

General Condition

Rule 1

Leave Rules is applicable **from 1st June 1972**

Rule 2

Applicable on all Government Servants except

- (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.

Enumerate the general conditions governing the grant of leave under CCS (Leave) Rules 1972

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.
3. The kind of leave applied for by the Govt servant cannot be altered by the leave sanctioning authority except at the written request of the Govt servant.

4. A Govt servant's claim to leave is regulated by the rules in force at the time the leave is applied for and granted.
5. The leave at the credit of a Govt servant who is dismissed or removed from service shall lapse.
6. If a Govt servant who is dismissed or removed from service is subsequently reinstated in service on appeal or revision, he is entitled to count for leave his service prior to such dismissal or removal from service.
7. No gov't servant may be granted leave of any kind for a continuous **period exceeding five years** except with the sanction of the President.
8. Any claim to leave at the credit of a gov't servant who resigns from Gov't service, ceases from the date of such resignation except in the following cases
 - a. Where a Gov't servant applies through proper channel for another post under gov't of India, but outside his parent office/department, he is required to resign his post before taking up the new one. Such resignation will not result in the lapse of the leave on his credit, but will be carried forward to his new appointment.
 - b. If a Gov't servant whether temporary or permanent, resigns from gov't service, he is entitled for the lumpsum payment of cash equivalent in respect of earned leave at his credit on the date of his resignation, to the extent **of half of such leave at his credit, subject to a max of 150 days.**
9. No Gov't servant while on leave other than leave preparatory to retirement, shall ordinarily be permitted to take up any other service or employment.
10. Leave **shall not be granted to Gov't servant under suspension.**

Rule 7

- Leave cannot be claimed as a matter of right.
- It may be refused, curtailed, or revoked in the public interest.
- The nature of leave cannot be changed except at the request of the Government servant.

Rule 8 (Leave regulation)

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

Rule 9

- Dismissal or removal from service results in forfeiture of leave.
- Resignation also leads to forfeiture of leave, except in cases of technical resignation or when the resignation is allowed to be withdrawn.

Rule 10- Commutation of Leave

The leave sanctioning authority may, upon the request of the Government servant, retrospectively convert one type of leave into another type that was due and admissible at the time the leave was originally granted.

- This request must be submitted within 30 days of the Government servant rejoining duty after the leave period.
- It is important to note that such commutation is not a right and cannot be claimed as such by the Government servant.

Rule 11 (Leave Combination)

- Different types of leave may be combined or continued with each other.
- Casual leave cannot be combined with any other type of recognized leave.

Rule 12 -Maximum duration of continuous leave:

- A Government servant cannot be granted leave for more than five years without the President's approval.
- A Government servant who remains absent for more than five consecutive years, with or without leave and without a valid reason, shall be deemed to have resigned from Government service.

Rule 13- Acceptance of service or employment while on leave:

- A Government servant on leave, including leave preparatory to retirement, must obtain prior approval from the Competent Authority before taking up any other service or employment.

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Kind of leave due and admissible

Earned leave (rule -26)

Earned leave will be credited in advance at a uniform rate of 15 days on the 1st January and 1st July of every govt employee's earned leave account. The credit will be reduced by **1/10th of EOL (extraordinary leave) or period of dies non/suspension** during the previous half year, subject to maximum 15 days. It can be accumulated up to 300 days. The credit for the half-year in which a Govt servant appointed/retired/resign from the service will be afforded at the rate of **(2 ½) days** for each completed calendar month. Rounding off: nearest day- $6^{1/2} = 7$

Maximum EL that may be granted is 180 days

Unavailed Joining time to be Credited in Leave account as earned leave subject to max 300 days.

Exception:

1. For Group 'A1' and 'B1' officers, Earned Leave (EL) can be granted for up to 300 days if part of the leave is spent outside India, Bhutan, Bangladesh, Burma, Nepal, Pakistan, or Sri Lanka, provided that the leave spent within India does not exceed 180 days.
2. **Leave Preparatory to Retirement:**

Half pay leave (rule-29)

Half pay leave will be credited in advance at a uniform rate of 10 days on the 1st January and 1st July of every govt employee's half pay leave account. The credit will be reduced by **1/18th period of dies non/suspension** during the previous half year, subject to maximum 10 days. The credit for the half-year in which a Govt servant appointed/retired/resign from the service will be afforded at the rate of **(5/3) days for each completed calendar month**. Half pay leave can be availed either with or without medical certificate.

Twice the amount of commuted leave taken is deducted from the Half Pay Leave (HPL) account. Leave Not Due and any period of overstaying leave are also deducted from the HPL account.

Commuted leave (Rule-30)

Commuted leave is a kind of leave which may be granted to a govt servant, whether permanent or temporary on medical certificate. Twice the amount of commuted leave granted will be debited against half pay leave due to the govt servant. **Commuted leave not exceeding half the amount** of half pay leave can be taken on medical certificate.

Commuted leave can be taken without medical certificate

- a. **Up to maximum of 180 days** in the entire service if utilized for an approved course of study certified to be public interest.
- b. **Up to maximum 60 days** by a female govt servant if it is in continuation of maternity leave.
- c. **Up to maximum 60 days** by a female govt servant with less than two living children if she adopts a child less than one year.
- d. If a government servant voluntarily retires while on commuted leave without returning to duty, the commuted leave is treated as Half Pay Leave (HPL), and any excess leave salary paid is recovered. This rule does not apply in cases of invalid retirement or death.

Note- Commuted leave is not granted for the illness of family members.

Leave not Due (Rule-31)

Leave Not Due is a kind of leave which may be granted on medical certificate up to a max **360 days** during the entire service to a govt servant in permanent or quasi-permanent and to a temporary govt servant suffering from **TB, Leprosy, Cancer or Mental illness**. **It is not granted as leave preparatory to retirement.** It is debited in **half-**

pay leave account of the government servant which will be wiped out by his future earning of half-pay leave.

- Leave Not Due (LND) is granted only when there is a reasonable prospect that the Government servant will return to duty upon its expiry.
- LND is limited to the Half Pay Leave (HPL) that the employee is expected to earn.
- For temporary employees, LND can be granted only if they have completed at least one year of service, and it is available only to those suffering from tuberculosis, leprosy, or cancer.
- If an employee on LND is permitted to retire or resign without returning to duty, the LND will be cancelled, and any leave salary paid will be recovered.
- Any negative balance in the HPL account must be recovered upon resignation or retirement, except in cases of invalid retirement, death, or compulsory retirement under FR 56 (j), FR 56 (l), or Rule 48 (1)(b) of the Pension Rules.

There is also provision to **avail without medical** certificate in following condition

- a. In **continuation of maternity leave**
- b. To a female govt servant with less than two living children **on adoption** of a child less than a year old.

Extraordinary Leave (Rule 32)

A govt Servant **on extraordinary leave is not entitled to any leave salary**. Only HRA and compensatory (city) allowance will be admissible at the rate at which they were drawn before proceeding on EOL. Extraordinary leave is granted to govt. servant in special circumstance-

- a. **When no other** leave is admissible
 - b. When other leave is admissible, but the govt servant applies in writing for extraordinary leave.
- two spells of extraordinary leave, if separated by any other type of leave, should be considered as a single spell.

No. 21011/08/2013-Estt(AL)
 Government of India/Bharat Sarkar
 Ministry of Personnel, Public Grievances and Pensions
 Department of Personnel & Training

Establishment (Leave) Section		
General entitlement of leave		
Sl. No.	Frequently Asked Question	Answer
1.	<p>What is the maximum period of leave of any kind which can be allowed to a Government servant?</p> <p>What is the impact if such limit is exceeded?</p>	<p>No. Government servant shall be granted leave of any kind for a continuous period of 5 years {Rule 12(1)}</p> <p>Normally, absence from duty, with or without leave, for a continuous period exceeding 5 years other than on foreign service, implies that such Government servant has deemed to have resigned from Government service. {Rule 12(2)}</p>
2.	<p>What are the leave entitlements of Govt. servants serving in a vacation Department?</p>	<p>The rule 28 of the CCS (Leave) Rules, 1972 which came into effect from 1.9.2008 regulates the grant of Earned Leave for persons serving in the Vacation Department. The said rule provides for as follows:-</p> <p>(1) (a) A Government servant (other than a military officer) serving in a Vacation Department shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.</p> <p>(b) In respect of any year in which a Government servant avails himself of a portion of the vacation, he shall be entitled to earned leave in such proportion of 30 days, as the number of days of vacation not taken bears to the full vacation: Provided that no such leave shall be admissible to a Government servant not in permanent employ or quasi-permanent employ in respect of the first year of his service.</p> <p>(c) If, in any year, the Government servant does not avail himself of any vacation, earned leave shall be admissible to him in respect of that year under rule 26.</p> <ul style="list-style-type: none"> • For the purpose of this rule, the term 'year' shall be construed not as

		<p>meaning a calendar year in which duty is performed but as meaning twelve months of actual duty in a Vacation Department.</p> <ul style="list-style-type: none">• A Government servant entitled to vacation shall be considered to have availed himself of 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.• 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.• As per Rule 29(1) the half pay leave account of every Government servant (other than a military officer) 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. This is subject to conditions laid down in OM No. 13013/2/2008-Estt.(L) dated 11-11-2008.
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Leave Encashment with LTC		
Sl. No.	Frequently asked Questions	Answer
1.	Whether encashment of leave is allowed after LTC is availed?	Sanction of leave encashment should, as a practice, be done in advance, at the time of sanctioning the LTC. However, ex-post-facto sanction of leave encashment on LTC may be considered by the sanctioning authority as an exception in deserving cases within the time limit prescribed for submission of claims for LTC.
2.	Whether encashment of leave with LTC can be availed at the time when the LTC is availed by the Government servant only or can leave be encashed at the time when LTC is availed by family members?	Yes. A Govt. servant can be permitted to encash earned leave upto 10 days either at the time of availing LTC for himself or when his family avails it provided other conditions are satisfied.
3.	Whether leave encashment should be revised on retrospective revision of pay/D.A.?	In terms of 38-A of CCS(Leave) Rules, encashment of EL alongwith LTC is to be calculated on pay admissible on the date of availing LTC and DA admissible on that date. If pay or DA admissible has been revised with retrospective effect, going by the rule the Govt. servant would be entitled to encashment of Leave on the revised rates.
4.	Whether encashment of Earned Leave and Half Pay Leave is admissible to industrial employees?	The industrial employees, other than those under the cadre control of the Ministry of Railways, are entitled to encash both Earned Leave and Half Pay Leave, subject to overall limit of 300. The cash equivalent of Half Pay Leave shall be equal to leave salary admissible for Half Pay Leave plus Dearness Allowance admissible on the leave salary without any reduction being made on account of pension and pension equivalent of other retirement benefits payable. But no commutation of Half Pay Leave shall be allowed to make up for the shortfall in Earned Leave and these orders are effective from 07-11-2006.{OM No. 12012/3/2009-Estt.(L) dated 28-12-2012}

Encashment of Earned Leave on joining Central Government from PSUs & vice versa

Sl. No.	Frequently asked Questions	Answer
1.	Whether earned leave encashment allowed by the State Governments, PSUs, Autonomous Bodies to Govt. servant prior to his joining the Central Govt. is to be taken into account while calculating ceiling of leave encashment on his superannuation and retirement from Central Govt.?	Encashment of EL allowed by the State Governments, Public Sector Undertakings/Autonomous Bodies for services rendered therein need not be taken into account for calculating the ceiling of 300 days of Earned leave to be encashed as per CCS (Leave) Rules.
2.	Whether Leave encashment allowed by Govt. under CCS (Leave) Rules, 1972 on absorption in a Central autonomous body/PSU is to be taken into account?	Encashment of EL allowed by the Govt. under the CCS(Leave) Rules, 1972 for service rendered in the Central Govt. prior to absorption in Central autonomous body shall not be taken into account while calculating the number of days of E.L. encashable in an autonomous body/PSU for the post absorption period.
3.	Whether cash equivalent of leave salary in case of permanent absorption in PSU/Autonomous Body is permissible?	A Government servant who has been permitted to be absorbed in a Corporation/Company wholly or substantially owned or controlled by Central/State Government shall be <i>suo motu</i> granted cash equivalent of leave salary of earned leave at his credit on the date of absorption subject to a maximum of 300 days (being calculated as per provisions of rule 39) {Rule 39-D} Permanent absorption under the rule shall mean such appointment for which the Government servant applied through proper channel and resigned from Government service for taking up of such appointment – {Note below rule 39-D – Notification No. 13026/3/2011-Estt.(L) dated 28-03-2012}

Leave Encashment on Suspension/Dismissal/Removal		
Sl. No.	Frequently asked Questions	Answer
1.	Whether leave encashment can be sanctioned to a Govt. servant on his superannuation while under suspension?	Leave encashment may be allowed in such cases. However, Rule 39(3) of CCS (Leave) Rules, 1972 allows withholding of leave encashment in the case of a Govt. servant who retires from service on attaining the age of superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, if in view of the 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/she will become eligible to the amount so withheld after adjustment of Government dues, if any.
2.	Whether leave encashment can be sanctioned to a Govt. servant on his dismissal/removal, from service?	A government servant, who is dismissed/removed from service, ceases to have any claim to leave at his credit from the date of such dismissal, as per rule 9(1). Hence he is not entitled to any leave encashment.

Interest on Leave Encashment		
Sl. No.	Frequently asked Questions	Answer
1.	Whether interest is payable on delayed payment of leave encashment dues?	No. There is no provision in the CCS (Leave) Rules 1972 for payment of interest on leave encashment.

Study Leave		
Sl. No.	Frequently asked Questions	Answer
1.	What is the maximum amount of study leave which can be availed?	The maximum amount of study leave for other than CHS officers is restricted to twenty four months during the entire service period and ordinarily it can be allowed for upto twelve months at a time. {Rule 51(1)}. For CHS officers the ceiling is for 36 months for acquiring PG qualifications. {Rule 51(2)}.
2.	Whether study leave can be clubbed with other leave?	Yes. 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 Ph.D. degree from the

		regular duties of the Government servant. (Rule 54)
3.	What is the validity period of bond to be executed by the Government servant while proceeding on study leave?	Government servant is required to execute a bond to serve the Government for a period of three years after expiry of study leave. For CHS officers the period is five years. (Rule 55).
4.	Whether a Govt. servant who has been granted study leave may be allowed to resign to take up a post in other Ministries/ Department of the Central Govt. within the bond period?	As per rule 50(5) (iii), a Govt. servant has to submit a bond to serve the Govt. for a period of 3 years. As the Govt. servant would still be serving Government in a Department other than parent Department, he may be allowed to submit his resignation to take up another post within the Central Govt. if he had applied for the post through proper channel.

Paternity Leave for Child Adoption/Child Adoption Leave

Sl. No.	Frequently asked Questions	Answer
1.	How is a child defined for the purpose of grant of Paternity Leave for Child Adoption/Child Adoption Leave	As per notes below rules 43AA and 43B "Child" for the purpose 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'.


Child Care Leave

Sl. No.	Frequently asked Questions	Answer
1.	Whether women employees of Public Sector undertakings/ Bodies etc. are entitled to CCL?	Orders issued by DOPT are not automatically applicable to the employees of Central Public Sector Undertakings/ Autonomous Bodies, Banks, etc. It is for the PSUs/ Autonomous Bodies to decide the applicability of the rules/instructions issued for the central Government employees to their employees in consultation with their Administrative Ministries.
2.	Whether Govt. servant can be permitted to leave station/go abroad while on CCL?	Child care leave is granted to a woman employee to take care of the needs of the minor children. If the child is studying abroad or the Government servant has to go

		abroad for taking care of the child she may do so subject to other conditions laid down for this purpose.
3.	What is the intention behind the instruction that CCL is to be treated like EL and sanctioned as such?	The intention is that CCL should be availed with prior approval of leave sanctioning authority and that the combination of CCL with other leave, if any, should be as per the restriction on EL. The restriction of the limit of 180 days at a stretch as applicable in the case of EL will not apply in case of CCL. The other conditions like CCL may not be granted for less than 15 days or in more than 3 spells etc., will apply. {Rule 43-C}
4.	Whether child care leave has been extended to female industrial employees?	Child Care leave has been extended to all civilian female industrial employees covered by the CCS(Leave) Rules, 1972 subject to the conditions provided in rule 43-C of the CCS(Leave) Rules, 1972, as amended from time to time.{OM No. 12012/2/2009-Estt.(L) dated 01-08-2012}

Commuted Leave

Sl. No.	Frequently asked Questions	Answer
1.	Whether commuted leave is admissible based on medical certificates of Hospitals/Medical Practitioner approved by the employer of the spouse in cases where the concerned employee has been allowed to avail such facilities from the employer of the spouse?	Leave on medical grounds may be allowed on the basis of certificates issued by Hospitals/Medical Practitioners approved by the employer of the spouse in such cases.


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