

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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No. 7493 /F.,  
FIN-CS2-LV-0006-2015

dt. 26.03.15

OFFICE MEMORANDUM

**Sub: - Payment of Cash equivalent of Unutilised Leave Salary to Government Servants in Case of death in Service, retirement on superannuation, voluntary retirement etc. – Clarification regarding.**

The benefit of cash equivalent of Unutilised Leave Salary is admissible to Government Servants in case of death in service, retirement on superannuation, voluntary retirement etc. subject to conditions prescribed under the Odisha Leave Rules, 1966.

In Finance Department Office Memorandum No.46545/F., dt.17.12.1991, it has been clarified that the authority competent to grant leave may, in case of Government Servant who ceases to be in Government Service by death / retirement or otherwise and for which the benefit of cash payment in lieu of unutilised leave is permissible, withhold whole or part of the cash equivalent of unutilised leave salary if in the opinion of such authority there is a possibility of some money becoming recoverable from him/her on conclusion of the disciplinary / criminal proceedings against him/her or on regularisation of the period of suspension during service. On conclusion of the proceedings or the regularisation of the period of suspension, such a Government servant will, however, become eligible to the amount so withheld after adjustment of Government dues, if any.

In spite of that, proposals have been received from different quarters regarding admissibility of encashment of leave salary and powers of the leave sanctioning authority to withhold whole or part of cash equivalent of unutilised leave salary if there is a possibility of some money becoming recoverable from the Government Servant before or after retirement.

After careful consideration Government have been pleased to clarify as follows: -

- i) If there is departmental / judicial proceeding pending against the Government servant as on the date of retirement which in the opinion of the leave sanctioning authority will culminate a recovery to be effected, such amount may be withheld from the leave salary.
- ii) In case a period of suspension during his employment in Government has not been decided and the regularisation of the suspension period in the opinion of the Leave Sanctioning Authority will culminate a recovery to be effected, such amount may be withheld from the leave salary.
- iii) In case no departmental / judicial proceeding is pending against a Government servant on the date of retirement or no undecided suspension period is pending against him, then the cash payment in lieu of unutilised leave salary should be released.

*AG, LIA*  
*28/3/15*  
SPECIAL SECRETARY TO GOVERNMENT



Memo No. 7494 /F., dated 26.03.15

Copy forwarded to the Secretary to Governor/ Secretary to Chief Minister/ P.S. to Additional Chief Secretary, Finance Department/Principal Accountant General (A & E), Odisha, Bhubaneswar/ Accountant General(Audit), Odisha, Bhubaneswar/ Deputy Accountant General, Odisha, Puri/ Deputy Accountant General(Projects), Odisha, Koraput/ All Departments of Government/ All Heads of Department/ Secretary to Lokpal, Odisha/ All Financial Advisors/ All Assistant Financial Advisors/ All Collectors/ All Sub-Collectors/ All Treasury Officers of District Treasuries, Special Treasuries & Sub-Treasuries/Chairman of All Regional Rural Banks/ Director, Madhusudan Das Regional Academy of Financial Management, Chandrasekharpur, Bhubaneswar/Principal Shorthand & Typewriting Institute, Bhubaneswar/ Chief Engineer, Upper Kolab Project, Kolab Nagar, District-Koraput/ Registrar of all Universities/ Principal Secretariat Training Institute, Bhubaneswar/ Director General, Gopabandhu Academy of Administration, Chandrasekharpur, Bhubaneswar for information & necessary action.

*Amahar*  
26/3/15  
Under Secretary to Government

Memo No. 7495 /F., dated 26.03.15

Copy forwarded to All Officers/ All Branches of Finance Department including Accounts Branch (5 copies) / C.S. IV Branch (15 spare copies) for information.

*Amahar*  
26/3/15  
Under Secretary to Government

Memo No. 7496 /F., dated 26.03.15

Copy forwarded to the PAS & Portal Head, CCF, Secretariat for information and necessary action.

He/She is requested to launch this Office Memorandum in the Website ([www.Odisha.gov.nic.in/finance/index.htm](http://www.Odisha.gov.nic.in/finance/index.htm)) for general information.

*Amahar*  
26/3/15  
Under Secretary to Government

Memo No. 7497 /F., dated 26.03.15

Copy forwarded M/s. Luminous Infosys Pvt. Ltd. C/o-RTI Central Monitoring Mechanism (CMM), I & P.R. Department, Government of Odisha for publishing the Office Memorandum in the RTI Portal.

*Amahar*  
26/3/15  
Under Secretary to Government