

# LEAVE RULES



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# KINDS OF LEAVE

- 1. Casual Leave.
- 2. Special Casual Leave
- 3. Compensatory Leave
- 4. Earned Leave.
- 5. Half Pay Leave.
- 6. Commuted Leave
- 7. Leave not due.
- 8. Extra Ordinary Leave.
- 9. Special Disability Leave.
- 10. Study Leave.
- 11. Maternity Leave.
- 12. Miscarriage/Abortion Leave
- 13. Hospital Leave.
- 14. Leave for Hysterectomy Operation
- 15. Leave for Employment in Abroad
- 16. Paternity Leave



# Casual Leave

- **Concept:** A concession to Govt. Servant in special circumstances to be absent from duty for a short period.
- **Authority:** Instructions 1 to 6, Annexure VII ( Executive instructions regarding Casual Leave) of A .P . Fundamental & Subsidiary Rules vide Ruling 4 of FR 85.
- **Admissibility:** To all temp. / permanent employees.
- **Crediting / Accounting:**
  - i) 15 days per calendar year  
(G.O.Ms.No.52, GAD(Poll.B) Dept., Dt.04.02.81)
  - ii) If appointed in the middle of the year, CLs should be credited proportionately.
  - iii) A register of CL should be maintained.



## ➤ **Availing procedure:**

1. By taking prior permission
2. In-charge arrangement should be made.
3. HODs should intimate to the concerned Dept. in Govt.
4. Can be availed in combination with OH, PH & SCL
5. Cannot be availed in combination with other leave, vacation & joining time.



6.  $\frac{1}{2}$  day CL may be availed  
from 10.30 am to 1.30 pm (or)  
from 2.00 pm to 5.00 pm.

7. For temp. employees, sanction depends  
on discretion of sanctioning authority  
based on the length of service.  
( G.O.Ms.No.999, Fin.,Dt.30.05.1959)

8. For each 3 or more late attendances -  
on permission - 1 CL will be deducted.  
(GoMsNo.574,GAD(ser-c)Dept., dt;3-7-71).



- **Limitations** :
  1. Total period of absence from duty should **not exceed 10 days**.
  2. An officer is not entitled **to take full amount of CLs in a year**.  
(G.O.Ms.No.2465,Fin.,Dt.23.12.1959,  
G.O.Ms.No.2094,Fin, Dt.22.04.1960)
  3. Frequent availing of CLs / Holidays by an individual should be avoided.
  4. Balance will not be carry forwarded to the next calendar year
- **Sanctioning Authority**: Head of Office.
- **Effect** : Treated as duty for all purposes.



# Special Casual Leave:

- **Concept:** A concession to Govt. Servant in special circumstances to be absent from duty for a short period.
- **Authority:** Instructions 7 to 10 Annexure VII (Executive instructions regarding Casual Leave) of A .P . Fundamental & Subsidiary Rules vide **Ruling 4 of FR 85.**
- **Admissibility:** To all temp / permanent employees.



## Special Casual Leave( Insturction 7)

### Occasion

### Amount of Leave

1. **Summons to give witness** in a court in which his private interest is not in issue  
As per the attendance Certificate
2. For Family Planning operations
  - (a) **Male-Vasectomy**  
a) 6 working Days(G.O.Ms.No.257 F & P dt:05-01-81)
  - (b) **Female- Tubectomy**  
b) 14 Days(G.O.Ms.No.124 F&P dt:13-4-82)





- (c) Male - For  
Tubectomy of wife
- (d) Female - Insertion of  
Intra Uterine  
Contraceptive Devices
- (e) Recanalisation (Both  
male & female  
employees)

7 Days

1 Day on the day of  
insertion & reinsertion  
(G.O.Ms.No.128 F&P  
DT:13-4-82)

21 Days or Actual period  
of Hospitalization which  
ever is less Plus Actual  
journey(to & fro period)

Admissible to the  
employees who have less  
than two Children  
or who has lost all Male  
or Female Children after  
Family Planning operation



- 3.(A)Female -  
Salpingectomy operation  
after medical  
Termination of  
Pregnancy
- B)Male - Salpingectomy  
operation for Wife
- 4.Post Operative  
Complications
- A) Vasectomy
- B) Tubectomy
- 14 days(G.O. Ms.  
No,275 F&P (FW FR-  
I)Dept.dt.15-05-81)
- 7 days
- Extended upto 7 days
- Extended upto 14  
days on production of  
Medical Certificate



- SCL can be availed for the 2<sup>nd</sup> time for the same period on production of MC mentioning the failure of previous operation (in case of Vasectomy & Tubectomy)
- SCL may be prefixed or suffixed to Regular Leave or CL and not both.

# Sports( Instruction 8)



- 8-A) 1.For participating in Sporting events of National or International Importance - **not exceeding 30 days in a calendar year.**  
(G.O.Ms.No.295 Fin FR-I Dept.dt.14-09-1964).
- 2.If exceeded 30 days - excess period treated as regular leave. Permitted to combine with Regular Leave but not with CL.
- 3.The concession shall not be allowed for the Participants on his personal capacity



- 4. It is extended to Managers of Teams, Coaches and Referees (Go Ms.No.358 F&P (FWFR-I) Dept. dt.26-12-84).
- 5. SCL not exceeding 15 days may be availed for President / Secy. of National Sports Bodies recognized by all India Council of Sports (G.O. Ms. No.270 F&P FWFR-I Dept., Dt.30-06-1976)
- 8-B) Participating in trekking expeditions approved by India Mountaineering Foundation, SCL not exceeding 30 days in a calendar year may be sanctioned



- 8-C) Disabled Ex service men re-employed as Civilian in State Govt. services for appearing before Medical resurvey board for the reassessment of disability and to go to hospital for treatment

-15 days of SCL

(G.O.Ms. No.407 F&P FW FR-I Dept.dt.18-09-76)



# Instruction 9

- 9- A) For the recruitment in Territorial army or Auxiliary Air force

i) Attending for an interview, Medical exam followed by training etc.

- One month or Less

(or)

ii) For participation in ceremonial Parades

- One month or less



➤ 9-B) For Registering the name under Reserve and Auxiliary Air-force Act-1952

i) Attending for an interview, medical examination followed by training

- One month or Less

(or)

ii) For participation in ceremonial Parades as a member of Air Defence Reserve

- One month or less.



# OTHERS ( Instruction 10 )



- 10-A) AP Secretariat Cultural Association Members for enacting dramas in mofussil areas
  - 6 days SCL in a calendar Year
  
- 10-B) i) Principal Office bearers of Recognized service Associations(Represented on A.P. Civil Services Joint Staff Council) and 2 Office Bearers from each of the units in Districts and City
  - 21 days SCL in a calendar year

(G.O.Ms. No.205, Fin, Dt.08-06-1980)



ii) It will not be sanctioned in addition to any SCL allowed under Sports ,Cultural Activities etc.

iii) The competent authority will have the discretion to withhold the Grant of SCL in exigencies of Govt. work

(G.O. Ms. No.390 Fin, Dt.26-11-64)

10-C) Employees of vacation Dept.(Education, Judiciary etc.)



-7 days of SCL in a calendar year

Total SCL sanctioned shall not exceed 30 days if they participate in the Sports event.

Competent authority shall have the discretion to withhold

(G.O.Ms. No.47 Fin,dt.12-02-65)

10-E) To participate in Rallies, Camps etc.

Organized by A.P. Bharat Scouts and Guides at State/National Level

- 10 days of SCL in a calendar year

(G.O.MsNo.112 Fin,dt.22-07-69)

## 10-F). Members of Institution of Engineers:



(a) For attending annual Meeting at Hyd.

- 7 days of SCL in a calendar year

(b) For attending annual convention to any part of the country

- 10 days of SCL in a calendar year

(G.O.Ms No.44 F&P FR-I, dt.05-02-06)

10-G) Govt. Servant participating in the cultural events in the National and International importance when he is selected by service /cultural associations recognized by Govt.

- 30 days of SCL in a calendar year.

( G.O.Ms.No.360, F&P, Dt.24.12.1980)



# Special Provisions:

## ➤ For Donation of Blood:

- 1 day of SCL on the day of donation  
on production of M.C.

(G.O.Ms.No.137, M&H (EL) Dept.,Dt.23.02.1984)

## ➤ Women Govt. employees for being celebrated International Women's day on March 8<sup>th</sup>

- 1 day SCL on that Day

(G.O. Ms. No.433 GAD(SW-II)Dept.dt.04-08-10)



➤ On account of presence of following **infectious diseases** in an employee's house

- small pox, plague, cholera, typhoid, acute influenza pneumonia, diphtheria, cerebra-spinal meningitis, measles

- not exceeding 21 days of SCL on production of certificate from Medical Officer

- extended up to 30 days

( Exe. Inst. 7 (a)(i) (ii) and Note (1) to (5))

Rescinded Vide G.O.Ms.No.10 F&P(FR I),

Dt.24.01.1992.



# Compensatory Holidays:

- **Concept:** A Concession to a Govt. Servant in special circumstances to compensate the PH / OH which he has not availed due to called on to duty.
- **Contexts:**
  - 1.attending to duty on a public holiday  
(G.O.Ms.No.917,Madras Public Dept.,Dt.16.09.1902)
  - 2.attending to duty on an optional holiday already sanctioned  
(G.O.Ms.No.528,G.A.D, Dt.26.04.1961)
  3. attending to duty as turn duty  
(G.O.Ms.No.2036,Madras Public(Pol-B)Dept., Dt.11.08.1952)



- **Authority:** Annexure XII of A.P. Fundamental & Subsidiary Rules
- **Admissibility:** To all temp. / permanent employees.
- **Crediting / Accounting:**  
Max. of 7 days or lower no. may be fixed in discretion by Head of Office.  
( Memo. No.36/58-1, G.A.(Pol-B) Dept.,Dt.06.01.1958)
- **Effect:** Treated as duty for all purposes





## ➤ **Availing procedure:**

1. by taking prior permission
2. Can be availed in combination with CL / Holiday / Regular Leave.
3. Not more than 10 such holidays in a calendar year.
4. Should be availed within a period of 6 months from the duty attended on a holiday  
(G.O.Ms.No.942, Public, Dt.17.10.1903)
5. Can be availed by prefixing / suffixing.  
(Memo No.2690/Pol-B/64-2, G.A.(P.O.B.)Dept., Dt.03.10.1964)



## ➤ Limitations:

1. Only 10 compensatory leaves should be availed in a calendar year.

2. If possible, if the holiday is related to religious purpose the servant belonging to that religion should not be called upon to duty.

(G.O.Ms.No.917, Madras Public Dept., Dt.16.09.1902)

3. Govt. servant touring on public holidays in connection with the performance of his duties is not eligible for this concession

(Memo No.13112, Accts / 67-2, Dt.01.03.1958).



# Provisions of Leave in A.P.Fundamental Rules & Subsidiary Rules



- Leave is dealt under **F.R. 58 to 104**, Chapter X, Part IV and Annexures of A.P. Fundamental Rules & Subsidiary Rules.
- **Annexure III A.P. Leave Rules, 1933 (w.e.f.04.09.33)**
- **Annexure V Leave Calculator ( Not Printed)**
- **Annexure V A Ready Reckoner for calculating Leave**
- **Annexure VI Model Leave Terms ( Not Printed)**
- **Annexure VII Executive Instructions regarding ordinary CL and SCL**
- **Annexure IX Case Law and Executive Instructions on Leave**
- **Annexure X Simplification & Liberalization of Leave Rules**
- **Annexure XI Surrender of EL Scheme.**
- **Annexure XII Compensatory Holidays.**



- FR 58,59: Not printed
- FR 60 : Leave is earned by duty only.  
A period spent in foreign service counts as duty if leave salary contribution is paid
- FR 61,62,63,64: Omitted
- FR 65 : Carry Forward of Leave
- FR 66 : Leave sanctioning authorities  
(in respect of other than S.D.L.)
- FR 67 : Leave cannot be claimed as a right.



➤ **FR 68 : Prefixing or Suffixing**

Leave ordinarily begins on the day on which transfer or charge is effected and ends on the day preceding the day on which charge is resumed

➤ **FR 69 : No employment on leave**

➤ **FR 70 : Recall**

**Compulsory** - leave only upto the date of starting the journey

**Optional** - no concession



- **FR 71** : Physical Fitness Certificate is required to report to duty after leave
- **FR 72** : A Government servant on leave may not return to duty before the expiry of period of the leave granted to him, unless he is permitted to do so by the authority which granted him leave.
- **FR 73**: Overstayal after leave (AP LR 6 A)
- **FR 74**: State Govt. may make rules regarding maintenance of records of service in order to secure efficiency and uniformity of Audit



- **FR 75:** Not printed
- **FR 76:** Leave account shall be maintained for each Govt. servant.
- **FR 77 :** Not printed  
**under Ruling**  
Leave account for fraction of day should be rounded off to the nearest.
- **FR 78:** Leave Account - Procedure of debiting
- **FR 79:** Not printed
- **FR 80:** The amount of leave due to Govt. servant is the balance of leave at his credit.





- **FR 81:** Leave sanctioning Limit & procedure
- **FR 82 :** Vacation Department
- **FR 83 :** Special Disability Leave
- **FR 84 :** Study Leave
- **FR 85 :** Extra ordinary Leave
- **FR 86:** Leave at credit - compulsory retirement
- **FR 87 :** Leave Salary
- **FR 88 to 91:** Not printed
- **FR 92:** Omitted
- **FR 93 :** Compensatory Allowances during Leave



- FR 93A to 99: Not printed
- FR 100: Omitted
- FR 101: Maternity Leave, Hospital Leave.
- FR 102: Not printed
- FR 103: Govt. - regulation of leave
- FR 104: Apprentice persons - Leave.



- **FR 55** : Leave may not be granted to a Govt. Servant under suspension.
- **FR 18** : Max period of leave to be granted: 5 years
- **FR 18 A**: A Govt. Servant shall be deemed to have resigned from the service if he
  - i) is absent without authorization for a period exceeding 1 year (or)
  - ii) remains absent from duty for a continuous period exceeding 5 years with or without leave (or)
  - iii) continues on foreign service beyond the period approved by the State Govt.

(G.O.Ms.No.128, Fin(FR I) Dept. Dt.01.06.07)

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# Earned Leave



- **Authority:** AP Leave Rules 1933,  
Rules 8-12, 17- 18, 20-22
- **Eligibility:** All temporary and permanent
- **Procedure of Earning / Crediting:**
  - a) **Regular:**
    1. Earned for duty & leave period.
    2. **15 days** adv. Credit on **Jan & July**
    3. Max. Earning **30 days** per year.
    4. Credit for one complete month  
**= 2  $\frac{1}{2}$  days**
    5. Credit for fraction of month **= 0**



6. If an employee availed EOL,  $1/10^{\text{th}}$  of EOL period will be reduced in the credit of succeeding half year subject to max. of 15 days. (G.O.Ms.No.384, Fin., Dt.05.11.1977).
7. Max accumulation = 300 days.  
w.e.f.16-09-2005 vide G.O.Ms.No:232, Fin. (FR.I) Dept, dated :16.09.2005.
8. Previous Limits for Max accumulation for Permanent Superior Employees
- |                               |            |
|-------------------------------|------------|
| From 01.06.1964 to 30.06.1983 | - 180 days |
| From 01.07.1983 to 15.09.2005 | - 240 days |



## 9. Previous Limits for Max accumulation for Permanent Last Grade Employees

From 17.08.1967 to 30.06.1983 - 180 days

From 01.07.1983 to 15.09.2005 - 240 days

- **b) Temporary** :
  1. **8** days adv. Credit on **Jan & July**.
  2. If appointed in the middle,  
first 2 completed months = 1 day  
3<sup>rd</sup> month = 2 days
  3. **Max** accumulation = **30** days.
  4. The leave account should be recast after regularization.



- **Availment: on Medical grounds/ private affairs**

1. Not exceeding 180 days for permanent superior employees at a time subject to the balance in the account

G.O.Ms.No.153 fin.(FR1)dept.dt.4-5-2010.

2. Not exceeding 120 days for permanent last grade employees.

G.O.Ms.No.329, Fin.,Dt.17.12.1982 and

G.O.Ms.No.9, Fin., Dt.10.01.1983

3. Can be availed on combine with other leaves.

4. Public Holidays, Optional Holidays, and compensatory leave can be prefixed or

suffixed. (Memo No.86595/1210/FR.I/7,

Dt 29 05 1981)





5. The existing limit of 180 days at a time on availment of commuted leave in conjunction with EL was removed.

*G.O.Ms.No.384, Fin., Dt.05.11.1977.*

- **Leave Salary:** Full basic pay prior to leave + all allowances

HRA & CCA will be paid in full upto 6 months.

*(G.O.Ms.No.28, Fin.(FR.I), dt.09.03.11)*



## Surrender of Earned Leave (Introduced from 13-08-1969) vide G.O.Ms.No.238 dt:13-8-69

- **Eligibility:** Temporary / Permanent
- **Availment:** i) Permanent
  - (i) 15 days for 12 months gap
  - (ii) 30 days for 24 months gap based on the balance available.
  - (iii) If balance is above 285 days on 30<sup>th</sup> June, gap need not be observed. Leave will be credited after deducting surrendered days.

(Memo No. 50798/1063/FR-1/79-1,  
F&P, Dt.22.11.1979, Memo No.10472/C/199/FR-1/2009,  
Fin(FR.I), Dt.29.04.2009, Memo No.14781/C/278/FR.I/2011.  
Fin (FR.I), Dt.22.06.2011)

- (iv) Only once in a financial year



(v) Surrender Leave will be sanctioned from the date of application

(Memo No.47064/1164/FR.I/91,  
F&P, Dt.20.01.92)

## ii) Temporary

15 days after 24 months gap

(G.O.Ms.No.221,F&P(FR.I),Dt.23.08.74,  
G.O.Ms.No.316, F&P(FR.I), Dt.25.11.74(Sup.)  
Memo No.47774/1177/FR.I/74-1,  
Dt.07.11.74(Class IV), G.O.Ms.No.393, Fin.,  
Dt.31.12.75(all))

- **Effect** : Surrendered days will be deducted in leave account



- **Validity:** Sanction order is valid for 90 days from the date of issue.

(Memo No.14423/715/FR.I/91, F&P,  
Dt.20.01.92 and  
Memo No.27/423/A2/FR.I/97-1, F&P,  
Dt.18.08.97)

- **Leave Salary:**

(i) Claimed by considering 30 days/per month irrespective of claimed month.

(G.O.Ms.No.306,F&P(FWFR.I) Dept.,  
Dt.08.11.1974)

(ii) It includes Pay + OCA + HRA + AHRA +CCA.

(Memo No. 64861/797/FR.I/71-1,  
Dt.14.07.72,G.O.Ms.No.25,F&P, Dt.05.02.96)



(iii) Conveyance allowance can not be paid

(iv) HRA can be claimed to those who are residing in Govt. quarters.

(G.O.Ms.No.337,F&P(FWPC.II) Dept.,  
Dt.29.09.94)

(v) No Interim Relief will be paid

(Memo No.31948/398/PCI/98-1,Fin,  
Dt.12.08.98)

(vi) Debitable to HOA 010-018.

**Sanctioning Authority:** As delegated.



- Others:1.** It is extended to Municipal Employees, Public Health Workers, Non Public Health Workers, Zilla parishad, Zilla Granthalay, employees, Village Secretaries
- 2. Surrender Leave amount may be initially paid by the Foreign Employer for those who are working in Foreign Service, and the total amount have to be reimbursed by the parent department later on.

(G.O.Ms.No.329, F&P(FR.I) Dept.,Dt.06.12.74,  
Memo No.49395/1219/FR.I/75-1,F&P,Dt.06.01.76)



## Encashment of E.L.s:

- The employees are permitted to encash E.L. at the time of superannuation / death / Voluntary retirement/Retirement on medical grounds/ compulsory retired as a measure of punishment under APCS(CCA) Rules and has been enhanced to, from 240 to 300 days w.e.f. 16.09.05.(G.O.Ms.No.27,F&P(FWFR.I), Dt.19.01.76)  
G.O.Ms.No:232,Fin.(FR.I) Dept,Dt.16.09.2005,  
G.O.Ms.No.234,Fin(FR.I) Dept.,Dt.11.08.06  
w.e.f.16.09.05( die while in service)).
- EEL may be withhold for those who are facing disciplinary proceedings until final settlement which involves recovery of money  
(G.O.Ms.No.11,F&P(FWFR.I)Dept.,Dt.15.01.97).
- EEL encashment is to be sanctioned by the parent department for those who retired in foreign service



# Half Pay Leave:



- **Authority :** A.P. Leave Rules, 1933

Rules 13-15, 18, 23, 23(a)(i)

- **Eligibility:** Permanent / (Temporary employees)\*

- **Crediting:** 20 days for completed year

No max limit for accumulation

- **Availment:** No max limit

Can be availed on private affairs & medical purposes, can be combined with other leave

Temporary employees avail this after completion of two (sup.) or one (inf.) years of service





## Temporary Govt. servants

(Emergency) appointed under rule  
10(a)(i) are not eligible to avail.

( Memo No.20584/302/FR.I/74-1,  
F&P(FR.I),Dt.12.09.1974)

- **Leave Salary:** Half Basic Pay + Proportionate D.A.  
+ HRA& CCA in full upto 6  
months No compensatory  
allowances after that.
- **Sactioning Authority:** as delegated



- **Leave Encashment:** Encashment of EL & HPL shall be limited to 300 days. Superannuation pensioner, death cases, invalid pensioners are eligible. Amount will be paid as per formula (G.O.Ms.No.154, Fin(FR I)Dept.,Dt.04.05.2010)
- Formula = ( Half pay + Prop DA)/30 \* No. of days
- No compensatory allowances are admissible
- **NOTE:** 1.If a Govt. servant suffering from TB/Cancer/Mental illness/Leprosy/Heart disease/Renal failure(kidney), HIV AIDS, he may avail HPL upto 6 months with full pay
- 2.Compensatory allowances will be paid in full upto 8 months.



# Commuted Leave:

- **Authority:** AP LR Rules 15-B, 18-B
- **Admissibility:** Permanent/ (Temporary Employees)\*
- **Availment:** On medical grounds (MC) only  
Temporary employees after two/one year of service.
- **Limitation:** 240 days in entire service.
- **Effect:** Twice the amount of HPL will be deducted.
- **Leave Salary:** Double the half pay + all allowances in full

- **Conversion of Commuted leave to HPL:**

When a Govt. servant intends to resign/retire  
After availing commuted leave, it should be converted into HPL and HPL salary should be recovered. An undertaking should be taken from employee whenever it is sanctioned (G.O.Ms.No.300, Fin., Dt.18.11.65)



# Leave Not Due

- **Authority:** AP LR Rule 15-C and 18-C
- **Eligibility:** All permanent employees
- **Availment:** When HPL is not at credit, it may be sanctioned on Medical Certificate only.
- **Effect:** Deducted from future credit of HPL account
- **Leave Salary:** Same as in HPL
- **Limitation:** 180 days during entire service.
- **Recovery:** If any employee resigns / retires voluntarily after availing this leave and before wiping off the minus balance, the leave salary paid for minus balance should be recovered. In case of medical invalidation / death, recovery will not be insisted



# Extraordinary Leave

- **Concept:** Leave granted when no other leave is admissible, but it can also be granted even when other leave being admissible.
- **Authority:** FR 85, Rule 16,19,23(a)(ii) of APLR
- **Admissibility:** Temp./ Permanent
- **Period:** Not more than 5 years
- **Availment:** On personal affairs/on medical grounds
- **Leave Salary:** No salary
- **Effect:** EOL on MC counts for increment, pension  
EOL on pvt. Affairs - not count for increment, counted upto 3 years for pension, EL account will be deducted by 1/10th
- **Sanctioning Authority:** Upto 6 months - HOD  
above that - Govt.



- **For Temporary Employees:**

EOL can be sanctioned for

a) 3 months ordinarily in one occasion

b) 6 months on MC by Govt.( 3 yrs of service)

c) 18 months for treatment of TB/Leprosy  
(1yr of service)

d) 12 months for treatment of Cancer, mental illness

e) 24 months for prosecuting studies certified to be in public interest and to employees of SC & ST to join pre examination training course at center notified by Govt.



# Special Disability Leave

- **Concept:** Leave granted to a Govt. Servant who is disabled/injured or met with road accidents while on duty
- **Authority:** FR 83, 83A
- **Eligibility:** Temp. / Permanent employees
- **Period:** Upto 24 months
- **Availment:** 1. On producing MC  
For Gazetted- Medical Board  
NGOs - Civil Surgeon  
If it is below 2 months  
all - Govt. Medical Officer  
(G.O.Ms.No.40, Fin.,Dt.03.06.61)
- 2. Availed in combination with other leave





- 3. Disability - manifested itself within 3 months of occurrence  
Relaxation: President of India
- 4. If the disability is aggravated, it may be granted more than once.
- **Effect:** Counts for increment, pension  
No debit of any leave.
- **Leave Salary:** For Permanent  
upto 180 days - on full pay  
after 180 days- on half pay  
For temporary  
upto 30 days - on full pay  
after 30 days- on half pay





- Sanctioning Authority:

Govt. Only

For Police Personnel

Upto 12 months - DGP

(G.O.Ms.No.232, Home, Dt.22.08.98)

- Limitations:

1. The period shall not exceed 24 months
2. Not admissible for road accidents while going to office from residence and vice versa.



# Study Leave:

- **Concept:** Leave granted for the study of Scientific, technical or similar problems or to undergo special courses of instruction.
- **Authority:** FR 84
- **Admissibility:** For permanent **Gazetted** employees of **min 5 years** of service and 3 yrs of left over service  
Very exceptional for NGOs.



- **Availment:** 1. May be granted for 12 months at a time and 2 years in entire service.  
2. May be combined with other leave.
- **Effect:** counts for increment, pension
- **Leave salary:** Salary on half pay
- **Sanctioning Authority:** Govt. Only
- **Limitations:** If it is combined with leave with allowances, the period of leave should not exceed 28 months.



# Maternity Leave

- **Concept:** Leave granted to female married Govt. servant having less than 2 surviving children (G.O.Ms.No.348, F&P(FWFR.I), Dt.05.11.77, G.O.Ms.No.219, F&P(FWFR.I), Dt.25.06.84, G.O.Ms.No.38, F&P, Dt.18.03.92)
- **Authority:** F.R. 101
- **Admissibility:** Temp. / Permanent
- **Period:** 180 days G.O.Ms.No.152, Fin(FR.I), Dt.04.05.10
- **Availment:** (prior to the date of delivery)\* or after delivery , Can be combined with other leave with MC
- **Leave Salary:** Full Pay + All allowances



- **Sanctioning Authority:** H.O.O./ as delegated
- **Note:**
  1. Extended to aided institutions  
(G.O.Ms.No.69,Sch.Edn(PS.I),Dt.06.06.03)
  - 2.For contract employees 45 days with salary  
(G.O.Ms.No.197,WDCW&Dis. Wel.,Dt.14.05.03)
  - 3.For Contract employees in Govt.Degree colleges  
60 days(G.O.Ms.No.88,H.Edn(CE.I.1),Dt.09.08.11)  
without remuneration
  - 4.For Contract employees in Govt. Jr.colleges  
60 days(G.O.Rt.No.94,H.E.(I.E.-I),Dt.10.12.10)  
without remuneration.
  - 5.For contract Pachayat Secretaries- 120days  
(G.O.Ms.No.254, PR&RD(Mdl.II), Dt.31.05.07)  
without remuneration.



# Miscarriage/Abortion Leave

- **Concept:** Leave granted to female Govt. servant to take hospitalization for miscarriage / abortion.
- **Period:** Max. Of 6 weeks.
- **Authority:** FR 101(a) and  
G.O.Ms.No.129,Fin,Dt.13.08.85
- **Admissibility:** Temp./Permanent employees
- **Availment:** on production of MC from RMP
- **Effect:** Counts for increment, pension
- **Leave salary:** salary on full pay
- **Sanctioning Authority:** H.O.O./ as delegated.



# Leave for Hysterectomy Operation

- **Concept:** To undergo hysterectomy operation for female Govt. servant and hospitalization
- **Period:** 45 days
- **Authority:** G.O.Ms.No.52, Fin(FR.I),Dt.01.04.2011
- **Admissibility:** Temp./Permanent employees
- **Availment:** on production of MC from Civil Surgeon
- **Effect:** counts for increment, pension
- **Leave Salary:** Salary on full pay
- **Sanctioning Authority:** H.O.O./ as delegated.



# Hospital Leave:

- **Concept:** Leave granted to the employees specified in SR 2 under FR101(b) i.e. risk born duties
- **Period:** Not exceeding 6 months in every 3 years of service
- **Authority:** FR 101 (b)
- **Admissibility:** Only Permanent employees
- **Availment:** on combination with any other leave
- **Effect:** counts for increment, pension
- **Leave salary:** first 3 months on full pay and next 3 months on half pay
- **Sanctioning Authority:** as delegated.





# Abroad Leave:

- **Concept:** Leave granted to Govt. servant who desires to work at abroad
- **Period:** Not exceeding 5 years
- **Authority:** 1.G.O.Ms.No.214,F&P(FW.FRI),  
Dt.03.09.96  
2.U.O.Note No.13127-A/113/FR I/98,  
Fin Dept.,Dt.10.05.98.
- **Admissibility:** Permanent employees
- **Availment:** Upto 5 years in entire service in single stretch or in different spells  
(G.O.Ms.No.756,Fin(FR.I),Dt.07.08.02)



- **Effect:** Treated as EOL  
Not counted for increment/pension  
Counted for pension if the foreign employer pays pension contribution
- **Leave salary:** No salary
- **Sanctioning authority:** Govt. Only.



# Paternity Leave:

- **Concept:** Leave granted to male married Govt. servant having less than 2 surviving children to take care of his wife.
- **Period:** 15 days
- **Authority:** G.O.Ms.No.231,Fin(FR.I), Dt.16.09.05.
- **Admissibility:** Temp./permanent employees
- **Availment:** 1.Prior to date of delivery  
2.below 6 months after date of delivery on production of MC  
(Memo No.20129-C/454/FR I/2010,Fin,Dt21.07.10)
- **Effect:** counts for increment/pension
- **Leave salary:** on full pay
- **Sanctioning Authority:** as delegated.

As per G.O.Ms.No:155: Fin (FR – i) Dept., Dt:4-5-2010



**Ex-Gratia Allowance** to Government Employees on **EOL** for treatment for Leprosy/TB/Cancer Mental Illness /Heart Deceases/Kidney failure

(a) NGOs (Non Gazetted Officers)

Pay not exceeding Rs 4550/- an ex-gratia allowance equal to half of his pay subject to a Min of Rs 1520/- and Max. of Rs 2190/- per month .whose drawing pay in R.P.S.1999.

(b) (Non-Gazetted Officers)

Pay not exceeding Rs 6675/- an ex-gratia allowance equal to half of his pay subject to a Min of Rs 2960 and Max of Rs 4050/- per month. Whose drawing pay in R.P.S.2005.



### c) Non Gazetted Officers

Pay not exceeding Rs 11,860/- an ex-gratia allowance equal to half of his pay subject to a Min of Rs 5770/- and Max of Rs 7490/- per month. Whose drawing pay in R.P.S.2010

- **Class IV Employees**

(a) Ex-gratia allowance equal to half of his pay subject to a Min of Rs 1270/- and Max of Rs 1920/- per month. (whose drawing pay in revised pay scales 1999).

(b) Ex-gratia allowance equal to half of his pay subject to a Min of Rs 2335/- and Max of Rs 3515/- per month. (whose drawing pay in revised pay scales 2005

(c ) Ex-gratia allowance equal to half of his pay subject to a Min of Rs 4295/- and Max of Rs 6430/- per month. (whose drawing pay in revised pay scales 2010



ALL THE BEST