

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

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