

Leaves

- Mahesh Rajoria,
(R.Ac.S.(Rtd.),
Ex.Financial Advisor,
Rajasthan Police,
PHQ, Jaipur

Casual Leave (C.L.) is not Leave

- C.L. is not treated as leave; **technically G.S. is not treated as absent from his duty.**
- He **can perform his office work** during C.L.
- Head Quarter leave** permission should be obtained ,if G.S. leaves his H.Q. during C.L.
- Maximum limit -15 days** in a calendar yr (**probation trainee 12**).
- Casual leaves **not be sanctioned exceeding 10 leaves** at a time.
- If any G.S. Perform his duty **up to 3months** in a calendar year ,he will get **5 C.L.s**; for more than 3 months but up to 6 months he will get **10 C.L.s**; for more than 6 months he will get **15 C.L.s**

Casual Leave (C.L.)

- **Gazetted Holidays** including weekly offs prefixed / suffixed / falling within a period of C.L.s will not be counted as part of the C.L.s.
- Casual Leaves **can not be combined with leaves** (PL, HPL , Commuted L, EOL, Maternity L, Study Leave etc.).
- However, **C.L.s of one calendar year may be combined at junction points i.e. On 31st Dec, & C.L.s continuing on 1st Jan. of next year subject to maximum limit of 10 C.L.s. put together.**

Special & Compensatory Casual Leave

Special Casual Leave:-

1. Sterilisation (male) – 6 days; (female) – 10 days.
2. After failure of sterilisation again 6/14 days. For recanalisation-21 days on certificate of M.O.
3. Operation of salpingectomy for sterilisation (non- puerperal) – 14 days to Female G.S. and 7days to her husband G.S. to look after his wife.
4. To participate in(i) sports competition – 10 days at a time ; total 30 days in a year;
(ii) office bearers service Unions/Associations- 10 days.
5. Quarantine leave – 21 days/ 30 days in special cases.
6. If any number of G.S. If affected by swine flue, then 7 days quarantine leave.

Compensatory CL in lieu of holidays :-

1. for getting work on **holidays from ministerial & iv class employees;** previous written order is necessary .

Compensatory CL is not allowed to P.A.s, Stenos or Readers.

Leaves during Probation period

-Only 12 Casual Leaves will be allowed during Probation period .

- During Probation period **EOL upto one month:**

If leave (EOL) beyond one month, the of Probation Period will be extended accordingly, if granted by Competent Authority with concurrence of F.D.

Exceptions----

-Maternity Leaves, Paternity Leaves, Child Adoption Leaves are allowed.

A Govt. servant **who is already in regular service ,if appointed as PT** for a period of 2 years on or after 20.1.2006 shall **be allowed his pay scale or fixed remuneration** whichever may be beneficial to him and the Leaves & other allowances as under:-

Facilities(during prob. Period)	Queries/ Details of queries(vide RIPA Letter-5533 Dt.17.07.2006)	Comments of FD(F.12(5)/FD/Rules/06 Dt.30.8.2006.
(a) Leave	(i)Whether he is entitled to his due leave of his previous post.	Yes , but it has to be decided by Competent Authority.
	(ii) Whether he is entitled to earn regular leave as per RSR .	As per Rule 122-A,he will not earn regular leave.
	(iii) Casual Leaves.	12 CL in the FY. If in middle of the year ,then proportionately.
(b)Increments	(i) Whether he is entitled to his due increments during prob. Pd.	He is entitled to increments in the existing pay .
(c)HRA	Whether he is to HRA . If yes; at what Rates i.e. Rates of Jaipur or place of earlier posting	He is entitled to HRA @ place of posting ; if he was posted in Jaipur, then HRA of Jaipur.

No leave to a Govt. servant under suspension

R- 55: Leave may not be granted to a Govt. servant under suspension.

GRD – in such situation, permission to leave Head Quarter may be given by Controlling Authority, for reasonable period in unavoidable circumstances.

R-55A: Leave shall not be granted to Govt. servant whom Competent Punishing Authority had decided to dismiss, remove or Compulsory retire from Govt. service.

General Conditions of Leave

R-57: Leave is earned by duty.

Period of Foreign Service counts, if contribution towards Pension Contribution/ leave salary is paid for this period.

R- 59: Leave cannot be claimed a right. It can be refused/revoked.

But nature of leave applied by GS cannot be changed by CA.

R- 60: Leaves **commence** (on the day on which transfer of charge is effected) and **end** (on which charge is resumed).

R- 60A: GS must record **the address at which letters will find him** during leave (subsequent **changes be intimated**).

R- 61:**Combination of holidays (prefixes and suffixes) may be allowed** provided that-

(a) No involvement of handing over or taking over securities or moneys.

(b) No change of Head Quarter of another Govt. servant involved.

(c) does not effect corresponding delay to another GS.

R- 63: The consequential arrangement takes effect when holidays combined with leave .

GRD:-For the purpose of above rule holidays (prefix & suffix) to leave should be included in computing the period **of dual arrangements.**

Non-acceptance of employment on leave

Note: This rule does not apply to casual literary work, to service as an examiner & similar ;nor on Medical Officers if takes prescribed fee.

R- 66: **Recall from Leave:** **Order recalling** a G.S. from leaves before expiry of his leaves should clearly state whether it is **compulsory** or optional. If it is compulsory, he is entitled to **be treated as on duty** from the date he starts for the station to which he is ordered.

R-68: G. S. before transfer to **Foreign Service** should be acquainted with its leave rules which will regulate his leave during such service.

R-70: Medical certificate for gazetted officer:
Before a gazetted G.S. can be granted leave on Medical certification, he must obtain a certificate in the prescribed form.

R-75-Medical certificate does not confer right to leave; it should be forwarded to C.A.

R-76: Leave on medical certificate to **Non-gazetted Govt. servant** – Application accompanied with **Medical certificate from RMP, if Govt. Medical Officer/Vaidhya / is not sanctioned at the place where he falls ill.**

R-77: Leave on Medical certificate to class IV Govt. servant – Controlling Authority can accept such certificate it may deem sufficient.

R-78: Medical certificate to Govt. servant who is unfit to return to duty – certificate should not be given but – it should be recorded that Govt. servant is permanently unfit to Govt. service.

Section II

R- 80: Priority of claims to leave, in case all applications of leave cannot be granted-

- (a) Govt. servant **can best be spared** ,
- (b) amount of leave **due to various applicants** ,
- (c) **character of applicants** since last returned from leave ,
- (d) fact – that applicant **was compulsorily recalled from his leave**,
- (e) fact – that applicant **has been refused last**.

R-81: Grant of leave to a Govt. servant **who is unlikely to be fit to return to duty – not be refused but granted –**

- (a) **if he never be returned – 12 months**
- (b) **if he is declared permanently & completely incapacitate for further service not exceeding 6 months beyond the date of Medical authority's report.**

R-82: Leave **not** admissible to Govt. servant who **ought to be dismissed from service for misconduct and general incapacity.**

R-83: Certificate of fitness to return to duty.

R-86: Absence after expiry of leave:

(1) A Govt. servant who is absent from duty without leave or before leave sanctioned shall be **treated willfully absent** from duty; i.e. **interruption of service involving of past service, unless regularized.**

(2) (a) A Govt. servant remain absent from duty after expiry of sanctioned leave or after communication of refusal of extension of leave **is not entitled to pay & allowances.**

(b) it (above) renders to a Govt. servant **liable to disciplinary action.**

(3) D.E. under CCA be initiated against GS who **willfully remains absent for a period of exceeding one month; if charge proved, he may be removed from service.**

(4) G.S. remaining willfully **absent from duty for a continuous period exceeding 5 years shall be deemed to be resigned.**

Power to grant leave- (Appendix-IX -RSR Volume -II)

Sr. No.	Rule No. Of RSR	Nature of Power	Adm. Deptt.	Head/Addl. of Deptt.	Joint/Dy.HOD	Distt. Officer(Head of Office)
22		All leaves Except Study Leave.	(a) Gazetted Officers(where no substitute needed)-Full	(a)Gazetted Officers whose he is appointee (where no substitute needed)-Full	--	--
				(b) Other Officers working under him-upto 4 Months	Officers working under him-upto4 Months	Officers working under him-upto4 Months
			(b) Gazetted Officers (when substitute is needed)-Full	(a)Gazetted Officers whose he is appointee (where no substitute needed)-Full	a)Gazetted Officers working under him-upto 2 Months	a)Gazetted Officers working under him-upto 2 Months
				(b) Other Officers working under him-upto 4 Months		

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		All leaves Except Study Leave.	--	(c) Subordinate service - Staff working under him -Full	(c) Subordinate service-Staff working under him- upto 4months	(c) Subordinate service-Staff working under him- upto 4 months
			--	(d) Ministerial service-Full	(d) Ministerial service-Staff working under him- upto 4months	(d) Ministerial service-Staff working under him- upto 4months
			--	(e) Class-IV- Full Power	(e) Class-IV- Full Power	(e) Class-IV- Full Power
25	109-121	Study Leave	Full	Full- for non gazetted Servant		