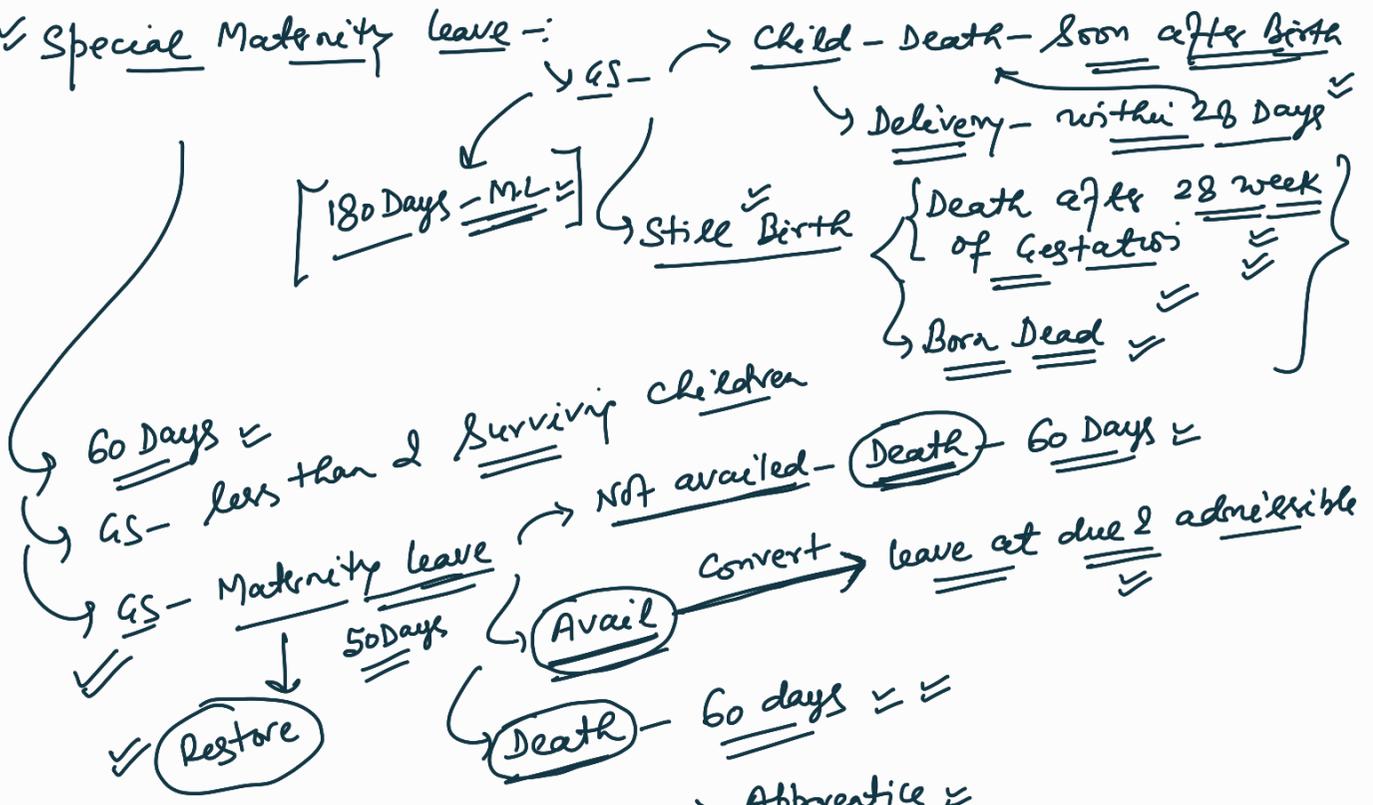
↳ MC =

Inspection of No of children

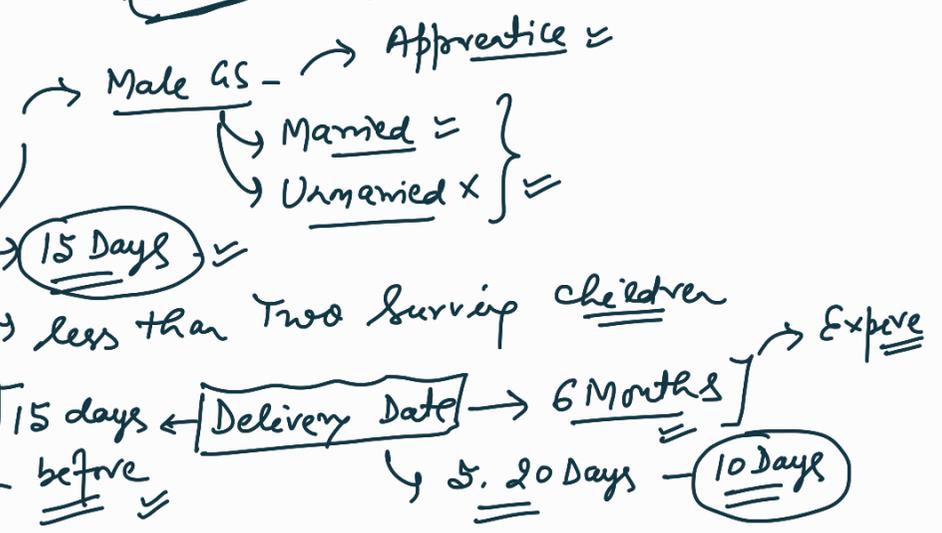
↳ Still Birth
 ↳ child-Death Soon after birth

↳ M.L - Contraception - 2 Year
 ↳ 60 days CL } leave
 ↳ 2ND

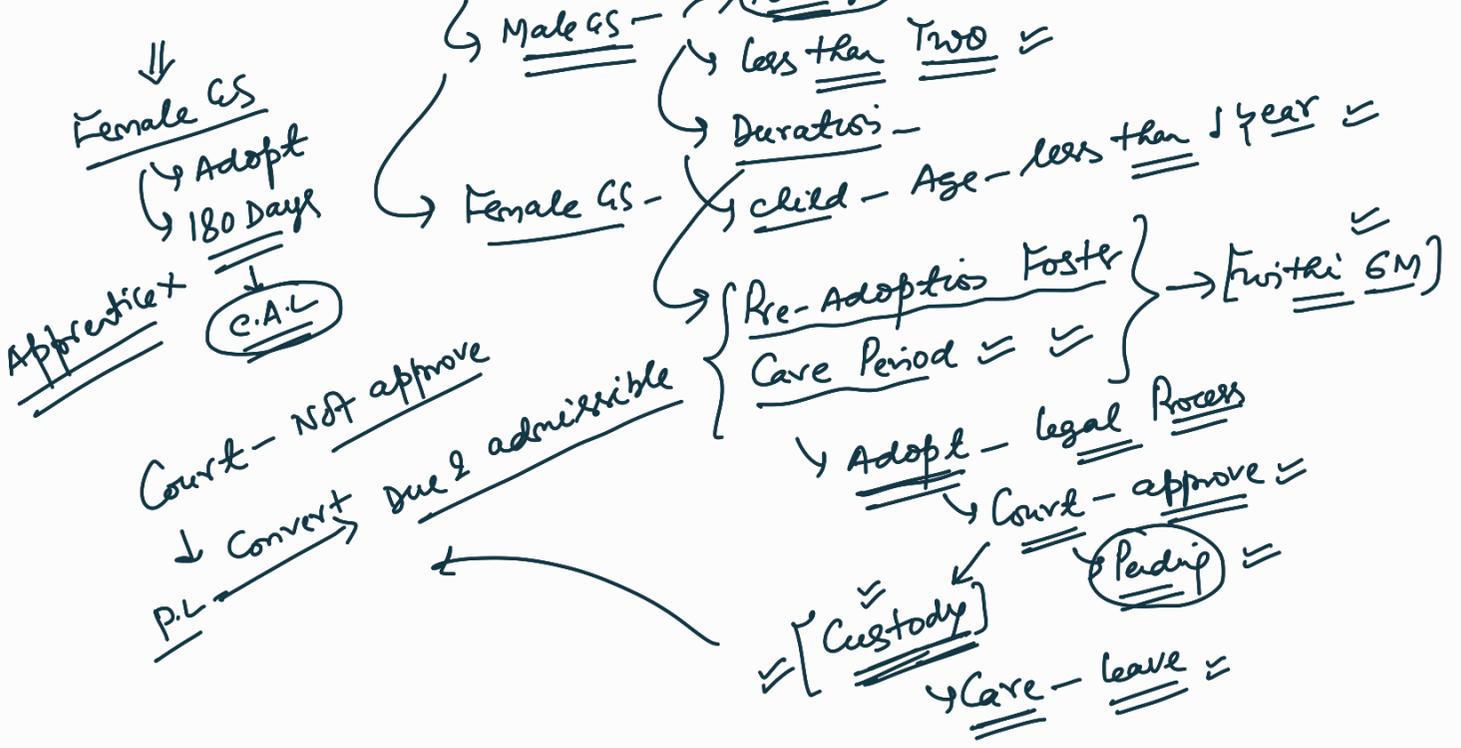
Special Maternity Leave -:



⇒ Paternity Leave -:



⇒ leave on adoption of child -:



WRIL

Full form -: Work Related Illness & Injury Leave

↳ Special Disability leave for injury intentionally

Inflicted Substituted by WRIL =

↳ Deleted → Special Disability leave for Accidental Injury }
↳ Hospital leave }

↳ Applicable → Per. & Temp GS. } → Illness/
↳ Industrial & work-changed staff } Injury-
attributed to duty

↳ Quantum - → Non-debitable
↳ During hospitalization - → leave ✓
↳ Full leave sal ✓
↳ After hospitalization

↳ other GS - → 6 Months - Full Pay & Allow
↳ Next 12 M - Half leave sal =
↳ GS - HPL A/c - 12 M - HPL - debit
↳ Full leave sal =
↳ Thereafter - No Pay

↳ Officers of CAF

↳ Below the rank of Officers - Full Pay - without any limit

↳ Officers & Above - → (6+24) M - Full Pay
↳ Thereafter - no pay

↳ During WRIL - { EL } - Credit X
↳ { HPL }

⇒ Seaman Sick leave → Any officer / Warrant officer / Petty officer on Govt. Vessel -

Condⁿ - Sickness / Disability
 ↓
own Carelessness ×

↳ while undergoing Treatment for sickness / injury either on vessel or in hospital -
 ↳ 6 weeks - full pay

↳ Seaman Disabled - 3M - full pay

⇒ Departmental leave - : → Context -

↳ Non-debitable

- ↳ class - III GS
- ↳ class - IV in SOI attached to Survey party
- ↳ Seasonal Staff of Post

⇓

Only those GS - Services - Temp not required

↳ Period -

- ↳ During Recess - 18 Months ✓
- ↳ other than Recess - 12 Months } =

↳ leave salary - 25% → First 6M - Paid every month
 ↳ Remaining - Return to duty

↳ (BP + DA)

↳ Deptt. leave -

- ↳ Duty ×
- ↳ Non-debited
- ↳ when no other leave is due
- ↳ Combined =

Study leave - Non-debitable -

↳ Public Interest - Some -

Mui/Depth

- Purpose -
- Special course of deeper study ✓
 - Specialized Trg ✓
 - Trg or Study Tour ✓
 - Public Administration ✓

Sphere of duty } → Direct
 ↳ close
 ↳ Connectio

↳ Study → NOT directly connected with sphere of duty
 ↳ Widening of his mind - ability - improvement

⇓
Mui/Depth + (MDF) ✓

→ NOT to be Granted -

Academic } Subject - course
 Literary }

↳ Exceptions -

- ↳ IES/ISS - Phd on Research Thesis
- ↳ Medical Officer - P.G. in Medical Science
- ↳ Specialist/Technical CS - P.G. - courses directly related duty

↳ Course - Study

- ↳ within India - Available
- ↳ Abroad x
- ↳ DEA ✓

↳ Cond -

- ↳ Completed Probation
- ↳ Render 5 yrs continuous Service including Probation

↳ After expiry of leave

↳ Serve at least 3 years
 ↳ CHS - 5 years } ✓

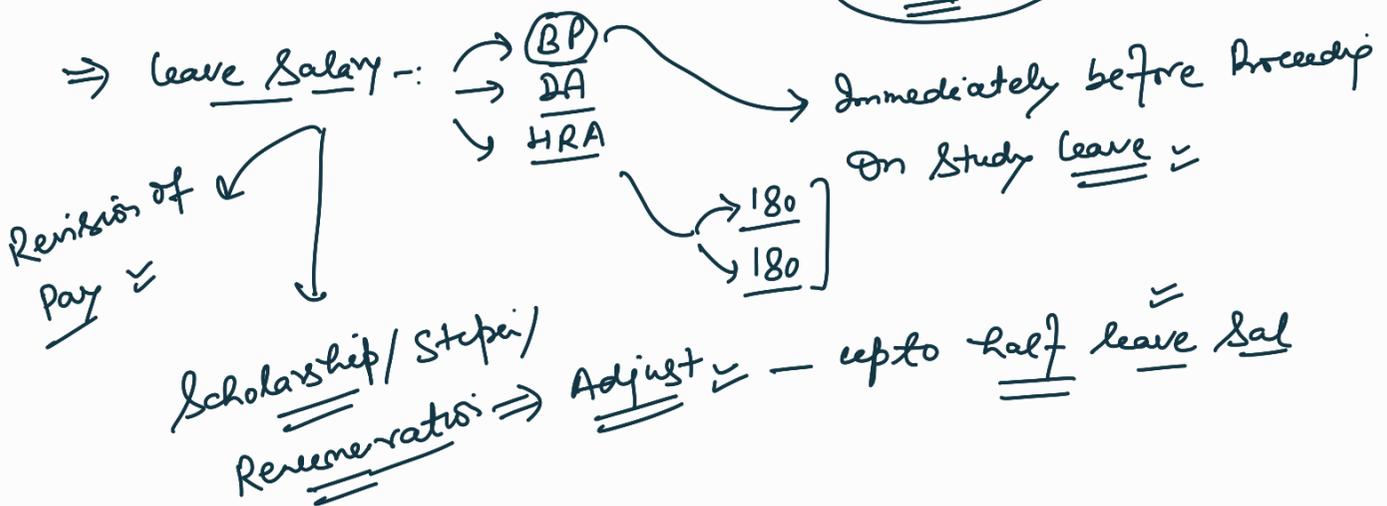
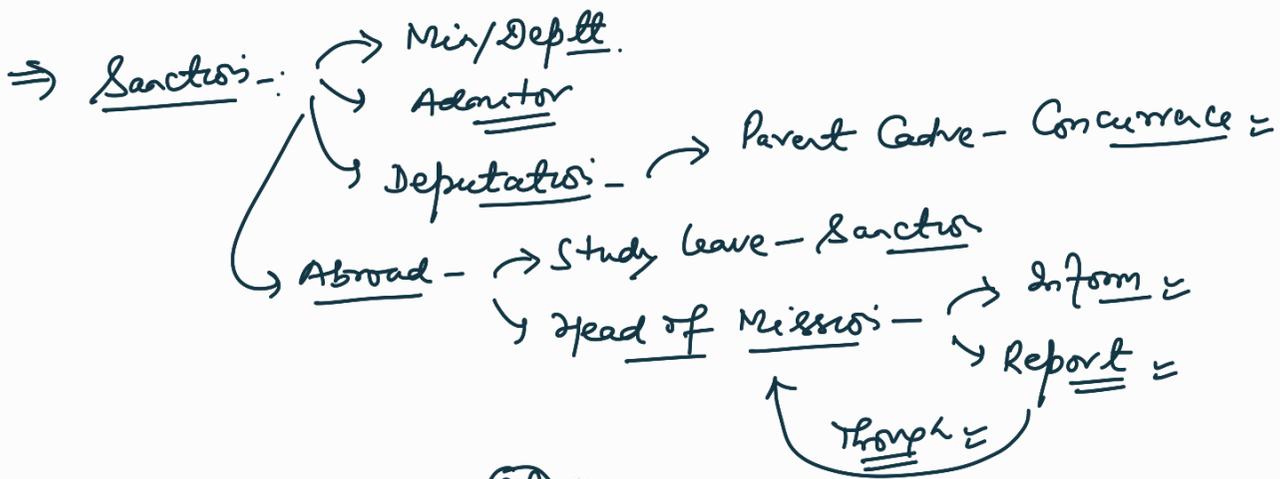
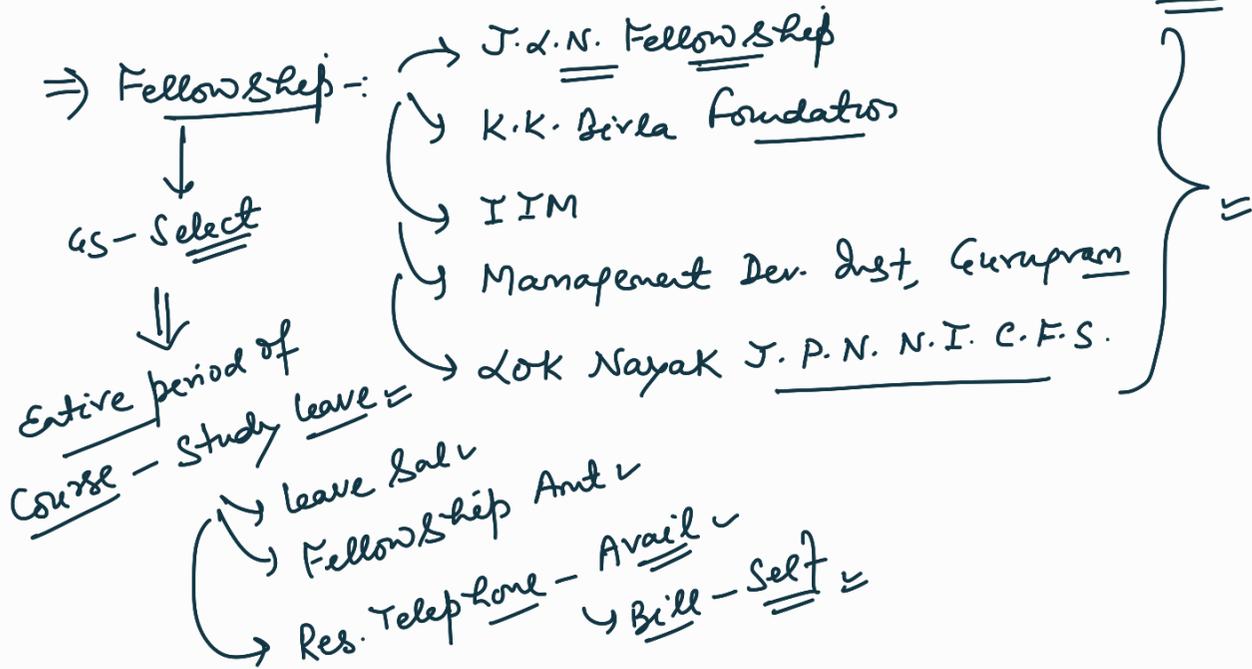
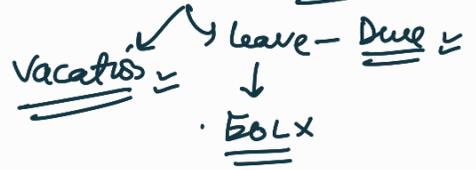
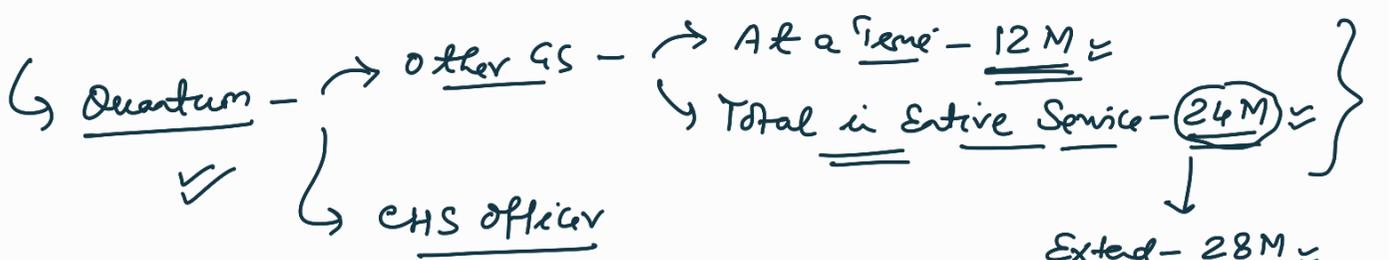
↳ Execute Bond

↳ Non-Transfer

↳ Superannuation - within < 3/5 years

↓
x

↳ Frequency - work x



⇒ Cost of fee :- → By GS =

↳ Exceptional cases - Pres - Allow =

↓
Cond - GS - }
↳ Scholarship
↳ Stipen
↳ Remuneration

3/5 Year

⇒ Remuneration/VRS after Study leave or Non-Completion of Course

↳ Refund - }
→ leave sal, Cost of fee, TA, other Expenses =
→ other Agency - }
→ F.G
→ Foundations & Trusts } - Cost Incurred =
→ Amnt + Interest - }
→ Govt. Loans - Rate

↳ } Recovery x
→ VRS on ME
→ Death
↳ PSU - Absorption

↳ Pres - }
→ waive
→ Reduce

↳ Study leave - }
→ Convert → leave at credit - EOC =
↓

Casual Leave

⇒ Leave Rule, 1972 - CCX

CC - not governed by any Rule -
CC - Not a recognized form of leave

CC → Avail -
is not to be treated as absent

CC - Comberie $\left\{ \begin{array}{l} \text{RH} \\ \text{SCC} \end{array} \right.$

CC - Cannot combined with leave / Tour Time

GS - Tour - CC - Avail - Day - DA X
→ Daily Allow

CC - 1/2 day -
→ LTC

Entitlement -
GS - 17 Holidays - Entitled - 8 CC / year
GS - Not entitled for } - 10 CC / year
17 Holidays

→ Disabled GS - 45 CC - Additional

Sanction -
At a time - 5 CC - S.A
Exceptional Cases - More than 5 CC - 100 - approval

GS - Join - in Middle of year $\left\{ \begin{array}{l} \text{Full } 8 \text{ CC} \\ \text{Proportional} \end{array} \right\}$ → Sanction
Rule - Discretion
For late Comm - 1/2 CC - deduct

⇒ Compensatory off -: → GS - Holiday - Duty

↳ Treated like Holiday → Acft
 ↳ Suff

↳ Only Comp. off - Not

↳ Accumulation { No limit → Avail
Credit - within a month of due =

↳ Exceptional Cases { JS2 Above } → Relax - beyond 1 month
HOD } → Cond - Max-2 at a time

↳ GS - Allowed

⇒ Leave to Contractual Officers -: → Casual Staff × → Employer
 ↳ Vendor → Employer
 ↳ Employer ↔ Contractual Officer

↳ EL - CES (Leave) Rules, 1972 - P.GS =

↳ HPL/Commuted Leave - Leave Rules of Temp. GS =

↳ EOL - Depend on Contract period

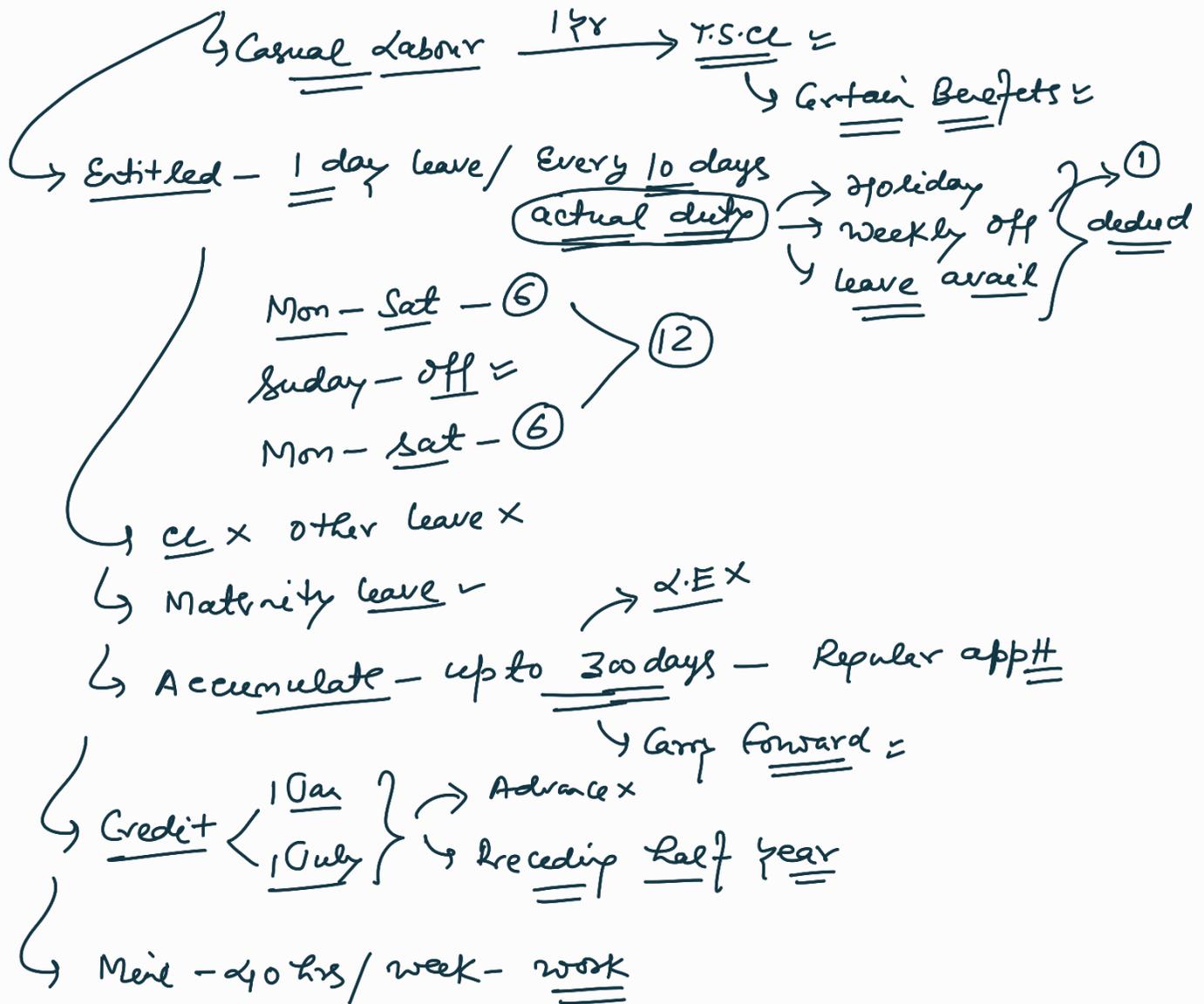
↳ upto 1 yr - No EOL
 ↳ Above 1 yr - upto 5 yr → Max - 90 days EOL
 ↳ EOL - Temp GS Rule - apply

↳ More than 5 year but definite period } → No limit
 ↳ Rules - Temp. GS =

↳ Contract Indefinite Period - → No limit
 ↳ Rules - Perm. GS

↳ Contract - Terminate - EL - Encash =
 ↳ For each completed year of service - 10 EL → 30 EL - 10 yrs
 ↳ 300
 ↳ 100
 ↳ no year
 ↳ 600 - Previous drg^m
 ↳ Current drg^m - A.E.
 ↳ 300 EL ×
 ↳ 100 ×

⇒ Leave Entitlement to Temp Status Casual Labour -:



CENTRAL CIVIL SERVICES

(LEAVE) RULES, 1972.

(UPDATED AS ON 18.10.2023)

CCS (L) RULES 1972

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CENTRAL CIVIL SERVICES

LEAVE RULES

CHAPTER I- Preliminary

1. Short title and commencement

- (1) These rules may be called the Central Civil Services (Leave) Rules, 1972.
- (2) They shall come into force on the 1st day of June, 1972.

2. Extent of application

Save as otherwise provided in these rules, these rules shall apply to Government servants appointed to the civil services and posts in connection with the affairs of the Union, but shall not apply to-

- (a) Railway servants;
- (b) persons in casual or daily-rated or part-time employment;
- (c) persons paid from contingencies;
- (d) workmen employed in industrial establishments;
- (e) persons employed in work-charged establishments;
- (f) members of the All India Services;
- (g) persons locally recruited for service in Diplomatic, Consular or other Indian establishments in foreign countries;
- (h) persons employed on contract except when the contract provides otherwise;
- (i) persons in respect of whom special provisions have been made by or under the provisions of the Constitution or any other law for the time being in force;
- (j) persons governed, for purposes of leave, by the Fundamental Rules or the Civil Service Regulations;
- (k) persons serving under a Central Government Department, on deputation from a State Government or any other source, for a limited duration.

3. Definitions

- (1) In these rules, unless the context otherwise requires-
 - (a) Administrator means an Administrator of a Union Territory;
 - (b) Audit Officer means the Accounts and Audit Officer, whatever his official designation, in whose circle the office of the Government servant is situated;
 - (c) Authority competent to grant leave means the authority specified in Column (3) of the First Schedule to these rules, competent to grant the kind of leave specified in the corresponding entries in Column (2) of the said Schedule;

- (d) Completed years of service or one year's continuous service|| means continuous service of specified duration under the Central Government and includes the period spent on duty as well as on leave including extraordinary leave;
- (e) Date of retirement or date of his retirement in relation to a Government servant, means the afternoon of the last day of the month in which the Government servant attains the age prescribed for retirement under the terms and conditions governing his services.
(MOF Notification No. 5(7)-E.IV(A)/75 dated 02.12.1975)
- (f) Department of the Central Government means a Ministry or a Department of the Central Government as notified from time to time and includes the Planning Commission, the Department of Parliamentary Affairs, the President's Secretariat, the Vice-President's Secretariat, the Cabinet Secretariat and the Prime Minister's Secretariat;
- (fa) "disability" means "specified disability", "benchmark disability" and "disability having high support needs" as referred to in the Rights of Persons with Disabilities Act, 2016 (49 of 2016).
(DOPT Notification No. No. 18017/II/2014-Estt. (L), dated 03.04.2018)
- (g) Foreign service means service in which a Government servant receives his pay with the sanction of Government from any source other than the Consolidated Fund of India or the Consolidated Fund of any State [or the Consolidated Fund of a Union Territory];
- (h) Form means a Form appended to the Second Schedule to these rules;
- (i) Government servant in quasi-permanent employ|| means-
- (A) an officer who, having been declared by the Union Public Service Commission to be eligible for appointment to the ministerial Services of the Government of India, has been appointed to a temporary or officiating vacancy on the understanding given to him in writing before he took up the appointment, that that vacancy is expected to become permanent but is not confirmed after completion of three years continuous service;
- (B) an officer who may be declared as quasi-permanent under the Central Civil Services (Temporary Services) Rules, 1965.
- (j) Government servant in permanent employ means an officer who holds substantively or provisionally substantively a permanent post or who holds a lien on a permanent post or who would have held a lien on permanent post had the lien not been suspended;
- (k) Head of Mission means Ambassador, Charge d' Affaires, Minister, Consul-General, High Commissioner or any other authority declared as such by the Central Government, in the country in which the Government servant undergoes a course of study or training;
- (l) Military Officer means an officer of the Armed Forces who is-
- (i) a Commissioned Officer of the Army, the Navy or the Air Force, or

- (ii) (a) a Junior Commissioned Officer (including an honorary commissioned officer), or an other rank' of the Army, or
- (b) a Branch List Officer or rating of the Navy, or
- (c) an airman including a Master Warrant Officer of the Air Force;
- (m) Vacation Department means a department or part of a department, to which regular vacations are allowed, during which Government servants serving in the department are permitted to be absent from duty.

(2) Words and expressions used herein and not defined but defined in the Fundamental Rules and Supplementary Rules shall have the meanings respectively assigned to them in the Fundamental Rules and Supplementary Rules.

4. Government servants on temporary transfer or on foreign service

- (1) Government servants to whom these rules apply shall continue to be governed by these rules while on temporary transfer to the Indian Railways or to a State Government or while on foreign service within India.
- (2) In the case of Government servants on foreign service outside India (including service with UN agencies within or outside India) or on temporary transfer to the Armed Forces of the Union, these rules shall apply only to the extent provided in the terms and conditions of foreign service or temporary transfer, as the case may be.

5. Transfer from services or posts governed by other leave rules

Unless it be otherwise provided in these rules, a permanent Government servant to whom these rules do not apply -

- (a) when transferred temporarily to a service or post to which these rules apply, shall remain subject to the leave rules which were applicable to him before such transfer; and

Provided that where a Military Officer not in permanent civil employ has elected to draw civil rates of pay, his leave shall be regulated as per the provisions under these rules:

Provided further that in the event of his release/discharge from the Armed Forces, he shall carry forward the annual leave due to him with effect from the date of such release/discharge.

(DOPT Notification No. 11012/1/85-Estt.(L) dated 23.06.1987)

- (b) when appointed substantively to a permanent post to which these rules apply, shall become subject to these rules from the date of such appointment, in which case the leave at his credit under the rules previously applicable to him shall be carried forward subject to the maximum limits of accumulation as laid down in Rule 26. The leave so carried forward shall first be exhausted before the leave earned under these rules is availed of. The leave salary in respect of the leave carried forward shall be borne by the (Department or the Government from which the Government servant proceeds on leave):

(DOPT Notification No. 14028/4/91-Estt.(L) dated 18.09.95)

Provided that in the case of Military Officer, half pay leave equal to the number of days of furlough shall also be carried forward in addition to the earned leave equal to the number of days of annual leave on the date he is so appointed, it would be permissible to grant him under the leave rules of the Armed Forces.

(DOPT Notification No. 11012/1/85-Estt.(L) dated 23.06.1987)

6. **Transfer to industrial establishment**

If a Government servant governed by these rules is appointed in an industrial establishment wherein his leave terms are governed by the Factories Act, 1948 (63 of 1948), the authority competent to grant leave shall, suo motu, issue an order granting cash equivalent of leave salary in respect of earned leave and half pay leave at his credit subject to a maximum of 300 days and the cash so granted shall be a sum equal to the leave salary as admissible for earned leave and leave salary as admissible for half pay leave plus dearness allowance admissible on that leave salary at the rate in force on the date the Government servant ceases to be governed by the provisions of the said rules:—

Provided that in the event of his return to a post or service to which the Central Civil Services (Leave) Rules, 1972 apply, the benefit of cash equivalent of leave salary payable under Rule 39 shall be modified as under—

- (a) On superannuation.— encashment of leave shall be subject to the condition that the number of days of both earned leave and half pay leave for which encashment has already been allowed under this rule and the number of days of earned leave and half pay leave to be encashed on superannuation does not exceed 300 days;
- (b) On premature retirement.— cash equivalent of unutilized earned leave and half pay leave should be subject to the condition that the number of days of earned leave and half pay leave for which encashment had already been allowed under this rule and the number of days of earned leave and half pay leave to be encashed on premature retirement shall not exceed 300 days.

(DOPT Notification No. 11012/1/2009-Estt.(L) dated 01.12.2009)

CHAPTER II- General Conditions

7. Right to 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 due and applied for except at the written request of the Government servant.

Provided that leave applied under Rule 20, shall not be refused or revoked without reference to the Medical Authority, whose advice shall be binding.

[DOPT Notification No. No. 18017/1/2014-Estt. (L), dated 03.04.2018]

8. Regulation of claim to leave

A Government servant's claim to leave is regulated by the rules in force at the time the leave is applied for and granted.

9. Effect of dismissal, removal or resignation on leave at credit

- (1) Except as provided in Rule 39 and this rule, 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 or removal or resignation.
- (2) Where a Government servant applies for another post under the Government of India but outside his parent office or department and if such application is forwarded through proper channel and the applicant is required to resign his post before taking up the new one, such resignation shall not result in the lapse of the leave to his credit.
- (3) 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 or removal, as the case may be.
- (4) A Government servant, who having retired on compensation or invalid pension or gratuity is re-employed and allowed to count his past service for pension, shall be entitled to count his former service towards leave.

10. Commutation of one kind of leave into another

- (1) 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 due and admissible to him at the time the leave was granted, but the Government servant cannot claim such commutation as a matter of right.

Provided that no such request shall be considered unless received by such authority, or any other authority designated in this behalf, within a period of 30 days of the concerned Government servant joining his duty on the expiry of the relevant spell of leave availed of by him.

[DOPT Notification No. 140 15/2/97-Estt. (L), dated 31.12.1997]

- (2) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the Government servant, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

NOTE.- Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due subject to the provisions of Rule 31.

11. Combination of different kinds of leave

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

EXPLANATION.- Casual leave which is not recognized as leave under these rules shall not be combined with any other kind of leave admissible under these rules.

12. Maximum amount of continuous leave

(DOPT Notification No. No. 13026/2/20 10- Estt. (L), dated 29.03.2012)

- (1) No Government servant shall be granted leave of any kind for a continuous period exceeding five years
- (2) Unless the President, in view of the exceptional circumstances of the case, otherwise determines, a Government servant who remains absent from duty for a continuous period exceeding five years other than on foreign service, with or without leave, shall be deemed to have resigned from the Government service:

Provided that a reasonable opportunity to explain the reasons for such absence shall be given to that Government servant before provisions of sub-rule (2) are invoked.

Provided that this rule shall not apply to a case where leave is applied on medical certificate, in connection with a disability.

(DOPT Notification No. 18017/1/2014-Estt. (L), dated 03.04.2018)

13. Acceptance of service or employment while on leave

- (1) A Government servant (other than a Government servant who has been permitted a limited amount of private practice or who has been permitted to undertake casual literary work or service as an examiner or similar employment) while on leave, including leave preparatory to retirement shall not take up any service or employment elsewhere, including the setting up of a private professional practice as accountant, consultant or legal or medical practitioner, without obtaining the previous sanction of -
- (a) the President, if the proposed services or employment lies elsewhere than in India; or
- (b) the authority empowered to appoint him, if the proposed service or employment lies in India.
- (2)(a) No Government servant while on leave, other than leave preparatory to retirement shall ordinarily be permitted to take up any other service or employment.
- (b) If grant of such permission is considered desirable in any exceptional case, the Government servant may have his services transferred temporarily from his parent office to the office in which he is permitted to take up service or employment or may be required to resign his appointment before taking up any other service or employment.
- (c) A Government servant while on leave preparatory to retirement shall not be permitted to take up private employment. He may, however, be permitted to take up employment with a Public Sector Undertaking or a body referred to in Clause (a) of sub-rule (2) of Rule 38 and in that event also leave salary payable for leave preparatory to retirement shall be the same as admissible under Rule 40.
- (3)(a) In case a Government servant who has proceeded on leave preparatory to retirement is required, before the date of retirement for employment during such leave in any post under the Central Government in or outside India and is agreeable to return to duty, the unexpired portion of the leave from the date of rejoining shall be cancelled.
- (b) The leave so cancelled under Clause (a) shall be allowed to be encashed in the manner provided in sub-rule (2) of Rule 39.
- (c) Deleted.
(MOF Notification No. P-11012/1/77-E-IV(A) dated 21.11.1979)
- (d) Deleted.
(DOPT Notification No. 14028/9/80-Estt.(L) dated 01.10.1981)

CHAPTER III- Grant of and return from leave

14. Application for leave

Any application for leave or for extension of leave shall be made in Form 1 to the authority competent to grant leave.

Provided that where a Government servant is unable to submit an application or medical certificate on account of a disability, such application or medical certificate may be signed and submitted by

- (a) the spouse of the Government servant; or
- (b) the parents in case of an unmarried Government servant; or
- (c) the child including adopted child or brother or sister of the Government servant, who has attained the age of majority; or
- (d) any person who has been assigned limited guardianship of the Government servant in terms of Section 14 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016), and the same shall be deemed to have been made and submitted by the Government servant himself.

(DOPT Notification No. 18017/1/2014-Estt. (L), dated 03.04.2018)

15. Leave account

Except as provided in the Note below, a leave account shall be maintained in Form 2 for each Government servant by the Audit Officer in the case of Gazetted Government servants and by the Head of Office or an officer authorized by him in the case of non-Gazetted Government servants.

NOTE.- In the case of Gazetted Government servants whose pay and allowances are drawn and disbursed by the Head of Office, the leave account shall be maintained by that Head of Office.

(MOF Notification No. 4(7)-E.IV(A)/72 dated 30.04.1973)

16. Verification of title to leave

- (1) No leave shall be granted to a Government servant until a report regarding its admissibility has been obtained from the authority maintaining the leave account.

NOTE.- The order sanctioning leave shall indicate the balance of earned leave/half pay leave at the credit of the Government servant.

(GSR No. 1422, F.No. 11012/1/77-E.IV(A) dated 21.11.1979)

- (2)(a) Where there is reason to believe that the obtaining of admissibility report will be unduly delayed, the authority competent to grant leave may calculate, on the basis of available information, the amount of leave admissible to the Government servant and issue provisional sanction of leave for a period not exceeding sixty days.

- (b) The grant of leave under this sub-rule shall be subject to verification by the authority maintaining the leave account and a modified sanction for the period of leave may be issued, where necessary.
- (c) In the case of Gazetted Government servants, the Audit Officer may, at the request of the authority competent to grant leave, issue a provisional leave salary slip for a period not exceeding sixty days.

NOTE.- In the case of leave preparatory to retirement or where cash payment in lieu of leave at credit is granted under Rule 39, an undertaking for recovery of the leave salary, if any, paid in excess, shall be taken from the Government servant.

(DOPT Notification No. 14028/9/80-Estt.(L) dated 01.10.1981)

17. Leave not to be granted in certain circumstances

Leave shall not be granted to a Government servant whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from Government service.

18. Deleted.

19. Grant of leave on medical certificate to Gazetted and non- Gazetted Government servants

(1) An application for leave on medical certificate made by—

(DOPT Notification No. 13026/1/2002-Estt. (L), dated 15/16.01.2004)

- (i) a Gazetted Government servant, shall be accompanied by a Medical Certificate in Form 3 given by a doctor in a Central Government Health Scheme Dispensary if such a Government servant is a Central Government Health Scheme beneficiary or by a Government Hospital or by an Authorized Medical Attendant if he is not a Central Government Health Scheme beneficiary and by an Authorized Doctor of the private hospital recognized under Central Government Health Scheme or Central Services (Medical Attendance) Rules, 1944, in case of hospitalization or indoor specialized treatment in respect of any particular kind of disease like heart disease, cancer, etc., for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare:

Provided that the Gazetted Government servant who is a Central Government Health Scheme beneficiary, if at the time of illness, is away from Central Government Health Scheme area or proceeds on duty outside the Headquarters will produce Medical Certificate or Fitness Certificate in Form 3 and Form 5, as the case may be, given by an Authorized Medical Attendant;

- (ii) a non-Gazetted Government servant, shall be accompanied by a Medical Certificate in Form 4 given by a Central Government Health Scheme Dispensary if such a Government servant is a Central Government Health Scheme beneficiary or by Government Hospital or by an Authorized Medical Attendant if he is not a Central Government Health Scheme beneficiary; and by an Authorized Doctor of the private hospital, recognized under Central Government Health Scheme or Central Services (Medical Attendance) Rules, 1944, in case of hospitalization or indoor specialized treatment duly approved by the Competent Authority in respect of particular kind of disease like heart disease, cancer, etc., for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare:

Provided that the non-Gazetted Government servant who is a CGHS beneficiary, if at the time of illness is away from Central Government Health Scheme area or proceeds on duty outside the Headquarters will produce Medical Certificate or Fitness Certificate in Form 4 or Form 5, as the case may be, given by an Authorized Medical Attendant or by Registered Medical Practitioner if there is no Authorized Medical Attendant available within a radius of eight kilometers from his residence or place of temporary stay outside his Headquarters and also in the circumstances when he finds it difficult to obtain Medical Certificate or Fitness Certificate from a Doctor in a Central Government Health Scheme Dispensary or an Authorized Medical Attendant; defining clearly the nature and probable duration of illness.

NOTE.— In the case of non-Gazetted Government servant, a certificate given by a registered Ayurvedic, Unani or Homoeopathic medical practitioner or by a registered Dentist in the case of dental ailments or by an honorary Medical Officer may also be accepted, provided such certificate is accepted for the same purpose in respect of its own employees by the Government of the State in which the Central Government servant falls ill or to which he proceeds for treatment.

(DOPT Notification No. 13015/11/82-Estt. (L), dated 25.05.1984)

- (2) In case of a Government servant who has acquired disability, the Medical Authority shall certify, in Form 3-A,-
(DOPT Notification No. 18017/1/2014-Estt. (L), dated 03.04.2018)
- (a) the nature and extent of the disability;
- (b) the date from which such disability has occurred or manifested, to the extent it may be medically possible to indicate the same;
- (c) whether there are reasonable prospects for the Government servant to be fit to resume duties, and if not, categorically state that such Government servant is completely and permanently incapacitated for further service.

- (2-A) For the purposes of these rules, a doctor in Central Government Health Scheme *or* a Government Hospital, *or* a specialist in Government Hospital in cases requiring specialized treatment, *or* a Medical Board in a Government Hospital in the case of multiple disabilities shall, in addition to the authority certifying specified disability under the provisions contained in Chapter X of the Rights of Persons with Disabilities Act, 2016 (49 of 2016), be the Medical Authorities competent to issue certificate of disability in Form 3-A.
- (2-B) Notwithstanding anything in these rules, no reference from the Head of Office or any other authority may be required for issue of medical certificate of disability.
- (3) The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Government Medical Officer not below the rank of a Civil Surgeon or Staff Surgeon, to have the applicant medically examined on the earliest possible date.
- (4) It shall be the duty of the Government Medical Officer referred to in sub-rule (3) to express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended and for that purpose may either require the applicant to appear before himself or before a Medical Officer nominated by himself.
- (5) The grant of medical certificate under this rule does not in itself confer upon the Government servant concerned any right to leave; the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.
- (6) The authority competent to grant leave may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding three days at a time. Such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than leave on medical grounds.
- 20. Leave to a Government servant who is unlikely to be fit to return to duty**
- (1)(a) When a Medical Authority has reported that there is no reasonable prospect that the Government servant will even be fit to return to duty, leave shall not necessarily be refused to such Government servant.
- (b) The leave may be granted, if due, by the authority competent to grant leave on the following conditions:—

- (i) if the Medical Authority is unable to say with certainty that the Government servant, who has acquired a disability, will never again be fit for service, leave not exceeding twelve months at a time may be granted and such leave shall not be extended without further reference to a Medical Authority;
- (ii) if a Government servant is declared by the Medical Authority, as specified in Rule 19, as to have acquired such disability which may prevent him from discharging further service, leave or an extension of leave may be granted to him after the certificate of the Medical Authority has been received in Form 3-A:

Provided that any leave debited for the period(s) granted under sub-clause (i) of Clause (b), after receipt of the certificate of disability of the Medical Authority, shall be remitted back into the leave account of the Government servant:

Provided further that any leave granted to regulate the period of absence under sub-clause (ii) of Clause (b), after receipt of the certificate of the Medical Authority, shall not be debited to the leave account of the Government servant.

- (2) In the case of a Government servant who is granted leave in accordance with the provisions of Clause (b) of sub-rule (1), the provisions of Section 20 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016) shall, *suo motu*, apply.

(DOPT Notification No. 18017/1/2014-Estt. (L), dated 03.04.2018)

21. Commencement and termination of leave

Except as provided in Rule 22, leave ordinarily begins on the day on which the transfer of charge is effected and ends on the day preceding that on which the charge is resumed.

22. Combination of holidays with leave

- (1)(i) When the day, immediately preceding the day on which a Government servant's leave (other than leave on medical certificate) begins or immediately following the day on which his leave expires, is a holiday or one of series of holidays, the Government servant shall be deemed to have been permitted (except in cases where for administrative reasons permission for prefixing/suffixing holidays to leave specifically withheld) to leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays, provided that-

- (a) his transfer or assumption of charge does not involve the handling or taking over of securities or moneys other than a permanent advance;

- (b) his early departure does not entail a correspondingly early transfer from another station of a Government servant to perform his duties; and
 - (c) the delay in his return does not involve a corresponding delay in the transfer to another station of the Government servant who was performing his duties during his absence or in the discharge from Government service of a person temporarily appointed to it.
- (ii) In the case of leave on medical certificate-
(GSR No. 1422, F.No. 11012/1/77-E.IV(A) dated 21.11.1979)
- (a) When a Government servant is certified medically unwell to attend office, holiday(s), if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any, immediately succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any, preceding the day he is so certified shall be treated as part of the leave; and
 - (b) When a Government servant is certified medically fit for joining duty, holiday(s) if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any, preceding the day he is so certified shall be treated as part of the leave.
(DOPT Notification no. 11012/2/80-Estt.(L) dated 24.08.1981)
- (2) On condition that the departing Government servant remains responsible for the moneys in this charge, the Head of Department may, in any particular case, waive the application of Clause (a) of the proviso to sub-rule (1).
- (3) Unless the authority competent to grant leave in any case otherwise directs -
- (a) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the day after the holidays; and
 - (b) if holidays are suffixed to leave, the leave is treated as having terminated and any consequent rearrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been suffixed.

NOTE.- A compensatory leave granted in lieu of duty performed by a Government servant on Sunday or a holiday for a full day may be treated as a holiday for the above purpose.

23. Recall to duty before expiry of leave

- (1) Deleted.
- (2) Deleted.
(MOF Notification No. 11012/1/77-E.IV(A) dated 21.11.1979)
- (3) In case a Government servant is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases and the Government servant shall be entitled-
 - (a) if the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw -
 - (i) travelling allowance under rules made in this behalf for the journey; and
 - (ii) leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty;
 - (b) if the leave from which he is recalled is out of India, to count the time spent on the voyage to India as duty for purposes of calculating leave, and to receive-
 - (i) leave salary, during the voyage to India and for the period from the date of landing in India to the date of joining his post, at the same rate at which he would have drawn it but for recall to duty;
 - (ii) a free passage to India;
 - (iii) refund of his passage from India if he has not completed half the period of his leave by the date of leaving for India on recall or three months, whichever is shorter;
 - (iv) travelling allowance, under the rules for the time being in force, for travel from the place of landing in India to the place of duty.

24. Return from leave

- (1) 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.
- (2) Notwithstanding anything contained in sub-rule (1), a Government servant on leave preparatory to retirement shall be precluded from returning to duty, save with the consent of the authority competent to appoint him to the post from which he proceeded on leave preparatory to retirement.

- (3)(a) A Government servant who has taken leave on medical certificate may not return to duty until he has produced a medical certificate of fitness in Form 5.
- (b) If the Government servant is a gazetted officer the certificate under clause (a) shall be obtained from a Medical Board, except in the following cases:-
- (i) Cases in which the leave is for not more than three months;
 - (ii) Cases in which leave is for more than three months or leave for three months or less is extended beyond three months, and the medical Board states, at the time of granting the original certificate or the certificate for extension, that the Government servant need not appear before another Medical Board for obtaining the certificate of fitness.
- (c) In cases falling under clause (b) the certificate may be obtained from the Chief Medical Officer, the District Medical Officer, a Civil Surgeon, a Staff Surgeon or a Medical Officer of equivalent status including a Medical Officer of the Central Government Health Scheme or in a case covered by sub-rule (6) of 18, from the Authorised Medical Attendant or the Medical Superintendent of the hospital concerned.
- (d) In the case of a non-Gazetted Government servant, the authority under which the Government servant is employed on return from leave may, in its discretion, accept a certificate signed by a Registered Medical Practitioner.
- (4)(a) A Government servant returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course the post which he held before going on leave.
- (b) Such Government servant shall report his return to duty to the authority which granted him leave or to the authority, if any, specified in the order granting him the leave and await orders.

NOTE.- A Government servant who had been suffering from Tuberculosis may be allowed to resume duty on the basis of fitness certificate which recommends light work for him.

25. Absence after expiry of leave

- (1) Unless the authority competent to grant leave extends the leave, a Government servant who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.
- (2) Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.

CHAPTER IV – Kinds of leave due and Admissible

26. Earned leave for Government servants serving in Departments other than Vacation Departments

- (1)(a)(i) The leave account of every Government servant (other than a military officer) who is serving in a Department other than a Vacation Department, shall be credited with earned leave, in advance, in two installments of 15 days each on the first day of January and July of every calendar year.

(GSR No. 1422, F.No. 11012/1/77-E.IV(A) dated 21.11.1979)

- (ii) When a Government servant joins a new post without availing full joining time by reasons that -

[GSR No. 198 vide DOPT Notification No. 13012/12/86-Estt.(L) dated 25.03.1989]

- (a) he is ordered to join the new post at a new place of posting without availing of full joining time to which he is entitled,

or

- (b) he proceeds alone to the new place of posting and joins the post without availing full joining time and takes his family later within the permissible period of time for claiming traveling allowance for the family,

the number of days of joining time as admissible under sub-rule (4) of Rule 5 of the Central Civil Services (Joining Time) Rules, 1979, subject to the maximum of 15 days reduced by the number of days actually availed of, shall be credited to his leave account as earned leave:

Provided that the earned leave at his credit together with the unavailed joining time allowed to be so credited shall not exceed 300 days.

("240 days substituted with 300 days" vide DOPT Notification No. 13026/1/99-Estt. (L), dated 18.04.2002)

- (b) The leave at the credit of a Government servant at the close of the previous half-year shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit for the half-year do not exceed the maximum limit of 300 days.

Provided that where the earned leave at the credit of Government servant as on the last day of December of June is 300 days or less but more than 285 days, the advance credit of 15 days earned leave on first day of January or July to be afforded in the manner indicated under sub-rule (i) of Clause (a) of sub-rule (1) shall instead of being credited in leave account be kept separately and first adjusted against the earned leave that the Government servant takes during that half-year and the balance, if any, shall be credited to the leave account at the close of the half-year, subject to the condition that balance of such earned leave plus leave already at credit do not exceed the maximum limit of 300 days.

(225 days substituted with 285 days vide DOPT Notification No. 13026/1/99-Estt. (L), dated 18.04.2002)

(DOPT Notification No. 11012/1/2009-Estt.(L) dated 01.12.2009)

(DOPT Notification No. 13026/2/1990-Estt.(L) dated 22.10.1990)

- (c)(i) Where a Government servant not in permanent employ or quasi-permanent employ is appointed without interruption of service substantively to a permanent post or declared as quasi permanent, his leave account shall be credited with the earned leave which would have been admissible, if his previous duty had been rendered as a Government servant in permanent employ diminished by any earned leave already taken.
- (ii) Where a Government servant had availed of extraordinary leave since the date of permanent appointment or quasi-permanent appointment, such leave may, subject to the provisions of rule 10, be converted into earned leave to the extent it is due and admissible as a result of recasting of his leave account.
- (d) A period spent in foreign service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.

EXCEPTION.- The earned leave admissible to a Government servant of non-Asiatic domicile recruited in India, who is in continuous service from a date prior to the 1st February, 1949 and is entitled to leave passage, is one-seventh of the period spent on duty and he ceases to earn such leave when the earned leave due amounts to 180 days.

(2) Subject to the provisions of Rules 7 and 39 and sub-rules (1) and (3) of the rule, the maximum earned leave that may be granted at a time shall be -

(i) 180 days in the case of any Government servant employed in India, or

(DOPT Notification No. 11014/3/89-Estt.(L) dated 02.05.1991)

(ii) 150 days, in the case of any Government servant mentioned in the Exception to sub-rule (1)

- (3) Earned leave may be granted to a Government servant in Class I of Class II service or to a Government servant mentioned in the Exception to sub-rule (1), for a period exceeding 180 days but not exceeding 300 days if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan:

Provided that where earned leave for a period exceeding 180 days, is granted under this sub-rule, the period of such leave spent in India shall not in the aggregate exceed the aforesaid limits.

27. Calculation of Earned Leave

- (1) Earned leave shall be credited to the leave account of Government servant at the rate of 2½ days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed.
- (2)(a) The credit for the half-year in which a Government servant is due to retire or resigns from the service shall be afforded only at the rate of 2½ days per completed calendar month up to the date of retirement or resignation.
(MOF Notification No. 16(6)-E.IV(A)/74 dated 31.07.1976)
- (b) When a Government servant is removed or dismissed from service, credit of earned leave shall be allowed at the rate of 2½ days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service;
- (c) When a Government servant dies while in service, credit of earned leave shall be allowed at the rate of 2 ½ days per completed month of service up to the date of death of the Government servant.
(DOPT Notification No. F. No. 13026/1/2010-Estt. (L), dated 12.05.2011)
- (3) If a Government servant has availed of extraordinary leave and/or some period of absence has been treated as dies non in a half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by 1/10th of the period of such leave and/or dies non subject to maximum of 15 days.
(MOF Notification No. 11012/1/77-E.IV(A) dated 21.11.1979)
- (4) While affording credit of earned leave, fractions of a day shall be rounded off to the nearest day.
(DoE Notification No. 16(6)-E.IV(A)/74 dated 31.07.1976)

28. Earned leave for persons serving in Vacation Departments

(DOPT Notification. No. 11020/01/2017- Estt. (L), dated 11.12.2018)

- (1)(a) The leave account of every Government servant (other than a military officer) who is serving in a Vacation Department shall be credited with earned leave, in advance in two instalments of five days each on the first day of January and July of every calendar year.
- (b) In respect of any year in which a Government servant avails a portion of the vacation, he shall be entitled to additional earned leave in such proportion of twenty days, as the number of days of vacation not taken bears to the full vacation, provided the total earned leave credited shall not exceed thirty days in a calendar year.
- (c) If, in any year, the Government servant does not avail any vacation, earned leave will be as per Rule 26 instead of Clauses (a) and (b).

EXPLANATION.— For the purpose of this rule, the term "year" shall be construed not as meaning a calendar year in which duty is performed but as meaning twelve months of actual duty in a Vacation Department.

NOTE 1.— A Government servant entitled to vacation shall be considered to have availed a vacation or a portion of a vacation unless he has been required by general or special order of a higher authority to forgo such vacation or portion of a vacation:

Provided that if he has been prevented by such order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation.

NOTE 2.— When a Government servant serving in a Vacation Department proceeds on leave before completing a full year of duty, the earned leave admissible to him shall be calculated not with reference to the vacations which fall during the period of actual duty rendered before proceeding on leave but with reference, to the vacation that falls during the year commencing from the date on which he completed the previous year of duty.

- (2) Vacation may be taken in combination with or in continuation of any kind of leave under these rules:

Provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the Government at a time under Rule 26.

- (3) The earned leave under this rule at the credit of a Government servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year shall not exceed the maximum limit of 300 days.

NOTE.— The facility of crediting of unavailed portion of joining time shall be admissible to persons serving in Vacation Departments, in accordance with the provisions of sub-clause (ii) of Clause (a) of sub-rule (1) of Rule 26.

(DOPT Notification No. 13012/12/86-Estt.(L) dated 25.03.1989)

29. Half pay leave

(DOPT Notification No. 11020/01/2017-Estt (L), dated 11.12.2018)

- (1) The half pay leave account of every Government servant (other than a military officer and a Government servant serving in a Vacation Department) shall be credited with half pay leave in advance, in two instalments of ten days each on the first day of January and July of every calendar year].
- (2)(a) The leave shall be credited to the said leave account at the rate of 5/3 days for each completed calendar month of service which he is likely to render in the half-year of the calendar year in which he is appointed.
- (b) The credit for the half-year in which a Government servant is due to retire or resigns from the service shall be allowed at the rate of 5/3 days per completed calendar month up to the date of retirement or resignation.
- (c) When a Government servant is removed or dismissed from service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service.
(DOPT Notification No. 13026/01/2010-Estt (L), dated 12.05.2011)
- (ca) When a Government servant dies while in service, credit of half pay leave shall be allowed at the rate of 5/3 days per completed month of service up to the date of death of the Government servant.
(DOPT Notification No.13026/1/2010-Estt. (L), dated 12.05.2011)
- (d) Where a period of absence or suspension of a Government servant has been treated as dies non in a half-year, the credit to be afforded to his half pay leave account at the commencement of next half-year, shall be reduced by one-eighteenth of the period of dies non subject to a maximum of ten days.
(DOPT Notification No. 13014/1/87-Estt.(L) dated 16.06.1987)
- (3) A Government servant who is eligible for Departmental leave under Rule 49, shall be entitled to half pay leave of twenty days on completion of twelve months of actual duty.

- (4) The leave under this rule may be granted on medical certificate or on private affairs.

(DOPT Notification No. 13014/1/85-Estt.(L) dated 03.12.1985)

- (5) While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day:

(DOPT Notification No. 13014/1/87-Estt.(L) dated 16.06.1987)

30. Commuted leave

- (1) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a Government servant (other than a military officer), subject to 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) Deleted.

- (c) Deleted.

- (d) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

- (e) Deleted.

(MOF Notification No. 16(5)-E.IV(A)/74 dated 11.04.1975)

- (1-A) Half pay leave up to a maximum of 180 days may be allowed to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course of study certified to be in the public interest by the leave sanctioning authority.

- (2) Where a Government servant who has been granted commuted leave resigns from service or at his request permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered:

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the Government servant for further service or in the event of his death.

NOTE.- Commuted leave may granted at the request of the Government servant even when earned leave is due to him.

31. Leave not due

- (1) Save in the case of leave preparatory to retirement, Leave Not Due may be granted to a Government servant in permanent employ or quasi-permanent employ (other than a military officer) limited to a maximum of 360 days during the entire service on medical certificate subject to 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) Leave Not Due shall be limited to the half pay leave he is likely to earn thereafter;
 - (c) Leave Not Due shall be debited against the half pay leave the Government servant may earn subsequently.
- (1-A) Leave Not Due may also be granted to such of the temporary Government servants as are suffering from TB, Leprosy, Cancer or Mental Illness, for a period not exceeding 360 days during entire service, subject to fulfillment of conditions in Clauses (a) to (c) of sub-rule (1) and subject to the following conditions, namely:-
(DOPT Notification No. 11012/1/85-Estt.(L) dated 06.06.1988)
- (i) that the Government servant has put in a minimum of one year's service;
 - (ii) that the post from which the Government servant proceeds on leave is likely to last till his return to duty; and
 - (iii) that the request for grant of such leave is supported by a medical certificate as envisaged in Clauses (c) and (d) of sub- rule (2) of Rule 32.
(GSR No. 1422, F.No. 11012/1/77-E.IV(A) dated 21.11.1979)
- (2)(a) Where a Government servant who has been granted Leave Not Due resigns from service or at his request permitted to retire voluntarily without returning to duty, the Leave Not Due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.
- (b) Where a Government servant who having availed himself of Leave Not Due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under Clause (a) or Clause (b) if the retirement is by reason of ill-health incapacitating the Government servant for further service or in the event of his death:

Provided further that no leave salary shall be recovered under Clause (a) or Clause (b), if the Government servant is compulsorily retired prematurely under Rule 48 (1) (b) of the Central Civil Services (Pension) Rules, 1972, or is retired under Fundamental Rule 56(j) or Fundamental Rule 56(l)

(MHA Notification No. 6(9)-E.IV(A)/76 dated 31.12.1980)

32. Extraordinary leave

- (1) Extraordinary leave may be granted to a Government servant (other than a military officer) in special circumstances-
 - (a) when no other leave is admissible:
 - (b) when other leave is admissible, but the Government servant applies in writing for the grant of extraordinary leave.
- (2) Unless the President in view of the exceptional circumstances of the case otherwise determines, no Government servant, who is not in permanent employ or quasi-permanent employ, shall be granted extraordinary leave on any one occasion in excess of the following limits:-
 - (a) three months;
 - (b) six months where the Government servant has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months' extraordinary leave under Clause (a) and his request for such leave is supported by a medical certificate as required by these rules;
 - (c) Deleted.
 - (d) eighteen months, where the Government servant who has completed one year's continuous service is undergoing treatment for -
 - (i) Pulmonary Tuberculosis or Pleurisy of tubercular origin, in a recognized sanatorium;

NOTE.- The concession of extraordinary leave up to eighteen months shall be admissible also to a Government servant suffering from Pulmonary Tuberculosis or Pleurisy of tubercular origin who receives treatment at his residence under a Tuberculosis Specialist recognized as such by the State Administrative Medical Officer concerned and produces a certificate signed by that Specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

- (ii) Tuberculosis of any other part of the body by a qualified Tuberculosis Specialist or a Civil Surgeon or Staff Surgeon; or

- (iii) Leprosy in a recognized leprosy institution or by a Civil Surgeon or Staff Surgeon or a Specialist in leprosy hospital recognized as such by the State Administrative Medical Officer concerned;
- (iv) Cancer or for mental illness, in an institution recognized for the treatment of such disease.

(MOF Notification No. P-11012/1/77-E-IV(A) dated 21.11.1979)

- (e) twenty-four months, where the leave is required for the purpose of prosecuting studies certified to be in the public interest, provided the Government servant concerned has completed three years' continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months' extraordinary leave under Clause (a).

(3)(a) Where a Government servant is granted extraordinary leave in relaxation of the provisions contained in Clause (e) of sub-rule(2), shall be required to execute a Bond in Form 6 undertaking to refund to the Government the actual amount of expenditure incurred by the Government during such leave plus that incurred by any other agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.

(b) The Bond shall be supported by Sureties from two permanent Government servants having a status comparable to or higher than that of the Government servant.

(4) Government servants belonging to the Scheduled Castes or the Scheduled tribes may, for the purpose of attending the Pre-Examination Training Course at the centers notified by the Government from time to time, be granted extraordinary leave by Head of Department in relaxation of the provisions of sub-rule (2).

(5) Two spells of extraordinary leave, if intervened by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purposes of sub-rule (2).

(6) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

33. Leave to probationer, a person on probation and an apprentice

(1)(a) A probationer shall be entitled to leave under these rules if he had held his post substantively otherwise than on probation.

(b) If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend -

- (i) beyond the date on which the probationary period as already sanctioned or extended expires, or
 - (ii) beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.
- (2) A person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent Government servant according as his appointment is against a temporary or a permanent post:

Provided that where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave under these rules as a permanent Government servant.

- (3) An apprentice shall be entitled to-
- (a) leave, on medical certificate, on leave salary equivalent to half pay for a period not exceeding one month in any year of apprenticeship;
 - (b) extraordinary leave under Rule 32.

34. Persons re-employed after retirement

In the case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered Government service for the first time on the date of his re-employment.

35. Deleted.
(DOPT Notification No. 11012/1/85-Estt.(L) dated 23.06.1987)

36. Deleted.
(DOPT Notification No. 11012/1/85-Estt.(L) dated 23.06.1987)

37. Deleted.
(DOPT Notification No. 11012/1/85-Estt.(L) dated 23.06.1987)

38. Leave preparatory to retirement

- (1) A Government servant may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 300 days together with half pay leave due, subject to the condition that such leave extends up to and includes the date of retirement.

("240 days substituted with 300 days" vide DOPT Notification No. 13026/1/2002-Estt. (L), dated the 15/16.01.2004)

NOTE.- The leave granted as leave preparatory to retirement shall not include extraordinary leave.

(2)(a) Where a Government servant who is on foreign service in or under any Local Authority or a Corporation or Company wholly or substantially owned or controlled by the Government or a Body controlled or financed by the Government (hereinafter referred to as the local body) applies for leave preparatory to retirement, the decision to grant or refuse such leave shall be taken by foreign employer with the concurrence of the lending authority under Central Government.

(DOPT Notification No. 14028/9/80-Estt.(L) dated 01.10.1981)

(b) The Government servant on foreign service shall also be allowed to encash earned leave at his credit on the date of retirement in the manner provided in sub-rule (2) of Rule 39.

(c) Deleted. (DOPT Notification No. 14028/6/82 -Estt.(L) dated 31.05.1985)

(3) Where a Government servant is on foreign service in or under a local body other than the one mentioned in Clause (a) of sub-rule (2), leave preparatory to retirement shall be admissible to him only when he quits duty under the foreign employer:

Provided that where the Government servant continues in service under such foreign employer, the Government servant shall not be eligible for grant of cash payment in lieu of leave under Rule 39.

38-A. Encashment of Earned Leave along with Leave Travel Concession while in service.-

(DOPT Notification No. 14028/1/20 10- Estt. (L), dated 26.08.2011)

(1) A Government servant may be permitted to encash earned leave up to ten days at the time of availing of Leave Travel Concession while in service, subject to the conditions that—

(a) a balance of at least thirty days of earned leave is available to his credit after taking into account the period of encashment as well as leave being availed of:

(b) the total leave so encashed during the entire career does not exceed sixty days in the aggregate;

- (2) The cash equivalent for encashment of leave under sub-rule (1) shall be calculated as follows, namely:—

Cash equivalent =	Pay admissible on the date of availing of the Leave Travel Concession plus Dearness Allowance admissible on that date. <hr/> 30	X	Number of days EL subject to the maximum 10 days at one time
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- (3) No House Rent Allowance shall be included in the cash equivalent calculated under sub-rule (2);
- (4) The period of earned leave encashed shall not be deducted from the quantum of leave that can normally be encashed by the Government servant under Rules 6,39,39-A, 39-B, 39-C and 39-D.
- (5) If the Government servant fails to avail the Leave Travel Concession within the time prescribed under the Central Civil Services (Leave Travel Concession) Rules, 1988, then he shall be required to refund the entire amount of leave so encashed along with interest at the rate of two per cent above the rate of interest allowed by the Government as applicable to Provident Fund balances and shall also be entitled for credit back of leave so debited for leave encashment.

39. Leave/Cash payment in lieu of leave beyond the date of retirement, compulsory retirement or quitting of service

- (1) No leave shall be granted to a Government servant beyond-
- (a) the date of his retirement, or
 - (b) the date of his final cessation of duties, or
 - (c) the date on which he retires by giving notice to Government or he is retired by Government by giving him notice or pay and allowances in lieu of such notice, in accordance with the terms and conditions of his service, or
 - (d) the date of his resignation from service.

(2)(a) Where a Government servant retires on attaining the normal age prescribed for retirement under the terms and conditions governing his service, the authority competent to grant leave shall, *suo motu*, issue an order granting cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the Government servant on the date of his retirement subject to a maximum of 300 days;

(b) The cash equivalent of leave salary under Clause (a) shall be calculated as follows and shall be payable in one lumpsum as a one- time settlement,—

(i)

Cash equivalent for earned leave =	Pay admissible on the date of retirement plus Dearness Allowance admissible on that date	X	Number of days of unutilized earned leave at credit subject to the total of earned leave and half pay leave not exceeding 300 days
	30		

(ii)

Cash payment in lieu of half pay leave component =	Half pay leave salary admissible on the date of retirement plus Dearness Allowance admissible on that date	X	Number of days of half pay leave at credit subject to the total of earned leave and half pay leave at credit not exceeding 300 days
	30		

NOTE.— The overall limit for encashment of leave including both earned leave and half pay leave shall not exceed 300 days.

(c) To make up the shortfall in earned leave, no commutation of half pay leave shall be permissible.]

(DOPT Notification No. 11012/1/2009- Estt. (L), dated 01.12.2009)

- (3) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of a Government servant who retires from service on attaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him, if in the view of such authority there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him on conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Government dues, if any.

(DOPT Notification No. 14028/6/81 -Estt. (L), dated 17.10.1983)

- (4)(a) Where the service of a Government servant has been extended, in the interest of public service beyond the date of his retirement, he may be granted—

- (i) during the period of extension, any earned leave due in respect of the period of such extension plus the earned leave which was at his credit on the date of his retirement subject to a maximum of 180 days / 300 days as the case may be, as prescribed in Rule 26.

(DOPT Notification No. 14028/9/80 -Estt. (L), dated 01.10.1981)

(DOPT Notification No. 11014/3/89-Estt.(L) dated 02.05.1991)

- (ii) after expiry of the period of extension, cash equivalent in the manner provided in Clause (b) of sub-rule (2) in respect of both earned leave and half pay leave at credit on the date of retirement, plus the earned leave and half pay leave earned during the period of extension reduced by the earned leave and half pay leave availed of during such period, subject to a maximum of 300 days.]

(DOPT Notification No. 11012/1/2009-Estt. (L), dated 01.12.2009)

- (b) The cash equivalent payable under sub-clause (ii) of Clause (a) of this sub-rule shall be calculated in the manner indicated in Clause (b) of sub-rule (2) above

- (5) A Government servant who retires or is retired from service in the manner mentioned in Clause (c) of sub-rule (1), may be granted *suo motu*, by the authority competent to grant leave, cash equivalent of the leave salary in respect of both earned leave and half pay leave at his credit subject to a maximum of 300 days. The cash equivalent payable shall be the same as in sub-rule (2) of Rule 39.]

(DOPT Notification No. 1101211/2009-Estt. (L), dated 01.12.2009)

- (5-A) deleted.

(DOPT Notification no.14028/18/86-Estt.(L) dated 23.03.1988)

(DOPT Notification 14028/1/2004-Estt.(Leave) dated 13.02.2006)

(6)(a)(i) where the services of a Government servant are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment, he may be granted, *suo motu*, by the authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date on which he ceases to be in service subject to a maximum of 300 days and the cash equivalent payable shall be the same as in sub-rule (2) of Rule 39].

(DOPT Notification No. 11012/1/2009-Estt. (L), dated 01.12.2009)

(ii) If a Government servant resigns or quits service, he may be granted, *suo motu*, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.

(DOPT Notification No. 14028/9/80 -Estt. (L), dated 01.10.1981)

("120 days substituted with 150 days" vide DOPT Notification No. 13026/1/99- Estt. (L), dated 18.04.2002)

(iii) A Government servant, who is re-employed after retirement may, on termination of his re-employment, be granted, *suo motu*, by an authority competent to grant leave, cash equivalent in respect of both earned leave and half pay leave at his credit on the date of termination of re-employment subject to a maximum of 300 days including the period for which encashment was allowed at the time of retirement and the cash equivalent payable shall be the same as in sub-rule (2) of Rule 39.

(DOPT Notification No. 11012/1/2009-Estt. (L), dated 01.12.2009)

(b) The cash equivalent payable under Clause (a) shall be calculated in the manner indicated in Clause (b) of sub-rule (2) and for the purpose of computation of cash equivalent under sub-clause (iii) of Clause (a), the pay on the date of the termination of re-employment shall be the pay fixed in the scale of post of re-employment before adjustment of pension and pension equivalent of other retirement benefits, and the Dearness Allowance appropriate to that pay.

(DOPT Notification No. 14028/6/82 -Estt.(L) dated 31.05.1985)

39-A. Cash equivalent of leave salary in case of death in service

In case a Government servant dies while in service, the cash equivalent of leave salary for both earned leave and half pay leave, if any, at the credit of the deceased Government servant on the date of his death, not exceeding 300 days shall be paid to his family in the manner specified in Rule 39-C and the cash equivalent payable shall be the same as in sub-rule (2) of Rule 39.

NOTE.- In addition to the cash equivalent of leave salary admissible under this rule, the family of the deceased Government servant shall also be entitled to payment of Dearness Allowance only as per orders issued in this behalf separately.

(Notification No. F. No. 11012/1/2009-Estt. (L), dated the 1st December, 2009)

39-B. Cash equivalent of leave salary in case of invalidation from service

- (1) A Government servant who is declared by a Medical Authority to be completely and permanently incapacitated for further service may be granted, *suo motu*, by the authority competent to grant leave, cash equivalent of leave salary in respect of both earned leave and half pay leave, if any, at the credit of the Government servant on the date of invalidation from service, subject to a maximum of 300 days and the cash equivalent payable shall be the same as in sub-rule (2) of Rule 39.
- (2) A Government servant not in permanent employ or quasi permanent employ shall not, however, be granted cash equivalent of leave salary in respect of half pay leave standing at his credit on the date of his invalidation from service.

[DOPT Notification No. 11012/1/2009-Estt. (L), dated 01.12.2009]

39-C. Payment of cash equivalent of leave salary in case of death, etc., of Government servant

In the event of the death of a Government servant while in service or after retirement or after final cessation of duties but before actual receipt of its cash equivalent of leave salary payable under Rules 39,39-A and 39-B, such amount shall be payable-

(DOPT Notification No. 14028/1/81-Estt.(L) dated 19.07.1984)

- (i) to the widow, and if there are more widows than one, to the eldest surviving widow if the deceased was a male Government servant, or to the husband, if the deceased was a female Government servant;

EXPLANATION.- The expression —eldest surviving widow|| shall be construed with reference to the seniority according to the date of the marriage of the surviving widows and not with reference to their ages;

- (ii) failing a widow or husband, as the case may be, to the eldest surviving son; or an adopted son;
- (iii) failing (i) and (ii) above, to the eldest surviving unmarried daughter;
- (iv) failing (i) to (iii) above, to the eldest surviving widowed daughter;
- (v) failing (i) to (iv) above, to the father;
- (vi) failing (i) to (v) above, to the mother;
- (vii) failing (i) to (vi) above, to the eldest surviving married daughter;
- (viii) failing (i) to (vii) above, to the eldest surviving brother below the age of eighteen years;

(DOPT Notification No. 11012/1/2009-Estt. (L), dated 01.12.2009)

- (ix) failing (i) to (viii) above, to the eldest surviving unmarried sister;
- (x) failing (i) to (ix) above, to the eldest surviving widowed sister;
- (xi) failing (i) to (x) above, to the eldest child of the eldest predeceased son.

39-D. Cash equivalent of leave salary in case of permanent absorption in Public Sector Undertaking/Autonomous Body wholly or substantially owned or controlled by the Central/State Government

(DOPT Notification No. 13026/2/90-Estt. (L), dated 22.10.1990)

A Government servant who has been permitted to be absorbed in a service or post in or under a Corporation or Company wholly or substantially owned or controlled by the Central Government or State Government or in or under a body controlled or financed by one or more than one such Government shall be granted *suo motu* by the authority competent to grant leave cash equivalent of leave salary in respect of earned leave at his credit on the date of absorption subject to a maximum of 300 days. This will be calculated in the same manner as indicated in Clause (b) of sub-rule (2) of Rule 39.

(DOPT Notification No. 13026/2/90-Estt.(L), dated 20.04.1993)

NOTE.— The expression 'permanent absorption' used in Rule 39-D shall mean the appointment of a Government servant in a Public Sector Undertaking or an Autonomous Body, for which he had applied through proper channel and resigns from the Government service to take up that appointment.

(DOPT Notification No. 13026/3/2011-Estt.(L), dated 28.03.2012)

40. Leave Salary

- (1) Except as provided in sub-rule (7), a Government servant who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

(DOPT Notification No. 14028/9/80-Estt.(L) dated 01.10.1981)

NOTE :- In respect of any period spent on foreign service out of India, the pay which the Government servant would have drawn if on duty in India but for foreign service out of India shall be substituted for the pay actually drawn while calculating leave salary.

- (2) deleted

(MoF Notification No. F. 6 (3)-E. IV (A)/75, dated the 07.10.1976)

- (3) A Government servant on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (1).
- (4) A Government servant on commuted leave is entitled to leave salary equal to the amount admissible under (sub-rule (1)).

(5) A Government servant on extraordinary leave is not entitled to any leave salary.

(6) Deleted.

(7) (a) Deleted.

(b) Deleted.

(DOPT Notification No. 14028/9/80 -Estt.(L) dated 1.10.1981)

(c). In the case of a Government servant who is granted leave earned by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

(DOPT Notification No. 14028/6/82 -Estt.(L) dated 31.05.1985)

(8) In the case of a person to whom the Employees' State Insurance Act, 1948 (34 of 1948) applies, leave salary payable during leave, other than earned leave, shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

(9) (a) If, in the case of a Government servant who retires or resigns from the service, the leave already availed of is more than the credit so due to him, necessary adjustment shall be made in respect of leave salary, if any, overdrawn.

(b) Where the quantum of earned leave already availed of by a Government servant who is dismissed or removed from service or who die while in service is in excess of the leave credit under Clause (b) of sub-rule (2) of Rule 27, the over payment of leave salary shall be recovered in such cases.

(MOF Notification No. 16(6)-E.IV(A)/74 dated 31.07.1976)

41. Drawal of leave salary

The leave salary payable under these rules shall be drawn in rupees in India.

42. Advance of Leave salary

A Government servant, including a Government servant on foreign service, proceeding on leave for a period not less than thirty days may be allowed an advance in lieu of leave salary up to a month's pay and allowances admissible on that leave salary subject to deductions on account of Income Tax, Provident Fund, House Rent, Recovery of Advances, etc.

(MOF Notification No. P-11012/1/77-E-IV(A) dated 21.11.1979)

CHAPTER V – Special kinds of leave other than study leave

43. Maternity Leave

- (1) A female Government servant (including an apprentice) with less than two surviving children may be granted maternity leave by an authority competent to grant leave for a period of (180 days) from the date of its commencement.

(MOF Notification No. P-11012/1/77-E-IV(A) dated 21.11.1979)

("135 days substituted by 180 days" vide DOPT Notification No. 1101 2/1/2009-Estt.(L), dated 01.12.2009).

- (2) During such period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

NOTE :- In the case of a person to whom Employees' State Insurance Act, 1948 (34 of 1948), applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

- (3) Maternity leave 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 that female Government in case of miscarriage including abortion on production of medical certificate as laid down in Rule 19:

(DOPT Notification No. 13018/7/94-Estt (L), dated 31.03.1995)

Provided that the maternity leave granted and availed of before the commencement of the CCS(Leave) Amendment Rules, 1995, shall not be taken into account for the purpose of this sub-rule.

- (4) (a) Maternity leave may be combined with leave of any other kind.
- (b) Notwithstanding the requirement of production of medical certificate contained in sub-rule (1) of Rule 30 or sub-rule (1) of Rule 31, leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) up to a maximum of two year may, if applied for, be granted in continuation of maternity leave granted under sub-rule (1).
- (5) Maternity leave shall not be debited against the leave account.

(MOF Notification No. 16(3).E.IV(A)/74 dated 20.12.1974)

(DOPT Notification no. 11012/1/85-Estt.(L) dated 06.06.1988)

43-A. Paternity leave

(DOPT Notification No. 13026/1/99-Estt. (L), dated 18.04.2002)

- (1) A male Government servant (including an apprentice) with less than two 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 six months from the date of delivery of the child.

- (2) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (3) The paternity Leave may be combined with leave of any other kind.
- (4) The paternity leave shall not be debited against the leave account.
- (5) If Paternity Leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

NOTE:- the Paternity Leave shall not normally be refused under any circumstances.

43-AA. Paternity Leave for Child Adoption

(DOPT Notification No. 110 I2//2009-Estt. (L), dated 01.12.2009)

- (1) A male Government servant (including an apprentice) with less than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a child below the age of one year, may be granted Paternity Leave for a period of 15 days, within a period of six months, from the date of accepting the child in pre-adoption foster care or on valid adoption, as the case may be:

Provided that in a case where the pre-adoption foster care is not followed by valid adoption of the child, the Paternity Leave already availed shall be debited from any other kind of leave available to the credit of such male Government Servant.

- (2) During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (3) The Paternity Leave may be combined with leave of any other kind.
- (4) The Paternity Leave shall not be debited against the leave account.
- (5) If Paternity Leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

NOTE 1.— The Paternity Leave shall not normally be refused under any circumstances.

NOTE 2.— "Child" for the purpose of this rule will include a child taken as ward by the Government servant, under the Guardians and Wards Act, 1890 or the personal law applicable to that Government servant, provided such a ward lives with the Government servant and is treated as a member of the family and provided such Government servant has, through a special will, conferred upon that ward the same status as that of a natural born child.

(DOPT Notification No. 13026/5/2011-Estt. (L), dated 04.04.2012)

43-B. Child Adoption Leave

(DOPT Notification No. 13018/4/2004- Estt. (L), dated 31.03.2006)

- (1) A female Government servant, with fewer than two surviving children, on accepting a child in pre-adoption foster care or on valid adoption of a child below the age of one year, may be granted child adoption leave, by an authority competent to grant leave, for a period of 180 days, immediately after accepting the child in pre-adoption foster care or on valid adoption, as the case may be:

Provided that in a case where the pre-adoption foster care is not followed by valid adoption of the child, the leave already availed shall be debited from any other kind of leave available to the credit of such female Government Servant.

- (2) During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.

- (3) (a) Child adoption leave may be combined with leave of any other kind.

- (b) In continuation of the child adoption leave granted under subrule (1), a female Government servant on valid adoption of a child may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period up to one year reduced by the age of the adopted child on the date of valid adoption, without taking into account child adoption leave.

Provided that this facility shall not be admissible in case she is already having two surviving children at the time of adoption.

- (4) Child adoption leave shall not be debited against the leave account.

NOTE.— "Child" for the purpose of this rule will include a child taken as ward by the Government servant, under the Guardians and Wards Act, 1890 or the personal law applicable to that Government servant, provided such a ward lives with the Government servant and is treated as a member of the family and provided such Government servant has, through a special will, conferred upon that ward the same status as that of a natural born child.

(DOPT Notification No. 13026/5/2011-Estt. (L), dated 04.04.2012)

43-C. Child Care Leave

(DOPT Notification No. 13018/4/2011-Estt. (L), dated 27.08.2011)

- (1) Subject to the provisions of this rule, a female Government servant and single male Government servant may be granted child care leave by an authority competent to grant leave for a maximum period of seven hundred and thirty days during entire service for taking care of two eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.

(DOPT Notification No. 11020/01/2017-Estt. (L), dated 11.12.2018)

- (2) For the purposes of sub-rule (1), "child" means—
- (a) a child below the age of eighteen years: or
- (b) an offspring of any age with a minimum disability of forty per cent as specified in the Government of India in Ministry of Social Justice and Empowerment's Notification No. 16-18/97-N 1.1, dated the 1st June, 2001.
(DOPT Notification No. 13018/6/2013- Estt. (L), dated 06.06.2018)
- (3) Grant of child care leave to a female Government servant and a single male Government servant under sub-rule (1) shall be subject to the following conditions, namely:- *(DOPT Notification No. 11020/01/2017-Estt. (L), dated 11.12.2018)*
- (i) it shall not be granted for more than three spells in a calendar year;
- (ii) in case of a single female Government servant, the grant of leave in three spells in a calendar year shall be extended to six spells in a calendar year.
- (iii) it shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, provided that the period for which such leave is sanctioned is minimal.
- (iv) child care leave may not be granted for a period less than five days at a time.
- (4) During the period of child care leave, a female Government servant and a single male Government servant shall be paid one hundred per cent of the salary for the first three hundred and sixty-five days, and at eighty per cent of the salary for the next three hundred and sixty-five days.
- EXPLANATION.— Single Male Government servant' means — an unmarried or widower or divorcee Government servant.
- (5) Child care leave may be combined with leave of any other kind.
- (6) Notwithstanding the requirement of production of medical certificate contained in sub-rule (1) of Rule 30 or sub-rule (1) of Rule 31, leave of the kind due and admissible (including Commuted Leave not exceeding sixty days and Leave Not Due) up to a maximum of one year, if applied for, be granted in continuation with child care leave granted under sub-rule (1).
- (7) Child care leave shall not be debited against the leave account.

44. Work Related Illness and Injury Leave

(DOPT Notification No. 11020/01/2017-Estt. (L), dated 11.12.2018)

The authority competent to grant leave may grant Work Related Illness and Injury Leave (hereinafter referred to as WRIL) to a Government servant (whether permanent or temporary), who suffers illness or injury that is attributable to or aggravated in the performance of her or his official duties or in consequence of her or his official position subject to the provisions contained in sub-rule (1) of Rule 19 of these rules, on the following conditions, namely:

- (1) Full pay and allowances shall be granted to all employees during the entire period of hospitalization on account of WRIL.
- (2) Beyond hospitalization, WRIL shall be governed as follows:-
 - (a) A Government servant (other than a military officer) — full pay and allowances for the six months immediately following hospitalization and Half Pay for twelve months beyond the said period of six months. The Half Pay period may be commuted to full pay with corresponding number of days of Half Pay Leave debited from the employees leave account.
 - (b) For officers of Central Armed Police Forces — full pay and allowances for six months immediately following the hospitalization and full pay only for the next twenty-four months.
 - (c) For personnel below the rank of officer of the Central Armed Police Forces — full pay and allowances, with no limit regarding period.
- (3) In the case of persons to whom the Workmen's Compensation Act, 1923 applies, the amount of leave salary payable under WRIL shall be reduced by the amount of compensation paid under the Act.
- (4) No Earned Leave or Half Pay Leave shall be credited during the period that employee is on WRIL.

45. Omitted.

46. Omitted.

47. Seamen's sick leave

- (1) A Government servant serving as an officer, warrant officer or petty officer on a Government vessel may, while undergoing medical treatment for sickness or injury, either on his vessel or in hospital, be granted leave, by an authority competent to grant leave, on leave salary equal to full pay for a period not exceeding six weeks:

Provided that such shall not be granted if a Government Medical officer certifies that the Government servant is malingering or that his ill- health is due to drunkenness or similar self-indulgence or to his own action in willfully causing or aggravating disease or injury.

- (2) A seaman disabled in the exercise of his duty may be allowed leave on leave salary equal to full pay for a maximum period not exceeding three months, if the following conditions are fulfilled, namely:-
- (a) a Government Medical Officer must certify the disability;
 - (b) the disability must not be due to the seaman's own carelessness or inexperience'
 - (c) the vacancy cause by his absence must not be filled.
- (3)(a) In the case of a person to whom the Workmen's Compensation Act, 1923 (8 of 1923), applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under Clause (d) of sub-section (1) of Section 4 of the said Act.
- (b) In the case of a person to whom the Employees' State Insurance Act, 1948 (34 of 1948), applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

48. Special Leave connected to inquiry of sexual harassment

(DOPT Notification No. 13026/2/2016-Estt.(L), dated 15.03.2017.)

Leave up to a period of 90 days may be granted to an aggrieved female Government servant on the recommendation of the Internal Committee or the Local Committee, as the case maybe, during the pendency of inquiry under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the leave granted to the aggrieved female Government servant under this rule shall not be debited against the leave account.

49. Departmental Leave

- (1) Departmental leave may be granted to :-
- (a) Class III Government servants (other than Division I staff and Clerks) and to Class IV Government servants in the Survey of India, attached to Survey Parties with field and recess duties:
 - (b) members of the seasonal staff in the Posts and Telegraphs Department, whose duties are not continuous but are limited to certain fixed period in each year.

- (2) In addition to leave due and admissible, departmental leave may be granted only to Government servants whose services are temporarily not required.
- (3)(a) Departmental leave with leave salary may be granted during the recess by the Head of the Party or Office to which the Government servant belongs in the Survey of India or an authority not lower than the Divisional Superintendent of Post Offices in the Posts and Telegraphs Department, as the case may be provided the authority granting the leave considers in the case of a Class IV Government servant that it is desirable to re-employ the Government servant in the ensuing season.
- (b) Leave so granted may, in special cases, be extended by the Surveyor-General or the Postmaster-General or the Director of Posts and Telegraphs, as the case may be, up to a maximum of eighteen months in all.
- (4) (a) Departmental leave with leave salary may be granted at times other than the recess, for not more than six months at a time, by directors in the Survey of India, provided the leave is granted in the interests of Government and not at the request of the Government servant.
- (b) Leave so granted may, in special cases, be extended by the Surveyor-General up to a maximum of one year in all.
- (c) Leave on medical certificate shall not be regarded as granted in the interest of Government.
- (5) Where the President by general or special order so authorizes, departmental leave without leave salary may be granted by the Surveyor-General or the Postmaster-General or the Director of Posts and Telegraphs, as the case may be, in continuation of the departmental leave with leave salary.
- (6)(a) A Government servant on Departmental Leave with leave salary shall be paid leave salary equal to 25 per cent of the said salary admissible during the earned leave under sub-rule (1) of Rule 40. No allowance, other than Dearness Allowance, shall be admissible on such leave salary.
(DOPT Notification No. 13012/12/86-Estt.(L) dated 25.03.1989)
- (b) A Government servant while on departmental leave with leave salary shall be paid leave salary at the end of each month up to first six months and thereafter it shall be paid when the Government servant returns to duty:
(MOF Notification No. 16(5)-E.IV(A)/74 dated 11.04.1975)
(DOPT Notification no.14028/18/86-Estt.(L) dated 23.03.1988)

Provided that where a Government servant dies while on departmental leave, his leave salary up to the date of his death, or the last day of such leave with leave salary, whichever is earlier, shall be paid to his heirs.

- (7) Departmental leave does not count as duty and such leave shall not be debited to his leave account.
- (8) Departmental leave may be granted when no leave is due.
- (9) Departmental leave may be combined with any other kind of leave which may be due.

(10)(a) When a Government servant to whom these rules apply, holds a post in which the Surveyor-General or the Postmaster-General or the Director of Posts and Telegraphs, as the case may be (hereinafter in this sub-rule referred to as the authority) considers that he is unlikely to be eligible for departmental leave in future, the authority may, by order in writing, declare that, with effect from such date, not being earlier than the Government servant's last return from departmental leave, as the authority may fix, any balance of leave at debit in the Government servant's leave account shall be cancelled.

(b) All leave earned after such date shall be credited as due in the Government servant's leave account and all leave taken after such date, including departmental leave with leave salary, if any, shall be debited in it.

NOTE :- this sub-rule applies to cases of Government servants who have debit balance in their leave account due to their availing of departmental leave before the 1st November, 1973, when departmental leave with leave salary used to be debited to leave account.

(MOF Notification No. 16(5)-E.IV(A)/74 dated 11.04.1975)

CHAPTER VI – Study Leave

50. Conditions for grant of study leave

- (1) Subject to conditions specified in this Chapter, 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 specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.
- (2) Study leave may also be granted-
 - (i) for a course of training or study tour in which a Government servant may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to sphere of duties of the Government servant; and

- (ii) for the purpose of studies connected with the framework or background of public administration subject to the conditions that-
 - (a) the particular study or study tour should be approved by the authority competent to grant leave; and
 - (b) the Government servant should be required to submit, on his return, a full report on the work done by him while on study leave;
- (iii) for the studies which may not be closely or directly connected with the work of a Government servant, but which are capable of widening his mind in a manner likely to improve his abilities as a civil servant and to equip him better to collaborate with those employed in other branches of the public service.

NOTE.- Application for study leave in cases falling under clause (iii) shall be considered on merits of each case in consultation with the Department of Expenditure of the Ministry of Finance.

- (3) Study leave shall not be granted unless-
 - (i) 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 interests;
 - (ii) it is for prosecution of studies in subjects other than academic or literary subject:

Provided that an officer of the Indian Economic Service or Indian Statistical Service may be granted study leave for prosecuting a course of study for obtaining Ph.D., on a research thesis, subject to the conditions that-

- (a) the subject of research and the institution at which such research is to be undertaken are got approved by the Chief Economic Adviser to the Government of India, in case the applicant is a member of the Indian Economic Service, or by the Director, Central Statistical Organization, in case the applicant is a member of the Indian Statistical Service;
- (b) the applicant obtains a certificate from the said authority to the effect that such study will be valuable in the matter of increasing the efficiency of the officer in the performance of his duties as a member of the Indian Economic Service or the Indian Statistical Service, as the case may be; and
- (c) in cases where the study is to be undertaken at a foreign university, the applicant obtains a further certificate that the facilities for research on the particular subject chosen for study are not available at any University or other Institution in India:

Provided further that a Medical Officer may be granted study leave for prosecuting a course of postgraduate study in Medical Sciences if the Director-General of Health Services certifies to the effect that such study shall be valuable in increasing the efficiency of such Medical Officer in the performance of his duties:

Provided also that a specialist or a technical person may be granted study leave, on merits of each case for prosecuting a postgraduate course of study directly related to the sphere of his duty in case the Head of the Department or the Secretary to the Department or Ministry concerned certifies that the course of study shall enable the specialist or the technical person, as the case may be, to keep barest with modern development in the field of his duty, improve his technical standards and competence and thus substantially benefit the Department or Ministry.

(DoE Notification No. 16(8)-E.IV(A)/74 dated 26.05.1975)

- (iii) the Department of Economic Affairs of the Ministry of Finance agrees to the release of foreign exchange involved in the grant of study leave, if such leave is outside India:

Provided that in releasing foreign exchange to Government servants proceeding on study leave abroad, the Department aforesaid shall satisfy itself whether such Government servant comply with the minimum educational criteria as specified in the general orders issued by the said Department from time to time regulating release of foreign exchange to persons proceeding abroad for higher studies at their expense.

(DoE Notification No. 4(9)-E.IV(A)/76 dated 14.03.1977)

- (4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India or under any of the Schemes administered by the Department of Economic Affairs of the Ministry of Finance or by the Ministry of Education.
- (5) Study leave may be granted to a Government servant—
- (i) who has satisfactorily completed period of probation and has rendered not less than five years' regular continuous service including the period of probation under the Government;
- (ii) who is not due to reach the age of superannuation from the Government service within [three years (five years in the case of Central Health Service Officer who has been granted thirty six months study leave under sub- rule (2) of Rule 51) from] the date on which he is expected to return to duty after the expiry of the leave; and

- (iii) who executes a Bond as laid down in Rule 53 (4) undertaking to serve the Government for a period of [three years (five years in the case of Central Health Service Officer who has been granted thirty-six months' study leave under sub-rule (2) of Rule 51)] after the expiry of the leave.

(DOPT Notification No. 13023/20/84-Estt.(L) dated 11.12.1986) (Notification No. 13026/5/20 10- Estt. (L), dated 05.08. 2011)

- (6) Study leave shall not be granted to a Government servant with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

51. Maximum amount of study leave

(DOPT Notification No. 13023/3/98-Estt. (L), Vol. 11, dated 26.10.2007)

- (1) The maximum amount of study leave, which may be granted to a Government servant, other than Central Health Service Officers, shall be—
- (a) ordinarily twelve months at any one time, and
- (b) during his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rules).
- (2) In respect of Central Health Service Officers, study leave may be granted for thirty-six months for acquiring postgraduate qualification, subject to the condition that a Central Health Service Officer who has been granted such study leave shall execute a bond under sub-rule (4) of Rule 53 to serve the Government for a period of five years after completion of the study course.

52. Applications for study leave

- (1) (a) Every application for study leave shall be submitted through proper channel to the authority competent to grant leave.
- (b) The course or courses of study contemplated by the Government servant and any examination which he proposes to undergo shall be clearly specified in such application.
- (2) Where it is not possible for the Government servant to give full details in his application, or if, after leaving India, he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Head of the Mission or the authority competent to grant leave, as the case may be, and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the authority competent to grant the study leave for the course.

53. Sanction of study leave

- (1) A report regarding the admissibility of the study leave shall be obtained from the Audit Officer:

Provided that the study leave, if any, already availed of by the Government servant shall be included in the report.

- (2) Where a Government servant borne permanently on the cadre of one department or establishment is serving temporarily in another department or establishment, the grant of study leave to him shall be subject to the condition that the concurrence of the department or the establishment to which he is permanently attached is obtained before the leave is granted.
- (3) Where the study leave is granted for prosecution of studies abroad, the Head of the Mission concerned shall be informed of the fact by the authority granting the leave, provided that where such leave has been granted by an Administrator, the intimation shall be sent through the Ministry concerned.

NOTE :- The Head of the Mission shall be contacted by the Government servant for issue of any letters of introduction or for other similar facilities that may be required.

- (4)(a) Every Government servant in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a Bond in Form 7 or Form 8, as the case may be, before the study leave or extension of such study leave granted to him commences.
- (b) Every Government servant not in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a bond in Form 9 or Form 10 as the case may be, before the study leave or extension of such study leave granted to him commences.
- (c) The Authority competent to grant leave shall send to the Audit Officer a certificate to the effect that the Government servant referred to in Clause (a) or Clause (b) has executed the requisite bond.

- 5(a) On completion of the course of study, the Government servant shall submit to the authority which granted him the study leave, the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course of study.

- (b) If the study is undertaken in a country outside India where there is an Indian Mission, the certificates shall be submitted through the Head of the Mission concerned.

54. Accounting of study leave and combination with leave of other kinds

- (1) Study leave shall not be debited against the leave account of the Government servant.
- (2) Study leave may be combined with other kinds of leave, but in no case shall be grant of this leave in combination with leave, other than extraordinary leave involve a total absence of more than twenty eight months generally and thirty-six months for the courses leading to PhD. degree from the regular duties of the Government servant.

Explanation:-the limit of twenty-eight months/thirty six months of absence prescribed in this sub-rule includes the period of vacation.

(DOPT Notification No. 13026/2/1990-Estt.(L) dated 22.10.1990)

- (3) A Government servant granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave.

(DOPT Notification No. 13023/1/2017-Estt.(L), dated 01.01.2018)

Provided that the period of such leave coinciding with the course of study shall not count as study leave.

55. Regular of study leave extending beyond course of study

When the course of study fall short of study leave granted to a Government servant, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the authority competent to grant leave has been obtained to treat the period of shortfall as ordinary leave.

56. Leave Salary during study leave

(DOPT Notification. No. 13026/1/2002-Estt. (L), dated 15/16.01.2004)

- (1) Except as provided in sub-rule (6), during Study Leave availed of outside India, a Government servant shall draw Leave Salary equal to the pay that the Government servant drew while on duty with Government immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance.
- (2) Except as provided in sub-rule (6), during Study Leave availed of in India, a Government servant shall draw Leave Salary equal to the pay that the Government servant drew while on duty with Government immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance as admissible in accordance with the provisions of Rule 60.

- (3) Payment of leave salary at full rate under sub-rule-(2) shall be subject to furnishing of a certificate by the Government servant to the effect that he, is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.
- (4) The amount, if any, received by a Government servant during the period of Study Leave as scholarship or stipend or remuneration in respect of any part-time employment, shall be adjusted against the Leave Salary payable under this sub-rule subject to the condition that the Leave Salary shall not be reduced to an amount less than that payable as Leave Salary during half-pay leave.
- (5) *Omitted.*
- (6) During the currency of Study Leave within or outside India on or after 1st day of January, 1996, a Central Government servant shall draw benefits of Revised Pay from the date such revision took place.

57. *Omitted.*

58. *Omitted.*

59. *Omitted.*

(DOPT Notification No. 13023/1/2017-Estt. (L), dated 01.01.2018)

60. Admissibility of allowances in addition to Study Allowance

- (1) For the first (180) days of the Study Leave, House Rent Allowance shall be paid at the rates admissible to the Government servant from time to time at the station from where he proceeded on study leave. The continuance of payment of House Rent Allowance beyond (180) days shall be subject to the production of a certificate as prescribed in Para.8 (d) of Ministry of Finance, O.M. No.2 (37)-E.II (B)/64, dated 27-11-1965, as amended from time to time.

(DOPT Notification No. 13023/1/82-Estt. (L), dated 16.04.1983)

(DOPT Notification No. 11014/3/89-Estt. (L), dated 21.01.1992)

- (2) Except for house rent allowance as admissible under sub-rule (1) and the Dearness Allowance, where admissible, no other allowance shall be paid to a Government servant in respect of the period of study leave granted to him.

(DOPT Notification No. 13023/1/2017-Estt.(L), dated 01.01.2018)

61. Travelling Allowance during study leave

A Government servant to whom study leave has been granted shall not ordinarily be paid Travelling Allowance but the President may in exceptional circumstances sanction the payment of such allowance.

NOTE- Where a Government servant serving in the Indian Audit and Accounts Department is on study leave in India, the Comptroller and Auditor-General of India may, in exceptional circumstances, sanction the grant of Travelling Allowance.

62. Cost of fees for study

A Government servant to whom study leave has been granted shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases, the President may sanction the grant of such fees:

Provided that in no case shall the cost of fees be paid to a Government servant who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

NOTE- Where a Government servant serving in the Indian Audit and Accounts Department is on study leave in India, the Comptroller and Auditor-General of India may, in exceptional circumstances, sanction the grant of the cost of fees paid for the study.

63. Resignation or retirement after study leave or non-completion of the course of study.

- (1) If a Government servant resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of [three years (five years in the case of Central Health Service Officer who has been granted thirty-six months' leave under sub-rule (2) of Rule 51) after] such return to duty or fails to complete the course of study and is thus unable to furnish the certificates as required under sub-rule (5) of Rule 53, he shall be required to refund—

(DOPT Notification No. 1302615/2010-Estt. (L), dated 05.08.2011)

- (i) the actual amount of leave salary, cost of fees, travelling and other expenses, if any, incurred by the Government of India; and
(DOPT Notification No. 13023/1/2017-Estt.(L), dated 01.01.2018)
- (ii) the actual amount, if any, of the cost incurred by other agencies such as foreign Governments, Foundations and Trusts in connection with the course of study, together with interest thereon at rates for the time being in force on Government loans, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise:

Provided that except in the case of employees who fail to complete the course of study nothing in this rule shall apply—

- (a) to a Government servant who, after return to duty from study leave, is permitted to retire from service on medical grounds; or

- (b) to a Government servant who, after return to duty from study leave, is deputed to serve in any Statutory or Autonomous Body or Institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said statutory or Autonomous body or Institution in the public interest.
- (2)(a) The study leave availed of by such Government servant shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.
- (b) In addition to the amount to be refunded by the Government servant under sub-rule (1), he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.
- (3) Notwithstanding anything contained in this rule, the President may, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule (1) by the Government servant concerned or class of Government servants.

CHAPTER VII - Miscellaneous

64. Interpretation

Where any doubt arises as to the interpretation of these rules, it shall be referred to the Government of India in the Ministry of Personnel, Public Grievances and Pensions for decision.

(DOPT Notification no. 11012/1/85-Estt.(L) dated 06.06.1988)

65. Power to relax

Where any Ministry or Department of Government of India is satisfied that the operation of any of these rules causes undue hardship in any particular case, that Ministry or Department, as the case may be, may, by order, for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner:

Provided that no such order shall be made except with the concurrence of the Ministry of Personnel, Public Grievances and Pensions.

(DOPT Notification no. 11012/1/85-Estt.(L) dated 06.06.1988)

66. Repeal and saving

(1) On the commencement of these rules, every rule, regulation or order, including Office Memorandum (hereinafter referred to in this rule as the old rule) in force immediately before such commencement shall, in so far as it provides for any of the matters contained in these rules, cease to operate.

(2) Notwithstanding such cesser of operation, anything done or any action taken or any leave earned by, or granted to, or accrued to the credit of a Government servant, under the old rule, shall be deemed to have been done, taken, earned, granted or accrued under the corresponding provisions of these rules.

CCS (L) RULES 1972

THE FIRST SCHEDULE

[See Rule 3 (c)]

AUTHORITIES COMPETENT TO GRANT LEAVE

Sl. No. (1)	Kind of leave (2)	Authority competent to grant leave (3)
1.	Earned Leave, Half Pay Leave, Commuted Leave, Leave not Due, Extraordinary Leave, Maternity Leave, Hospital Leave, Seamen's Sick Leave, [Paternity Leave, Child Adoption Leave, Paternity Leave for Child Adoption and Child Care Leave.]	<p>(i) Ministry/ Department of the Central Government.</p> <p>(ii) Administrator.</p> <p>(iii) Comptroller and Auditor-General.</p> <p>(iv) Head of Department.</p> <p>(v) Any other authority which is the appointing authority.</p> <p>(vi) Any subordinate authority to which the authority at (i) to (v) may delegate the power, subject to any condition that may be specified in the delegation.</p> <p>NOTE 1.—If the Government servant is in foreign service,—</p> <p>(i) the authority which sanctioned the transfer to foreign service.</p> <p>(ii) Foreign employer — Power to be exercised only in respect of earned leave not exceeding 120 days and while taking decision to grant or refuse leave preparatory to retirement, prior concurrence of the lending authority under the Central Government shall be obtained as provided in sub-rule (2) of Rule 38.</p>

		<p>NOTE 2.—. If the Government servant is serving with a State Government, the State Government or such authority as may be specified by that Government:</p> <p>(a) While taking decision to grant or refuse leave preparatory to retirement prior concurrence of lending authority under the Central Government shall be obtained:</p> <p>(b) * Not printed.</p> <p>In case the lending authority under the Central Government is not agreeable to the refusal of leave preparatory to retirement, it shall be granted to the Government servant and if the State Government needs the services of the officer during that period, the Government servant may be re-employed by that Government concurrently with the leave preparatory to retirement and leave salary regulated in accordance with the provisions of sub-rule (6) of Rule 40.</p> <p>(i) Ministry/Department of the Central Government. (ii) Administrator. (iii) Comptroller and Auditor-General. (iv) Head of Department. (v) Any other authority which is the appointing authority.</p> <p>(i) Ministry/Department of the Central Government. (ii) Administrator. (iii) Comptroller and Auditor-General.</p>
2.	Special Disability Leave	
3.	Study Leave	

THE SECOND SCHEDULE

[See Rule 3 (h)]

FORM 1

[See Rule 14]

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

1. Name of applicant
2. Post held
3. Department, Office and Section
4. Pay
5. House Rent and other Compensatory Allowances drawn in the present post
6. Nature and period of leave applied for and date from which required
7. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave
8. Grounds on which leave is applied for
9. Date of return from last leave, and the nature and period of that leave
10. I propose/do not propose to avail myself of leave travel concession for the block yearsduring the ensuing leave
11. Address during leave period

Signature of Applicant
(with date)

12. Remarks and/or recommendation of the Controlling Officer

Signature (with date)
Designation

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

13. Certified that(nature of leave) for.....
(period) fromto.....is admissible under Rule
.....of the Central Civil Services (Leave) Rules, 1972.

Signature (with date)
Designation

- *14. Orders of the authority competent to grant leave ...

Signature (with date)
Designation

* If the applicant is drawing any compensatory allowance, it should also be indicated in the orders on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.

FORM 2
[See Rule 15]
FORM OF LEAVE ACCOUNT

Name of Government servant Date of Birth

Date of commencement of continuous service

Date of Quasi-Permanent / Permanent employment Date of retirement / resignation

EARNED LEAVE										HALF PAY LEAVE								
Particulars of service in the calendar half-year		Completed months of service in the Calendar half-year	E.L. credited at the beginning of half-year	No. of days of E.O.L. (Col. 36) availed of during the previous calendar half-year	E.L. to be deducted (1/10th of the period in Col. 5)	Total E.L. at credit in days (Cols. 4 + 11 - 6)	LEAVE TAKEN			Balance of E.L. on return from leave (Cols. 7 - 10)	Completed month of service in the half-year of a calendar year	H.P.L. credited at the beginning of half-year	No. of days treated as <i>dies non</i> during the previous half-year	H.P.L. to be deducted (1/18th of the period in Col. 14)	Total H.P.L. at credit in days (Cols. 13 + 35 - 15)	LEAVE		
From	To						From	To	No. of days							From	To	No. of days
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

(On Private Affairs and on Medical Certificates including Commuted Leave and Leave Not Due)

TAKEN						Leave Not Due limited to 360 days in entire service												
Commuted leave on Medical Certificate on full pay			Commuted Leave without M.C. for studies certified to be in public interest (limited to 180 days half pay leave converted into 90 days commuted leave in entire service)			Commuted leave converted into half pay leave (Twice of Cols. 22 & 25)			On Medical Certificate			Otherwise than on Medical Certificates limited to 180 days			Total of Leave Not Due (Cols. 29 + 32)	Total of Half Pay Leave taken (Cols. 19 + 26 + 33)	Balance of Half Pay Leave on return from leave (Cols. 16 - 34)	Other kinds of Leave taken
From	To	No. of days	From	To	No. of days	From	To	No. of days	From	To	No. of days	From	To	No. of days				
20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		

NOTE 1. — The Earned Leave due should be expressed in days.

NOTE 2. — When a Government servant is appointed during the course of a particular half-year, E.L. should be credited @ 2½ days for each completed month and the fraction of a day will be rounded off to the nearest day.

NOTE 3. — The entries in Col. 11 should be in complete days. Fraction of a day will be rounded off to the nearest day.

NOTE 4. — The period of extraordinary leave should be noted in red ink.

- (ii) there is no reasonable prospect that the Government servant will ever be fit to return to duty.

#3. In view of the fact that it cannot be said with certainty as to when the Government servant shall be fit for service, I recommend that Shri/Shrimati/ Kumari..... may be granted leave on medical grounds with effect fromto(up to a period of one year).

[#Please strike out if a certificate is being issued under 2 (ii) above]

Name and designation of the Medical Officer of Central Government Health Scheme / Government Hospital/Medical Board

OR

Name, designation and details of certifying authority so designated under Section 57 of the Rights of Persons with Disabilities Act, 2016 (49 of 2016).

*NOTE. - Nature of disability may be specified. Here "disability" means the disability as defined in Clause (fa) of these rules.

FORM 4
[See Rule 19]
**MEDICAL CERTIFICATE FOR LEAVE OR EXTENSION
OF LEAVE OR COMMUTATION OF LEAVE**

Signature of the Government servant.....

I,..... after careful personal examination of the case hereby certify that Shri / Shrimati / Kumari..... whose signature is given above, is suffering fromand I consider that a period of absence from duty ofwith effect fromis absolutely necessary for the restoration of his / her health.

Authorized Medical Attendant
.....Hospital / Dispensary
or other Registered Medical
Practitioner

Dated.....

NOTE 1- The nature and probable duration of the illness should be specified.

NOTE 2- This Form should be adhered to as closely as possible and should be filled in after the signature of the Government servant has been taken. The certifying officer is not at liberty to certify that the Government servant requires a change from or to a particular locality, or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Civil Surgeon or Staff Surgeon to decide the question of his/her fitness for service.

NOTE 3.- Should a second medical opinion be required, the authority competent to grant leave should arrange for the second medical examination to be made at the earliest possible date by a Medical Officer not below the rank of a Civil Surgeon or Staff Surgeon, who shall express an opinion both as regards the facts of illness and as regards the necessity for the amount of leave recommended and for this purpose he may either require the Government servant to appear before himself or before a Medical Officer nominated by himself.

NOTE 4.- No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government servant.

FORM 5

[See Rule 24 (3)]

MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

Signature of the Government servant

We, the members of Medical Board

I, Civil Surgeon/Staff Surgeon.
Authorized Medical Attendant of....
Registered Medical Practitioner

do hereby certify that we / I have carefully examined Shri / Shrimati I Kumariwhose signature is given above, and find that he/she recovered from his I her illness and is now fit to resume duties in Government service. We / I also certify that before arriving at this decision, we If have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our / my decision.

Members of the Medical Board

(1).....

(2).....

(3).....

Civil Surgeon / Staff Surgeon

Authorized Medical Attendant

Registered Medical Practitioner

Dated.....

NOTE.- The original medical certificate(s) and statement(s) of the case on which the leave was originally granted or extended shall be produced before the authority required to issue the above certificate. For this purpose, the original certificate(s) and statement(s) of the case should be prepared in duplicate, one copy being retained by the Government servant concerned.

FORM 6

[See Rule 32 (3)]

**BOND FOR TEMPORARY GOVERNMENT SERVANTS
GRANTED EXTRAORDINARY LEAVE IN RELAXATION OF
RULE 32 (2) (e) FOR STUDY**

KNOW ALL MEN BY THESE PRESENTS THAT WE residents..... of in the District of..... at present employed asin the Ministry/Office of..... (hereinafter called "the Obligor") and Shri / Shrimati / Kumari.....son/daughter of.....of..... and Shri / Shrimati / Kumari... son/daughter of..... of..... (hereinafter called "the Sureties"), do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators, to pay to the President of India, his successors and assigns (hereinafter called the "Government") on demand the sum of Rs..... (Rupees only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if the payment is made in a country other than India, the equivalent of the said amount in the 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 client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Government has at the request of the above bounden Shri / Shrimati / Kumari.....employed as a....., granted him/her regular leave, followed by extraordinary leave without pay and allowances, for a period of..... months..... days with effect from..... in order to enable him / her to study at.....

AND WHEREAS the Government has appointed / will have to appoint a substitute to perform the duties of..... during the period of absence of Shri/Shrimati/Kumari.....on extraordinary leave.

AND WHEREAS for the better protection of the Government, the Obligor has agreed to execute this bond with two Sureties with such condition as hereunder written:

AND WHEREAS the said Sureties have agreed to execute this Bond as sureties on behalf of the bounden.....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of the above bounden, Shri/Shrimati/Kumari..... failing to rejoin on the expiry of the period of extraordinary leave, the post originally held by him I her and serve the Government after rejoining for such period not exceeding a period of..... years as the Government may require or refusing to serve the Government in any other capacity as may be required by the Government on a salary to which he / she would be entitled under the rules, the said Shri/Shrimati/Kumari... or his/ her executors

and administrators shall forthwith pay to the Government on demand the said sum of (Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the Obligor Shri/Shrimati/Kumari..... and or Shri/Shrimati/Kumari..... and, or Shri/Shrimati/Kumari.....the Sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in force and virtue:

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary for the Government to sue the Obligor before suing the Sureties Shri/Shrimati/Kumari...and Shri/Shrimati/Kumari.....or any of them for amounts due hereunder.

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 in India.

Signed and dated this..... day oftwo thousand and.....

Signed and delivered by the Obligor above named Shri/Shrimati/ Kumar in presence of.....

Witnesses: 1..... 2.....

Signed and delivered by the Surety above named Shri / Shrimati / Kumari in the presence of

Witnesses: 1..... 2.....

Signed and delivered by the Surety above named Shri/Shrimati/Kumari in the presence of

Witnesses: 1..... 2.....

ACCEPTED for and on behalf of the President of India

FORM 7

[See Rule 53 (4)]

**BOND TO BE EXECUTED BY A GOVERNMENT SERVANT
IN PERMANENT EMPLOY, WHEN PROCEEDING
ON STUDY LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT I,..... resident of..... in the District of..... at present employed as..... in the Ministry/Office of do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of Rs..... (Rupees..... only) 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 the currency of that country converted at the official rate of exchange between that country of India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I.....am granted study leave by Government.

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

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of study or at any time within a period of three years/five years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs..... (Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond mandating putting in service for the period as specified above, after expiry of the study leave availed by me, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by me during the currency of the bond period.

AND upon my making such payment, the above written 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.

Signed and dated this..... day of..... two thousand and.....

Signed and delivered by

.....

In the presence of.....

Witnesses 1.....

2.....

ACCEPTED

For and on behalf of the
President of India

EXPLANATION. — The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.

FORM 8

[See Rule 53 (4)]

**BOND TO BE EXECUTED BY A GOVERNMENT SERVANT
IN PERMANENT EMPLOY, WHEN GRANTED
EXTENSION OF STUDY LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT I..... resident of..... in the District ofat present employed asin the Ministry/Office of.....do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of Rs..... (Rupees..... only) 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 the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I..... was granted study leave by Government for the period to..... in consideration of which I executed a Bond, dated..... for (Rupees..... only) in favour of the President of India.

AND WHEREAS the extension of study leave has been granted to me at my request until.....

AND WHEREAS for the better protection of the Government, I have agreed to execute this Bond with such conditions as hereunder are written.

NOW, THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to resume duty of resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave so extended or failing to complete the course of study or at any time within a period of three years/five years after my return to duty. I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs..... (Rupees.....only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond mandating, putting in service for the period as specified above, after expiry of the study leave availed by me, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by me, during the currency of the bond period.

AND upon my making, such payments, the above written 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 in India.

Signed and dated this.....day of..... two thousand and.....

Signed and delivered by.....
.....

In the presence of

Witnesses 1.....
2.....

ACCEPTED

For and on behalf of the
President of India

EXPLANATION.— The 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.

FORM 9

[See Rule 53 (4)]

**BOND TO BE EXECUTED BY A GOVERNMENT SERVANT
NOT IN PERMANENT EMPLOY,
WHEN PROCEEDING ON STUDY LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT WE..... residents ofin the District of..... at present employed as..... in the Ministry / Office of..... (hereinafter called "the Obligor") and Shri /Shrimati/Kumari..... son/daughter of and Shri/ Shrimati/Kumari..... son/daughter of and Shri/Shrimati/Kumarison/daughter of..... (hereinafter called "the Sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of Rs.....(Rupees..... only) 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 the currency of that country, converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor is granted study leave by the Government:

AND WHEREAS for the better protection of the Government, the Obligor has agreed to execute this Bond with such condition as hereunder is written.

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the above bounden.....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT, in the event of the Obligor Shri /Shrimati/Kumari failing to resume duty, or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of Study or at any time within a period of three years/five years after his return to duty, the Obligor and the Sureties shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs..... (Rupees only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, the period of bond, mandating putting in service by the Obligor for the period as specified above, after expiry of the study leave availed by him or her, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by him or her during the currency of the bond period.

AND upon the Obligor Shri/Shrimati / Kumari and or Shri / Shrimati / Kumari..... and or Shri / Shrimati / Kumari....., the Sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force by virtue.

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Government to to sue the Obligor before suing the Sureties Shri / Shrimati / Kumariand Shri / Shrimati / Kumari.....or any of them for amounts due hereunder.

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 in India.

Signed and dated this..... day of..... two thousand and.....

Signed and delivered by the Obligor
Above-named Shri / Shrimati / Kumari
.....
In the presence of

Witnesses 1.
2.

Signed and delivered by the Obligor
above-named Shri/Shrimati/Kumari
.....
In the presence of.....

Witnesses 1.
2.

Signed and delivered by the Obligor
above-named Shri / Shrimati / Kumari
.....
In the presence of.....

Witnesses 1.
2.

ACCEPTED
For and on behalf of the
President of India

EXPLANATION.— The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.

CCS (L) RULES 1954

FORM 10
[See Rule 53 (4)]
BOND TO BE EXECUTED BY A GOVERNMENT, SERVANT
NOT IN PERMANENT EMPLOY, WHEN
GRANTED EXTENSION OF STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT WE.....residents of in the District of..... at present employed as..... in the Ministry/Office of.....(hereinafter called "the Obligor") and Shri/ Shrimati/Kumari Son/daughter of..... ofand Shri/Shrimati/Kumari..... son/daughter of.....(hereinafter called "the Sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of Rs..... (Rupees..... only) 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 the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor was granted study leave by the Government from the period from..... to..... in consideration of which he executed a Bond, dated.....for Rs.....(Rupees..... only) in favour of the President of India:

AND WHEREAS the extension of study leave has been granted to the Obligor at his request until.....

AND WHEREAS for the better protection of the Government the Obligor has agreed to execute this Bond with such condition as hereunder is written:

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the above bounden.....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the Obligor Shri/Shrimati/Kumari failing to resume duty, or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave so extended or failing to complete the course of study or at any time within a period of three years / five years after his return to duty, the Obligor and the Sureties shall forthwith pay to the Government, on demand the said sum of Rs..... (Rupees..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT the period of bond, mandating putting in service by the Obligor for the period as specified above, after expiry of the Study Leave availed by him or her, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by him or her, during the currency of the bond period.

AND upon the Obligor Shri/ Shrimati/Kumari..... and, or Shri/Shrimati /Kumari..... and, or Shri/Shrimati/Kumari.....the Sureties aforesaid making

such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue;

PROVIDED ALWAYS that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Government to sue the Obligor before suing the Sureties Shri/Shrimati/Kumari.....and Shri/Shrimati/Kumarior any of them for amounts due hereunder.

The Bond shall in all respect 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 in India.

Signed and dated this.....day of..... two thousand and.....

Signed and delivered by the Obligor
above named Shri/Shrimati/ Kumar

.....
in presence of.....

Witnesses: 1.....
2.....

Signed and delivered by the Surety
above named Shri / Shrimati / Kumari
in the presence of

Witnesses: 1.....
2.....

Signed and delivered by the Surety
above named Shri / Shrimati / Kumari
in the presence of

Witnesses: 1.....
2.....

ACCEPTED
for and on behalf of the
President of India

Explanation. — The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.

**TO VIEW OR DOWNLOAD COPY OF THE ORIGINAL AVAILABLE NOTIFICATIONS
RELATED TO THE CCS (LEAVE) RULES 1972, PLEASE VISIT DOPT WEBSITE AT:**



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MEMORANDUMS RELATED TO THE CCS (LEAVE) RULES 1972, PLEASE VISIT DOPT
WEBSITE AT:**



<https://doptcirculares.nic.in/Default.aspx?URL=XZakN2m20z02%20>

CCS (L) RULES 1972



SPECIAL CASUAL LEAVE

DoPT has issued a brochure on grant of Casual Leave & Special Casual Leave.

Link of the brochure is given in the description.

IN THIS VIDEO:

- 1: SCL – General Principals
- 2: SCL for Family welfare schemes
- 3: SCL for Sporting events
- 4: SCL for attending meeting of Scientific Associations and Co-Operative Societies
- 5: SCL for Union/Association Activities
- 6: SCL for appearing in Departmental Examinations
- 7: SCL for regularising Absence on account of Bandh etc.
- 8: Miscellaneous

1: SCL – General Principles

1. Special casual leave is **not a recognized form of leave** and a Government servant on special casual leave is **not treated as absent** from duty.

(MHA OM No. 46/1/58-Estt.(A), dated 17/12/1958)

2. Special casual leave **must not be granted so as to extend the term of leave** beyond the time admissible under the rules or to cause evasion of rules regarding date of reckoning pay and allowances, change of office, commencement and end of leave, or return from duty.

(MHA OM No. 46/7/50-Estt.(A), dated 05/04/1954)

3. Special casual leave can be combined with regular leave or casual leave, but not with both.

(DP&AR OM No. 28016/4/77-Estt.(A), dated 05/04/1954)

4. Where the maximum permissible limit of special casual leave is in terms of days is distinct from working days. Sundays and closed holidays intervening in a period of special casual leave are not to be ignored for determining the maximum entitlement of special casual leave for a specific purpose.

(DP&AR OM No. 28016/4/77-Estt.(A),46/7/50-Estt.(A), dated 18/05/1978 and OM No. 28016/1/80-Estt.(A), 30/04/1981)

5. Leave travel concession can be availed of during special casual leave.

(DP&AR OM No. 35011/3/76-Estt.(A), dated end May, 1977)

2: SCL for Family Welfare Schemes

1. Special casual leave admissible to the Government servants under the Family Welfare Programme for various operations is as follows:

For Male Government Servants

S.No.	Nature of Operation	Maximum duration
(I)	Vasectomy	5 Working Days
(II)	Vasectomy for second time due to failure of the first operation	5 Working Days

For Female Government Servants

S.No.	Nature of Operation	Maximum duration
(I)	Puerperal Tubectomy / Non-Puerperal Tubectomy (including Laparoscopic method)	10 Working Days
(II)	Puerperal Tubectomy / Non-Puerperal Tubectomy for 2 nd time	10 Working Days
(III)	Salpingectomy after Medical termination of pregnancy (MTP)	10 Working Days
<p>NOTE: Not admissible when, after Salpingectomy operation along with Medical termination of pregnancy, facility of maternity leave for six weeks under Rule 43 of CCS (Leave) rules, 1972 is availed.</p>		
(IV)	IUCD insertion / reinsertion	Day of insertion / reinsertion

Post Sterilization Complications

S.No.	For Non-Hospitalization	Maximum duration
(I)	Post-Vasectomy Complications	No SCL , Commuted Leave to be granted, if necessary
(II)	Post-Tubectomy Complications	

(DoPT OM No. 28016/02/2007-Estt.(A), dated 04/01/2008)

2. The grant of additional special casual leave covering the period of hospitalization is subject to the production of a medical certificate from the hospital authorities concerned/ authorized Medical Attendant.

S.No.	For Hospitalization	Maximum duration
(I)	Post-Vasectomy Complications	7 Working Days
(II)	Post-Tubectomy Complications	14 Working Days

(DP&AR OM No. 28016/3/75-Estt(A), dated 06/08/1979 and OM No. 28016/1/80-Estt(A), dated 30/04/1981)

3. Special casual leave upto a maximum period of **3 days** can be given to a male Government servant, whose wife undergoes Puerperal/Non-Puerperal Tubectomy including sterilization performed through Laparoscopy for the first time or second time.

The grant of special casual leave in both the cases will be subject to production of a medical certificate certifying that his wife has undergone the particular sterilization operation.

(DoPT OM No. 28016/02/2007-Estt.(A), dated 04/01/2008)

4. Government servants who undergo operation of recanalisation may be granted special casual leave upto a period of **21 days or the actual period of hospitalization** as certified by the authorized medical attendant **whichever is less.**

Besides, special casual leave may also be granted for the actual period of journey performed (to and fro) for undergoing the operation.

5. The concession of special casual leave for recanalization operation is admissible to Government servants who:
 - (a) are unmarried, or
 - (b) have been less than two children; or
 - (c) desire recanalization for substantial reasons, e.g. a person has lost all male children or all female children after sterilization operation performed earlier.

3: SCL for Sporting Events

1. The period of participation of in sporting events of national/international importance and also the time spent in traveling to and from for such tournaments/meets **may be treated as duty** instead of special casual leave.

The period of pre-participation coaching camp in connection with such events **may also be treated as duty**.

(DoPT OM No. 6/1/85/-Estt.(Pay-I), dated 16/07/1985)

S.N.	Nature of Events	Max. SCL in a calendar year
2	For Coaching or Administration of the teams participating in national and international sporting events, Provided that services are utilized by the Sports Federation of India or Association recognized by the All India Council of Sports.	30 days
3	As Commentator in national and international sporting events, Provided that services are utilized for giving running commentaries over All India Radio/ Doordarshan in national/ international meets by the Sports Federation of India or Association recognized by the All India Council of Sports.	30 days
<i>(DP&AR OM No. 28016/2/79-Estt(A), dated 28/11/1979)</i>		

S.N.	Nature of Events	Max. SCL in a calendar year
4	To attend Coaching or Training camps in the following institutions: (i) Rajkumari Amrit Kaur Coaching Scheme or similar All India Coaching Schemes (ii) National Institute of Sports, Patiala (iii) Coaching camp organized by the National Federation of sports boards recognized by the All India Council of Sports.	30 days
5	To participate in Trekking or Mountaineering Expeditions which have the approval of the Indian Mountaineering Foundation.	30 days
<i>(OM No. 27/4/68-Estt(B), dated 06/09/1969)</i> <i>(OM No. 28016/2/84-Estt(A), dated 11/04/1985)</i>		

S.N.	Nature of Events	Max. SCL in a calendar year
6	To participate in inter-ministerial and inter-departmental tournaments and sporting events, Provided that the sporting event is duly recognized by Government.	10 days
7	To participate in cultural activities like dance, dramas, music, poetic symposium etc. of an All India or Inter-state character organized by the Central Secretariat Sports Control Board or on its behalf.	30 days
<i>(MHA OM No. 27/3/68-Estt(B), dated 28/06/1969)</i>		

2. There will be no change in the **overall limit of 30 days** of special casual leave for an individual Government servant for one calendar year for participating in sporting events mentioned above taken together.

(DoPT OM No. 28016/2/84-Estt(A), dated 11/04/1985)

(DoPT OM No. 6/1/85-Estt(Pay-I), dated 16/05/1985)

4: SCL for attending meeting of Scientific Associations and Co-Operative Societies

1. Government servants may be granted special casual leave to the extent required to attend meetings organized by Scientific Associations, and for journeys to and from the place of meetings.

SCL for this purpose may be combined with casual leave.

(MHA OM No. 74/4/50-Estt(A), dated 26/07/1951)

2. Government servants who are members, management committee members and office bearers of cooperative societies (formed exclusively with Government employees) and posted outside the headquarters of the societies may be granted special casual leave upto a maximum of **10 days** in a calendar year to attend meetings of cooperative society.

(MHA OM No. 46/22/63-Estt(A), dated 14/01/1964)

5: SCL for Union/Association Activities

1. Government servants who are union office bearers and delegates of the Government employees unions/associations may be granted special casual leave to attend the activities of Unions/Associations.
 - (a) An **office bearer** of a recognized association/union may be granted special casual leave up to a maximum of **20 days** in a calendar year.
 - (b) **Outstation members** of executive Committee may be granted special casual leave up to **10 days** in a calendar year.
 - (c) **Local members** of executive committees may be granted special casual leave up to **5 days** in a calendar year for attending meetings.

(MHA OM No. 27/3/69-Estt(B), dated 08/04/1969)

(DoPT OM No. 8/13/72-JCA, dated 04/09/1972)

6: SCL for appearing in Departmental Examinations

1. Government servants may be granted special casual leave for appearing in Departmental Promotion Examination for the actual duration of the examination and the journey period. This facility will not be admissible for appearing at the open competitive examinations for direct recruitment.

(MHA OM No. 46/26/63-Estt(A), dated 02/12/1963)

7: SCL for regularising Absence on account of Bandh etc.

1. During any bandh, a Government servant may be granted special casual leave, if the absence was due to failure of transport facilities and Government servants had to come from a distance or more 5 km. to their places of duty.
2. If the absence was due to picketing or disturbances or curfew, the special casual leave may be granted without insisting on the condition that the distance between the place of duty and residence of the Government servant should be more than 5 Km.

3. Special casual leave in these cases may be granted by the Head of the Department.

(DoPT OM No. 27/6/71-Estt(B), dated 01/11/1971)

(DoPT OM No. 28016/1/79-Estt(A), dated 28/05/1979)

(DoPT OM No. 3011/(S)/87-Estt(B), dated 16/02/1987)

8: MISCELLANEOUS

1. Special Casual leave may be granted for blood donation or for apheresis (blood components such as red cells, plasma, Platelets, etc.) donation at licensed Blood Banks on a working day (for that day only) up to a maximum of 4 times in a year on submission of valid proof of donation.

(DoPT OM No. 13020/1/2017-Estt(L), dated 28/12/2017)

2. Government servants, who have enrolled themselves as members of St. John Ambulance Brigade while performing such duties on working days may be granted special casual leave not exceeding 3 days per annum.

(MHA OM No. 27/5/70-Estt(B), dated 12/01/1971)

3. Government servants who participate in the Republic Day Parade and the rehearsal connected therewith in their capacity as members of the St. John Ambulance Parade may be granted special casual leave to cover the actual period of absence from duty.

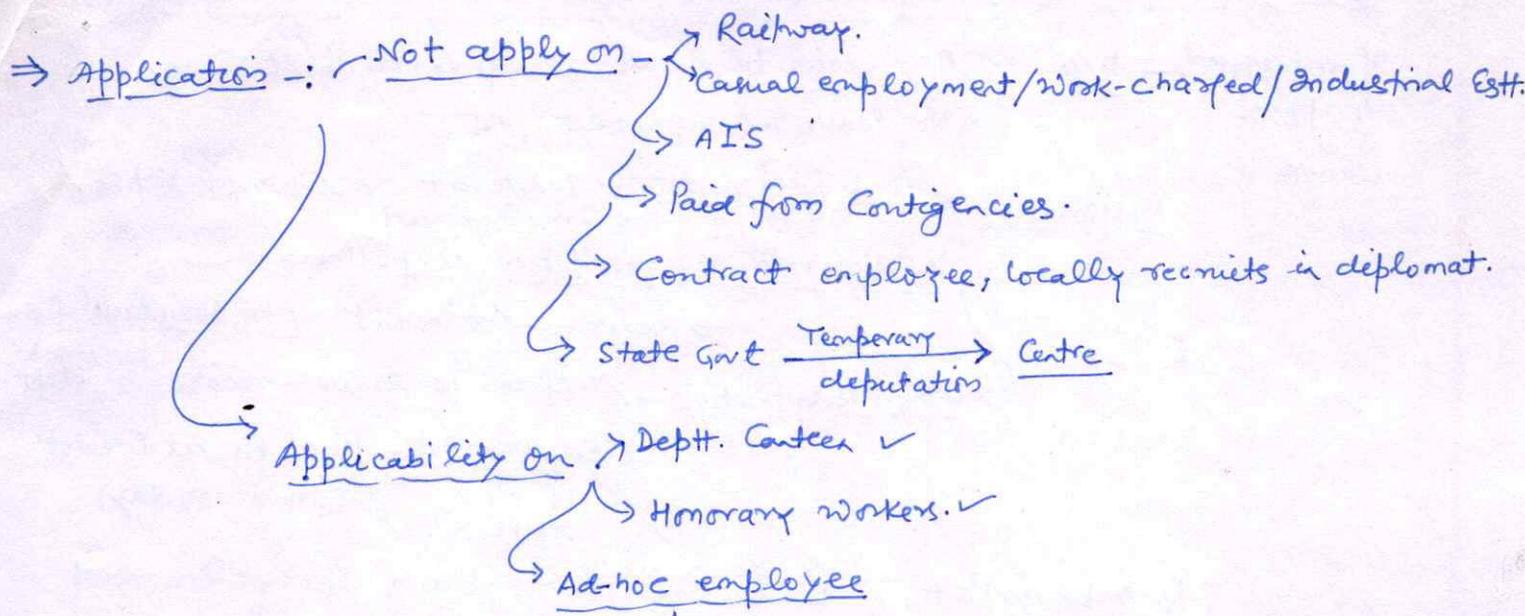
(MHA OM No. 46/9/55-Estt(A), dated 27/10/1955)

4. Ex-servicemen, who had sustained injuries and are re-employed as civilians, may be granted special casual leave to enable them to go to Artificial Limb Centers for replacement of the artificial limb or for treatment up to a maximum of 15 days in a year, including transit time both ways on the basis of Medical Discharge Certificate.

(DP&AR OM No. 28016/12/75- Estt(B), dated 04/05/1976)



Note ^{*} } to be read together Leave Rule - Fact Sheets -



Ad-hoc for purely tech reasons

- Leave rule applicable to Temp Govt. employee - allowed.

other ad-hoc employee

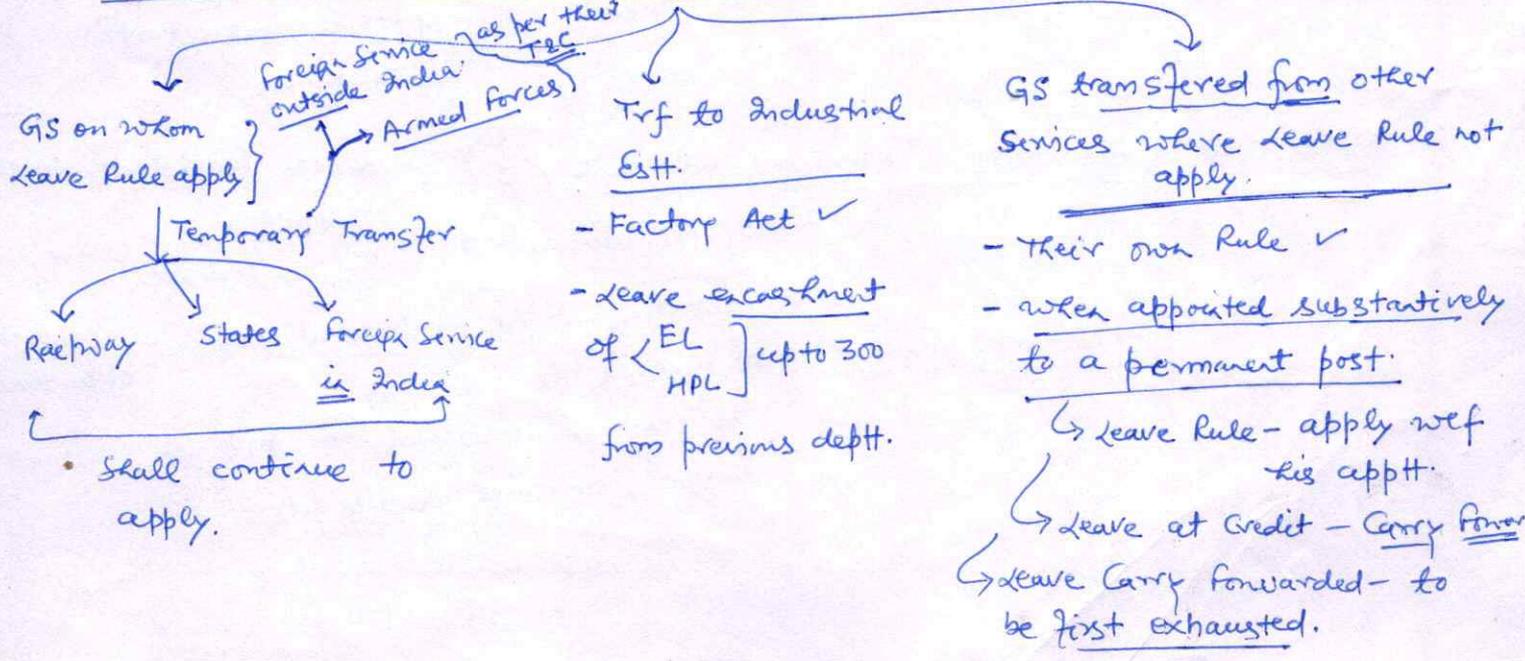
- less than 3 yrs period
 - 2 1/2 days EL per month.
 - No encasement on termination.
 - Can avail full day, not 1/2 day.
- More than 3 yrs
 - Leave Rule of Temp Govt. employee - allowed from initial apptt.

↑ Quasi-Perma Employee

* Quasi-permanent employee :- means :-

- ↳ apptt to temp/officiating vacancy but not confirmed after completion of 3 yrs service.

⇒ Applicability on temporary transfer :-



⇒ Effect of dismissal, removal or resignation on leave at credit :-

if re-instated on appeal
↓
Leave ✓

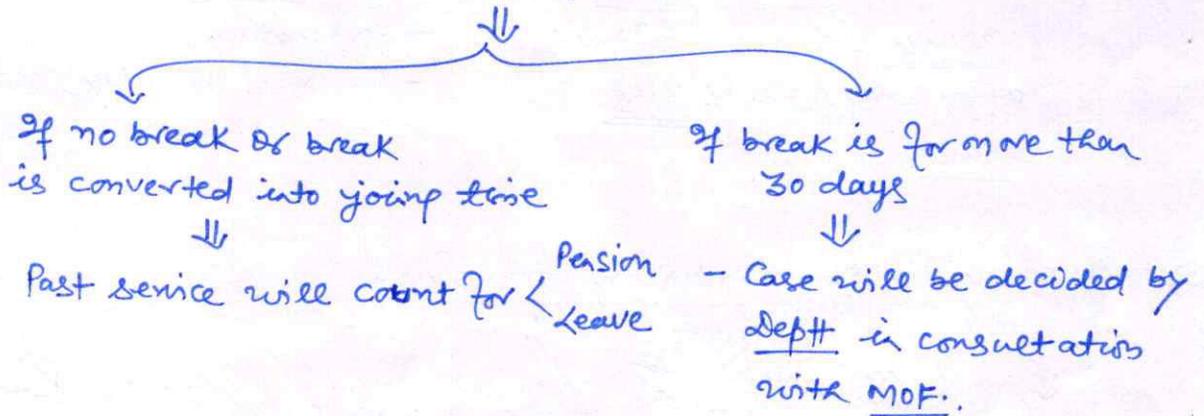
D/R - Any claim to leave at credit - will cease.
 ↳ No leave encashment

- Resignation / Tech Resignation - leave at credit not lapse.
 ↳ Carry forward.
 ↳ Resignation on absorption in PSU:-
 ↳ leave encashment upto 300 days from previous deptt.
 ↳ Other Resignation - claims to leave - cease
 ↳ Encashment - 1/2 of EL at Credit (Max-150 day).
 ↳ HPL X

- Re-employment - Civil → Civil - leave carry forward
 ↳ Military → Civil - No leave carry forward
 ↳ fresh leave A/c.

⇒ Carry forward of leave in cases where break due to retrenchment

is condoned :- when Temp GS was discharged due to reduction of Establishment from one Central Govt office and re-appointed in another Central Govt. office:-



⇒ Maximum amount of Continuous Leave :- 5 Yrs - unless President direct

↳ if remain absent on Leave without leave } for more than 5 Yrs - Deemed resign - Reasonable opportunity.
 ↳ Not applicable - on foreign Service
 ↳ if leave is applied on MC in connection with disability.

⇒ Rule-7:- Right to leave:-

- ↳ Leave cannot be claimed as right
- ↳ In exigency of Public Service, leave can be } by LSA
 - ↳ Refused
 - ↳ Revoked
- ↳ Any leave can be altered only on written request of GS.
- ↳ Leave applied under Rule-20 of CCS (leave) Rules, shall not be } without reference to Medical Authority.
 - ↳ Refused
 - ↳ Revoked

↳ Its advice binding on LSA.
- ↳ Leave should not ordinarily be denied during last 10 years of Service.

⇒ Rule-8:- Regulation of claims of leave:-

- ↳ GS request for leave is regulated by Rules in force at the time of leave applied & granted.

⇒ Rule-10:- Commutation of one kind of leave into another:-

- ↳ On the request of GS - LSA may commute retrospectively leave granted into another leave which was due & admissible at the time leave was granted.
 - ↳ Request to be made within 30 days of resuming duties.
- ↳ Commutation of leave is subject to adjustment of leave Salary.
- ↳ EOL on Medical Certificate (MC) can be commuted to XND.
- ↳ Commutation of leave not allowed after GS cease to be in Service.

⇒ Rule-11:- Combinations of different kind of leave:-

- ↳ Any kind of leave can be combined with each-other
- ↳ CL - cannot be combined with any leave
- ↳ CL - can be combined with $\left\{ \begin{array}{l} \text{RH/ Compensatory off.} \\ \text{SCL} \end{array} \right.$
- ↳ SCL - can be combined with any leave
- ↳ RH/ Compensatory off can be $\left\{ \begin{array}{l} \text{Prefix} \\ \text{Suffix} \end{array} \right\}$ → with any leave
- ↳ CL + RH + SCL → Allowed
- ↳ CL + SCL + Regular leave → Not Allowed
- ↳ SCL + Regular leave → Allowed
- ↳ Combinations of 1/2 day CL → Permissible with any leave
 - ↳ if → only 1/2 day CL is available to GS & availed in afternoon.
 - ↳ AND - On next day - GS unable to resume duties due to some sickness/ compelling situations.

⇒ Rule-14:- Applications for leave:- → Form for $\left\{ \begin{array}{l} \text{leave} \\ \text{extension of leave} \end{array} \right\}$ Form-I

- ↳ if GS is unable to submit applⁿ for leave due to disability } leave applⁿ may be submitted by
 - Spouse/ Parents/ child
 - Brother/ Sisters
 - Guardian.

⇒ Rule-15:- Leave Account:-

- ↳ Leave Account to be maintained in Form-2 by
 - HOO - For Non-Gazetted GS
 - Audit officer - For Gazetted.
- ↳ In case of Gazetted - if their Pay & Allowances are drawn by HOO, then Leave A/c be maintained by HOO.

⇒ Rule-16:- Verification of leave:-

↳ No leave shall be granted unless its admissibility has been verified from leave A/c.

⇒ if obtaining verification of admissibility may cause undue delay → LSA may grant provisional leave up to 60 days.

↳ Subject to verification of leave
 ↳ Subject to adjustment of leave salary.

⇒ Rule-17:- Leave not to be granted in certain circumstances

↳ if Competent Punishing Authority has decided to Dismiss, Remove, Compulsory Retire } GS

↳ No leave during suspension

⇒ Rule-21:- Commencement & Termination of leave:-

⇓
leave → begins w/f - Transfer of charge
 ↳ ends - w/f - charge is resumed.

↳ GS - Transfer to foreign service - Cease to be on leave from when on leave such transfer.

⇒ Rule-22 - Combination of holidays with leave:-

↳ Holidays { before, After } of leave (Except leave on MC) can be Prefix/ Suffix.

↳ In case of leave on MC } → when Certified by Doctor Unwell
 ↳ Any holiday before that will be automatically prefix.

↳ when Certified by Doctor Fit
 ↳ Any holiday after that will be automatically suffix.

↳ Any holiday falling between the certificate of doctor { Unwell, Fit } → will be part of leave.

⇒ Rule-24 :- Return from leave :-

- ↳ GS - shall not return to duty before expiry of leave unless permitted by LSA.
- ↳ GS - who proceeds on leave Preparatory to Ret (LPR) - can return to duty with consent of Appointing Authority.
- ↳ GS → Proceeds on leave on MC.
↳ may not join without Fitness Certificate
- ↳ GS - on return from leave - not entitled to resume the same post until permitted by specific Order.
- ↳ GS → Suffering from TB.
↳ can resume duty on the basis of Fitness Certificate which recommends light work.

- ⇒ Dies-Non :-
- ↳ When - GS
 - ↳ Proceeds on leave without prior sanction
 - ↳ left office early without permission
 - ↳ Refused to perform duty assigned to him.
 - ↳ By LSA =
 - ↳ Period of Dies-Non
 - ↳ Not count Qualifying Service for $\left\{ \begin{array}{l} \text{Increment} \\ \text{Pension} \\ \text{Gratuity} \end{array} \right.$
 - ↳ No salary
 - ↳ while creditive leave in next half year.
 - ↳ $\frac{1}{10}$ of Dies-non - Reduced from EL
 - ↳ Max - 15 EL
 - ↳ $\frac{1}{18}$ of Dies-non - Reduced from HPL
 - ↳ No break in Service =
 - ↳ Disc. Proceed may be initiated

⇒ Rule-25 :- Absence after expiry of leave /

Overstayal of leave :- → No effect on lien =

- ↳ GS - Absent after expiry of sanctioned leave without permission of LSA.
- ↳ Then -
 - ↳ No salary for overstayal period.
 - ↳ Deduct - Period of overstayal from HPL:
 - ↳ If no HPL - overstayal be treated as EOL
 - ↳ No treated as Qualifying Service.
- ↳ No break in Service
- ↳ Willful absence → May be liable to Disc. Proceedings.

→ UA
⇒ Unauthorized Absence [PR-17(A)]-: → By LSA.

↳ when → If GS absent himself abruptly
↳ Applies leave which was refused in exigency of work - still absent from duty.

↳ Action-: → First - told the GS about consequences → Loss of pay
↳ After { Receiving / Non-receiving } of his Reply. → Period be treated as UA.
↳ → Break in Service
↳ Initiate Disc. Proceedings (DP).

↳ If he join back before or after initiating DP. - let him join
↳ DP may be concluded - Suitable Penalty be imposed.
↳ whether break should be condoned or not - be considered only after conclusion of DP and on request of GS.

↳ Effect of break in Service-: → DTC.
↳ → Appearing in Deptt. Exam.
↳ → Pension & Gratuity.
↳ → Quasi Permanency Status.

⇒ Rule-26-: Earned leave (EL)-:

* ↳ Credit of EL-: { 1st Jan -15 } → Not apply on Military Officer
{ 1 July -15 } → Vacations Deptt.

↳ Calculation of Credit of EL -: 2 1/2 days for each Completed Calendar Month - up to the date of Resign/Retirements/Death.
↳ In case of Dismissal/Removal - 2 1/2 days for each Completed Calendar Month - up to the preceding month of Dismissal/Removal.

↳ Credit of unavailed Joining Term - JT admissible (→ availed JT (Subject to max -15 EL). will be credited in EL A/c.

- ⇒ Rule-40 - Leave Salary:-
- On EL - Full Salary
 - On Commuted Leave - Full Salary
 - On HPL/LND - Half Salary.
 - On EOL - no leave salary.
- only HRA allowed.

In case of GS to whom Employee's State Insurance Act, 1948 apply

→ leave salary paid during leave (other than EL) shall be deducted by Amt of benefit payable under Act.

Risk Allowance & Compensatory Allowance } → are part of Leave Salary.

- ⇒ Grant of Special Maternity Leave :-
- Total = 60 days
 - Only if female GS has less than two surviving child.

→ when Granted - In case of death of child soon after birth or still birth.

→ Meaning of

- Soon After Birth - Death within 28 days of birth
- Still Birth - Death after 28 weeks of Gestation or born dead.

→ If Maternity leave not availed - 60 days Spe Maternity leave will be granted wef death of child.

→ If Maternity leave Availed :-

- Maternity leave $\xrightarrow{\text{Converted to}}$ Leave Due & admissible.
- AND - 60 days Spe Maternity leave will be granted wef death of child.
- No MC required.

⇒ Acceptance of service/employment on leave :-

↳ GS will on leave / LPR shall not take any employment without previous sanction of

- ↳ President - Employment outside India
- ↳ Appth. Author - within India

↳ GS may be permitted / On leave - limited amount of Private Practice

- ↳ Casual ditary work
- ↳ Service as examiner

↳ GS on LPR is require to return before retirement

↳ On LPR - Pvt employment x

↳ PSU within India / Outside India } Allowed.

↳ Leave Salary will be same.

↳ Unexpired for employment under LPR - Govt in or outside India

↳ Be excash.

⇒ Note :- Form for leave application - Form-1

↳ Leave A/c - to be maintain in Form-2 - by Audit officer - Gazetted / HOD - Non-Gazetted

↳ If leave record is not available - Max-60 days leave may be granted without verification. Provisional leave salary ✓

⇒ Takeup Prior Permissions for going abroad :-

↳ If permissions given - by Appth. Authority.

↳ If permissions to deny - approval of HOD

↳ Decision to be taken - within 21 days

↳ If not taken within 21 days

↳ deemed permitted.

- ↳ MC of Railway
 - ↳ AIIMS
 - ↳ PGIM, Chandigarh
 - ↳ JIPMER - Puduchery
- ↳ Allowed ✓

⇒ Commuted leave on MC :- Gazetted - only from Govt. doctor - whether on HQ / Outside HQ

↳ Second medical opinion

↳ Not below Civil Surgeon / Staff Surgeon

↳ Non-Gazetted - At HQ - Govt. doctor

↳ Outside HQ - Govt. doctor

↳ Repd Pvt doctor - if no Govt Hospital within radius of 8km

↳ Certificate given

↳ by Ayurvedic/Unani/Homeopathic/ Dentist/ Honorary Medical officer - Allowed

- Production of MC can be waived for leave upto 3 days. This leave will not be treated as leave on MC.

Acquired disability
⇒ leave to GS who is unlikely to be fit to return to duty :-

If Doctor is not sure

- 12 months leave at a time.
- No further ~~reference~~ ^{extension} without reference to doctor.
- No max limit. (Beyond 5 yrs)
- Provided - Any leave debited after receipt of the certificate of disability → be remitted back into his leave A/c.

If Doctor is sure

- Leave/extension may be granted to him after certificate of doctor.
- No max limit. (Beyond 5 yrs)
- Provided - Any leave granted to regulate the period of absence, after receipt of medical certificate, shall not be debited.

In both cases
Sec-20 of Rights of Person with Disability Act, 2016 shall apply suo moto.

* Sect-47 of PWD Act, 1995 :-

→ No employee can be terminated nor can be reduced in rank in case GS has acquired disability during his service.

→ If GS - not suitable to hold the post -

↳ Be shifted to other post

↳ But, pay - be protected.

→ If not ~~suitable~~ possible to adjust to any post :-

↳ Kept on super-numerary post.

→ No promotion can be denied on the ground of disability.

→ Leave ← Not to be denied }
Revoke

without reference of doctor whose advice is binding.

* Compensatory Leave granted - be treated as holiday for $\left\{ \begin{array}{l} \text{Pref} \\ \text{Staff} \end{array} \right\}$.

⇒ Recall to duty before expiry of leave :- ^{Compulsory :-}

Within India

- To be treated as on duty from the date of journey
- Draw TA for journey
 - ↳ Leave salary untill re join the post.
- If leave curtailed is
 - ↳ less than 01M - Discretion of Recalling Auth
 - ↳ 1M or more - TA Allowed

Out of India

- Count the time spent on voyage to India as duty
- Receive - Leave salary untill join the post.
 - ↳ A free passage to India
 - ↳ TA from landing → place of duty
 - ↳ If has not completed half of leave
 - ↳ Refund of passage from India.

⇒ Authority Competent to grant fitness Certificate after Treatment of TB

↳ Either from medical officer - in-charge of recognized Sanatorium or TB Specialist recognized by State Govt.

⇒ E.L :- when a GS quasi-permanently employ is appointed without interruption of service substantively to a permanent post.

(*)

⇓
E.L will be admissible wef his initial apptt.

↳ Max EL granted at a time / 180 days - within India

↳ 300 days = 180 + 120

only to class $\left. \begin{matrix} I \\ II \end{matrix} \right\}$

- ↳ within India
- ↳ Spent outside India, Bangladesh, Bhutan, Nepal, Burma, Srilanka, Pak.

↳ Deductions from next Half Yearly Credit :-

- ↳ If EOL - $\frac{1}{10}$ ^{EOL} of ~~EOL~~ subject to 15 days → from EL.
- ↳ If dies non / ~~...~~
 - ↳ $\frac{1}{10}$ th of EOL → from EL
 - ↳ $\frac{1}{18}$ th of EOL - from HPL

⇒ EL for persons serving in Vacation Deptt:- other than military officer

(*)

→ If avail full vacation - 10 days EL $\left\{ \begin{array}{l} 5 - 1^{st} \text{ Jan} \\ 5 - 1^{st} \text{ July} \end{array} \right\}$

→ If Unavailed full vacation - 30 days $\left\{ \begin{array}{l} 15 - 1^{st} \text{ Jan} \\ 15 - 1^{st} \text{ July} \end{array} \right\}$

→ If avail part of vacation - 10 days + Proportion of 20 days

→ If prevented from enjoying more than 15 days of vacation:-

↳ Considered - not avail vacation - 30 days $\left\{ \begin{array}{l} 15 \\ 15 \end{array} \right\}$

→ GS entitled to vacation shall be considered to have avail vacation unless directed by higher authority to forgo $\left\{ \begin{array}{l} \text{full} \\ \text{part} \end{array} \right\}$

→ Can be combined with any leave - but max duration at a time $\left\{ \begin{array}{l} \text{also with CL/SL/RH.} \\ \text{a time } < \begin{array}{l} 180 \\ 300 \end{array} \end{array} \right\}$

↳ Unavailed Joining Time → be credited

↳ Entitled for 10 days EL/year instead of 20 HPL.

↳ T.A for recall from vacation

↳ LTC/encashment of EL on LTC - ✓

→ Leave to ad-hoc employee workup in Vacation Deptt:-

Ad-hoc for tech reasons

- leave as admissible to temp GS.

Quasi-permanent
(Ad-hoc for more than 3 Yrs)

⇓
like Temp GS w/ef initial appnt.

Staff Categorized as vacation Staff

- If vacation allowed, with full salary - no leave
- If vacation not allowed
- $2\frac{1}{2}$ days EL/month.

⇒ HPL :- → GS eligible for Departmental leave - entitled for 20 days HPL on completion of 1 Yrs of actual duty.

GS not in permanent employ or Quasi-permanent → No HPL shall be granted unless has believe that he will return to duty.

if declared permanently incapacitated → HPL may be granted.

Credit ↓ 1st July-10
1st Jan-10

Means - $\frac{5}{3}$ days per completed calendar month.

⇒ Commuted Leave :- → 180 days HPL can be commuted ~~with~~ ^{without} MC (90 days) in continuation to study leave.

Allowed half of HPL balance on productivity of MC.

GS on Commuted Leave / if VRS/Resign

Commuted leave will be treated as HPL and leave ~~salary~~ - recovery

Without MC

- 90 days in continuation to study leave
- 60 days in continuation to
 - maternity leave
 - child adoption leave
 - CC

Condⁿ :- No recovery if death, or ~~resign~~ on MC ground of incapacitation.

⇒ Leave Not Due (LND) :-

To GS ^{Permanent} / _{Quasi-Permanent}

- limited - 360 days during entire service
- Only ^{when no HPL at credit on MC.}
- limited to HPL - likely to earn.
- Be debited against HPL subsequently earn.
- Without MC - In continuation to
 - Maternity leave (60)
 - child adoption leave (60)
 - CC (60)

Condⁿ -> 1 Yr continuous service

360 days, on MC.

Suffering from TB, Leprosy, Cancer, Mental illness.

Post which he would likely to last till his return to duty.

VRS/Resign -

Before earning availed LND

Recovery of leave salary not earned.

* LND can also be granted if HPL A/c already show negative balance due to previous LND.

if death on MC VRS → FR-56(3) or 48(1)(b)

No recovery of leave salary.

while during LND :- LND will be cancelled.

VRS/Resign - will be effective from the date of commencement of LND.

Leave salary - Recovery.

⇒ EOL :- when - No other leave admissible
↳ or GS request in writup.

↳ limit on one occasion :- Permanent/Quasi-Permanent - No limit.

↳ Temporary GS

↳ Belonging to SC/ST

↳ By HOD

↳ In excess of 3 months

↳ for attending pre-exam training course.

↳ 3 months - with/without MC.

↳ 6 months - 1 Yr service on expiry of leave
↳ on MC.

↳ 18 months - 1 Yr service

↳ Undergoing treatment of

- TB
- Cancer
- Leprosy
- Mental illness.

↳ 24 months - For prosecution studies in public interest.

↳ condⁿ - 3 Yrs ^{continuous} service on expiry of leave

↳ Execute a bond.

↳ Recovery - If not return to duty
↳ Return but not serve 3 Yrs after return to duty.

* Two spells of EOL intervened by any other leave → be treated as one spell.

↳ EOL may be granted to regularise period of absence retrospectively.

Note :- Notice of VRS → Can be given while on any kind of leave

↳ Leave which can be concurrent during notice period :- leave at credit.

↳ EOL - not allowed.

↳ If on EOL with MC - notice period may be allowed

↳ If on EOL without MC

↳ Notice period need not be insisted.

↳ be accepted with immediate effect.

⇒ leave to Probationer :- If appt. Against temp post - leave Rule of Temp GS ✓

↳ Against substantive post
↳ Hold a lien on a permanent post before this appt. (Tech resignation)
↳ leave Rule applicable to permanent GS.

⇒ Leave to apprentice :- → SAS apprentice - like Temp GS.
 ↳ other apprentice - leave on MC for 1 month in any year of apprenticeship.
 ↳ EOL → leave salary - like HPL.
 ↳ leave at credit - be carry forward on his subsequent apptt under Central Govt on expiry of period of apprenticeship.

⇒ LPR :-
 ↳ Max - 300 days (EL + HPL) - Cond^m - leave includes DOR (Date of Retirement)
 ↳ EOL - not allowed during LPR.
 ↳ when a GS is on foreign service :-

In local Authority or Corpn/
 Company wholly owned or controlled by Govt → apply for LPR.
 ↓
 Decision will be taken by foreign employer with the concurrence of lending authority.
 - Be allowed to encash his EL at credit at the time of retirement.

In any other body
 ↓
 Apply for LPR
 ↓
 LPR will only be admissible only when he quits duty under foreign employer.
 - If continue service under such employer - No leave encash allowed.

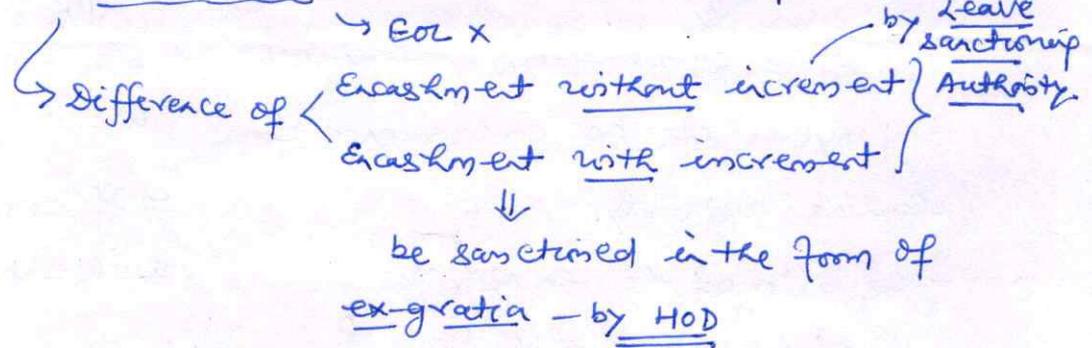
on D / R } No encashment → Immediate absorption in CPSE - +HPL ~~only~~ EL upto 300 days.
 ↳ Superannuation / VRS / Pre-mature retirement / Industrial Employee / ~~Compulsory retirement~~ / Death / ~~absorption~~ / ~~Retirement~~ / Invalidations / Re-employ
 ↓
 300 days (EL + HPL)
 ↳ In case of Invalidations of Temp GS
 ↓
 Encashment of only EL at his credit on the date of Invalidation
 ↳ In case of Compulsory retirement - encashment of only EL upto 300 days.
 ↳ Resignation
 ↓
Half of EL at credit
 Subject to max - 150.

[D - Dismissal
 R - Removal

⇒ Payment of leave encashment in case of death :-

- Widow, if more than one widow, eldest widow (Seniority wef dt of marriage)
- Eldest son/ adopted son
- Eldest unmarried daughter
- Eldest widowed daughter (Divorced daughter - x).
- Father }
- Mother }
- Eldest married daughter
- Eldest minor brother
- Eldest Unmarried sister.
- Eldest widowed sister
- Eldest child of eldest predeceased son.

⇒ Benefit of increment falling due during leave in case of death while on leave :- leave means - leave on leave salary.



⊛ -: $\left. \begin{array}{l} \rightarrow \text{Annual Allowance to CHS Doctor} \\ \rightarrow \text{HQ Allowance} \end{array} \right\} \text{Not to be taken into account for calculative leave encashment.}$

⇒ Maternity Leave - (XX)
 ↓
 60 days Commuted Leave / AND - without MC.

→ Female GS (including apprentice) Married } ⑨
Unmarried }

→ 180 days

→ 45 days dump entire service
miscarriage / abortion } Forced / Threatened X
on MC } Induced ✓

→ Irrespective of number of children.

→ Leave upto 2 Yrs - in continuation to Maternity Leave.

⇒ Paternity Leave → Male GS (including apprentice) Unmarried X
Married ✓

→ 15 days - wef 15 days before the birth to six months after birth

→ On child adoption - 15 days

→ On valid adoption below the age of one yr

→ Within six months of adoption.

⇒ Child Adoption Leave - Female GS (Apprentice not included)

↓
 60 days Commuted Leave / AND - without MC.

→ On adoption of a child below the age of 1 yr

→ 180 days - immediately after adoption.

→ Leave in continuation to Adoption Leave

①

For a period of 1 yr - reduced by the age of child on the date of adoption

Age of child at the time of adoption

- < 1 month → upto 1 yr.
- Above six but less than seven → upto 6 month
- Above 9 month but less than 10 → upto 3 months.

Married ✓
Unmarried

⇒ CEL - Female GS (including Female Industrial Employee).

↓
 Not below 5 days at a time

→ Single Male Parent (Unmarried ✓)

→ 730 days 100% Salary - 365 days
80% Salary - 365 days

→ Child - below 18 Yrs

→ disability of 40% → No age limit.

→ Spell in a year - Female / Single Male - Three

→ Not be debited against Leave A/c. Single Female - Six.

⊛ During probation - Minimal

Allowed LTC
Station Leave
Abroad visit.

⊛ In continuation to CEL - Leave upto one year allowed (including 60 days Commuted / AND without MC)

⇒ WRIL → Work Related Illness & Injury Leave

→ "Special Disability Leave for injury intentionally inflicted" ^{substituted by} WRIL.

→ Special Disability Leave for accidental injury } deleted
 AND
 Hospital leave }

→ Applicable to → Permanent & Temp GS.
 Industrial & work-charged staff. ✓

→ who suffers illness/injury that is attributed to his duty.

→ Condⁿ - : During hospitalization - Full pay & Allowances.

→ After hospitalization - → Six months - Full pay
 → Next 12 months - Half pay.
 ↳ can be commuted into full pay by debiting 12 months HPL from leave A/c.

→ Officers of CAPF -
 ↳ below the rank of officer - Full pay - with no limit.
 ↳ Full pay - (6+24) months. → Thereafter - No pay.
 ↳ Thereafter - no pay.

→ No EL & HPL shall be credited during the period of WRIL.

⇒ Seaman Sick Leave :-

→ An officer/warrant officer/Petty officer on a govt. vessel.

↳ Condⁿ - illness/disability while undergoing ^{treatment} for sickness/injury either on vessel or in hospital - Six weeks - full pay

↳ not due to own carelessness.

↳ vacancy not filled. → Seaman disabled - Three months - full pay.

⇒ Departmental Leave -

↳ class - III ~~GS~~ GS.
 ↳ class - IV in Survey of India, attach to Survey party in field.
 ↳ Seasonal Staff of Post

↳ Does not count as duty
 ↳ Non-debited
 ↳ Be granted when no leave is due.
 ↳ may be combined.

↳ only to GS whose services are temporarily not required

↳ Max period - 18 months (during recess)
 - 12 months (other than recess)

↳ Leave Salary - 25% ✓
 ↳ First six month - paid every month
 ↳ Thereafter - when return to duty.
 ↳ No Allowances other than DA.

:- Study Leave :-

Non-debitable leave

⇒ Condⁿ for grant of Study Leave :-

↳ For a special course of study consistip higher studies or specialized try in a profession/tech subject having direct & close connection with the sphere of his duty.

↳ May also be granted -
 ↳ Training or study tour
 ↳ Public Administration
 ↳ Studies not directly connected with the work of GS, but are capable of widening his mind likely to improve his ability as civil servant.

Shall be considered in consultation with MOF.

Shall not be granted :- for study in Academic & Literary subjects.

↳ exceptions - IES/ISS - for Ph.D on research thesis ✓

↳ If subject course is available in India, Study Leave cannot be granted for abroad.
 ↳ Medical Officer - for P.G in Medical Science ✓

↳ Specialist/ Technical Person - P.G Course directly related to his duty. ✓

↳ D/o Economic Affairs - will release foreign exchape involved. if study leave is outside India.

↳ Be granted to a GS :-
 ↳ Completed probations and has rendered 5 Yrs continuous service (including Probation)

↳ After expiry of leave - Some for 3 Yrs (5 Yrs for CHS officers)

↳ Execute a bond.
 ↳ Non-transferable from Center → State Govt. in 3 Yrs (5 Yrs)
 ↳ Not due to superannuate

↳ should not be granted with such frequency as to affect his regular work.

↳ Maximum Amt :-
 ↳ Other GS - 13 months at a time
 ↳ 24 months in entire service. → May be extended for leave other than BOL - for 28 months.
 ↳ CHS officer - 36 months.
 ↳ including vacation

⇒ Grant of Study leave to those selected for Jawahar Lal Nehru Fellowship :-

- Grant study leave for entire period of fellowship
- Entitled both $\left\{ \begin{array}{l} \text{leave salary} \\ \text{fellowship} \end{array} \right\}$.

↳ Residential telephone - may be allowed
↳ but bill payment - self.

→ may also be granted for fellowship offered by

- K.K. Birla Foundation
- IIM
- Management Dev. Institute, Gurgaon.
- Lok Nayak Jai Prakash Narayan National Institute of Criminology & Forensic Science.

Condⁿ - same
As above.

⇒ Sanctions of study leave :-

- If GS is on deputation, concurrence of Parent Cadre to be obtained.

→ when study leave is for abroad, the head of mission concerned shall be informed of the fact.

⇓ After Completion of study Certificate be submitted through Head of mission.

BP
DA
HRA
only

⇒ Leave Salary :-

- Outside India :- Equal to pay he was drawing in India before proceeding on study leave (including DA, HRA $\left\{ \begin{array}{l} \text{First 180 days} \\ \text{Beyond 180 days} \end{array} \right\}$ → No Certificate
↳ furnishing of Certificate.

- Within India - Equal to pay, he was drawing immediately before proceeding on leave.
- Benefit of Revised pay ✓
- Condⁿ - If any scholarship / stipend / remuneration is received - leave salary be adjusted but - limited to half pay salary.

⇒ Cost of fee :-

- By GS
- In exceptional cases - President may allow grant for fee.
- ↳ Condⁿ - He is not in receipt of any scholarship / stipend / remuneration.

Resignation/VRS after study leave or non-completion of course:-
within 3Yr } after the return
5Yr } of study leave

will refund :- leave salary, cost of fee, TA, other expenses, if any.

Actual amount of cost incurred by other agencies such as foreign Govt, Foundations & Trust in connection with course of study.

With interest @ rate of Govt. loans. wef the date of demand to VRS/Resignation

shall not apply :- VRS on medical grounds ✓
Permanent absorptions in PSU in public interest ✓
Death ✓

Study Leave Availed :- will be converted into leave at credit followed by BOL.
Refund of leave salary.

President - may waive/reduce the amt. to be refund.

⇒ Casual Leave (CL) :- → CL is not a recognized form of leave (12)

→ It is not subject to any Rule.

→ CL is not treated as absent from duty.

→ CL can be combined with $\left\{ \begin{array}{l} \text{SCL} \\ \text{RH} \end{array} \right.$

→ CL cannot be combined with any $\left\{ \begin{array}{l} \text{Regular Leave} \\ \text{Joining Time} \end{array} \right.$

→ CL can be taken while on Tour. But no Daily Allowance allowed for that day.

→ CL can be taken as $\frac{1}{2}$ day.

→ LTC allowed even on $\frac{1}{2}$ day CL.

→ Normally may be granted 5 CL at a time. For exceeding 5 days

CL at a time - approval of Head of Office required.

→ Entitlement - GS entitled to 17 holidays in a Calendar Year.

→ 8 CL =

→ GS not entitled for 17 holidays in a Calendar Year

→ 10 CL.

→ For Disabled GS - Additional 4 SCL.

→ GS joining during middle of year - May avail $\left\{ \begin{array}{l} \text{Full} \\ \text{Proportional} \end{array} \right\}$ CL

→ For late coming - $\frac{1}{2}$ CL deducted.

at the discretion of Competent Authority.

⇒ Compensatory Off :- → Treated like holidays.

→ May be availed in lieu of working on ~~working~~ holidays.

→ No limit on accumulation - but should avail within a month of being due.

→ NOT allowed to Gazetted GS.

→ In exceptional cases :- $\left\{ \begin{array}{l} \text{JSS Above} \\ \text{or HOD} \end{array} \right\}$ → May allow sanction of Compensatory off even after 1 month.

→ Cond - Max 2 at a time.

⇒ Leave to Contractual Officers:-

↳ For EL - CES (Leave Rules), 1972 - apply - Means like Regular GS.

↳ For HPL/ Commuted Leave - Leave Rules to Temp GS apply as per CES (Leave) Rules, 1972.

↳ EOL:- Depends on Contract Period.

↳ If contract is for ~~less than~~ ^{upto} 1 Yr - no EOL.

↳ If contract is for $\left\{ \begin{array}{l} \text{More than 1 Yr} \\ \text{upto 5 Yrs} \end{array} \right\}$ → Max - 90 days EOL
→ EOL Rules for Temp GS - apply.

↳ If contract is for More than 5 Yrs → EOL admissible to Temp. GS allow.

↳ If contract is for Indefinite Period - EOL admissible to Permanent GS apply.

↳ Encashment of EL on Termination of Contract:-

↳ For each completed year of service - 10 EL =

↳ Encashment allowed in previous appointment shall not be taken into account. Means - Encashment of More than 300 days may be allowed.

⇒ Leave Entitlement of Temp Status Casual Labour (TSCl):-

↳ Entitled - 1 day leave / Every 10 days of actual duty of work.

↳ No CL or other leave allowed. ↳ by ignoring holidays / weekly

↳ Maternity leave - Allowed ↳ off / leave availed.

↳ Leave accumulated can be carry forwarded upto 300 days.

↳ Credit of leave on $\left\{ \begin{array}{l} 1 \text{ Jan} \\ 1 \text{ July} \end{array} \right\}$ ↳ for Preceding half year. ↳ but encashment - not allowed

↳ One paid weekly off - Allowed

↳ Minimum - 40 hrs work during week.