

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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NO. 37473/F,  
FIN-CS2-LV-0009-2018

Dated 01.12.2018

OFFICE MEMORANDUM

SUB: **Drawal of leave salary during the period of leave availed by Government Servants and clarification thereof.**

As per Rule 164 of the Odisha Service Code, "subject to the condition in Rule 156, 157, 159, 163, 165, 166, 167 and 168 a Government servant on leave shall, during leave, draw leave salary".

2. Representations have been received from various quarters regarding financial constraints faced by the Government employees due to non-disbursement of their leave salary during the period of leave as the sanction of leave is not made when the employee is allowed to proceed on leave. In most instances, the sanction of leave is made only on the joining of duty after availing leave. This leads to non-drawal of leave salary during the period the employee is on leave.

3. It is, therefore, reiterated that the sanction of leave should invariably be made before the employee proceeds on leave. Further, leave salary as due should be drawn on sanction of leave.



(Tuhin Kanta Pandey)

Additional Chief Secretary to Government

Memo 37474 /F,

dated 01.12.2018

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

  
Under Secretary to Government

Memo No. 37475 /F,

dated 01.12.2018

Copy forwarded to All Officers /All Branches of Finance Department including Accounts Branch (5 copies) / C.S.-II Branch (20 spare copies) for information.

  
Under Secretary to Government

Memo No. 37476 /F,

dated 01.12.2018

Copy forwarded to PAS & Portal Head, C.C.F, Secretariat for information and necessary action.

He/She is requested to upload 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.

  
Under Secretary to Government

Memo No. 37477 /F,

dated 01.12.2018

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Under Secretary to Government