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OFFICE MEMORANDUM

Sub: Entitlement to Earned Leave in case of Government servants serving in Departments other than vacation Departments.

Bhubaneswar, dated, the 17th May, 95.

The leave account of a Government servant serving in a Department other than a vacation Department is credited with 30 days and 31 days of Earned Leave in alternate calendar years. This is being done in two instalments i.e. 15 days on the first day of January and July every year except that on first day of July of an even year, the credit of earned leave is 16 days in accordance with Finance Department Office Memorandum No. 20180/F dt. 22.4.76.

2. The aforesaid procedure has been reviewed with a view to simplifying the mode of calculation of earned leave and the Governor has been pleased to decide as follows :-

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The leave account of a Government servant serving in a Department other than a vacation Department shall be credited with Earned Leave in advance in two instalments of 15 days each on first day of January and July of every calendar year. The leave at the credit of a Government servant at the close of the previous half-year shall be carried forward to the next half year subject to the condition that the leave so carried forward plus the credit for the half year does not exceed the maximum limit of 240 days. As a measure of further simplification of the procedure for calculating the entitlement to earned leave, it has been decided that in cases where the earned leave at credit on 31st December/30th June is 240 days or less but more than 125 days, the advance credit of 15 days on 1st January/1st July will be made in column-4 of the Form of Leave Account appended herewith. The resultant total will be shown in column-7 as 240 + the number of days exceeding the ceiling of 240 days. The number of earned leave exceeding the ceiling will be shown within brackets. Leave taken during serving in a Department other than a vacation Department shall be credited with Earned Leave in advance in two instalments of 15 days each on first day of January and July of every year.

contd.p...2

the current half year will first be adjusted against the figures shown in the bracket in column 7. Column 11 will also show the balance as 240 days + number of days exceeding the ceiling, if any, after adjusting the leave taken. While arriving at the total earned leave at credit in column 7 at the time of allowing credit for next half year, the credit in column 4 will be added to only that figure in column 11 which is outside the bracket. In the Annexure, the position has been illustrated in a ~~sample~~ sample form of the leave account upto column 11 for understanding and guidance.

4. The above decision shall take effect from 1st January, 1995.

5. Necessary amendment to Orissa Leave Rules, 1966 is being made separately.

Sd/- P.K.Mishra.

PRINCIPAL SECRETARY TO GOVERNMENT.

Pkd/

Memo No.

20585 (485)

F..dt.

17/5/95

Copy with copy of the enclosure forwarded to All Departments of Govt./All Heads of Departments/Secretary to Governor/Secretary to Chief Minister/ Private Secretary to Minister, Finance/ A.G.(Accounts) Orissa/A.G.(Audit) Orissa/ D.A.G.; Puri/ All Collectors/All F.As and A.F.As in Secretariat/ all Accounts Officers attached to Offices of Heads of Departments Director, GIAT, Bhubaneswar/Principal, M.T.A.F; Bhubaneswar/ Principal, S.T.I., Bhubaneswar for information and necessary action.

Memo No.

20586 (120)

UNDER SECRETARY TO GOVERNMENT.

F..dt

17/5/95

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UNDER SECRETARY TO GOVERNMENT.

ANNEXURE

ପରବର୍ତ୍ତୀ କର୍ମଚାରୀଙ୍କ ନାମ

ପ୍ରତିବର୍ଷ ସେବାର ପ୍ରାରମ୍ଭ ତାରିଖ

ଅନୁପ୍ରାପ୍ତ ହେଉଥିବା ସେବା										
ପଦ୍ଧତି ଅନୁଯାୟୀ ସେବାର ସମ୍ପର୍କିତ ବିବରଣୀ		ଅନୁପ୍ରାପ୍ତ ହେଉଥିବା ସେବା					ନେତୃତ୍ୱା ଶକ୍ତି			
କେବେଠାରୁ	କେଉଁ ପର୍ଯ୍ୟନ୍ତ	ପଦ୍ଧତି ଅନୁଯାୟୀ ସେବା	ଅନୁପ୍ରାପ୍ତ ହେଉଥିବା ସେବା	ଅନୁପ୍ରାପ୍ତ ହେଉଥିବା ସେବା	ଅନୁପ୍ରାପ୍ତ ହେଉଥିବା ସେବା	ଅନୁପ୍ରାପ୍ତ ହେଉଥିବା ସେବା	କେବେଠାରୁ	କେଉଁ ପର୍ଯ୍ୟନ୍ତ	ବିନଷ୍ଟତା	ଅନ୍ତରାଳ
1	2	3	4	5	6	7	8	9	10	11
Upto	31.12.94	-	-	-	-	-	-	-	-	226
1.1.95	30.6.95	6	15	-	-	240 (+1)	-	-	-	240 (+1)
1.7.95	31.12.95	6	15	18	2	240 (+13)	1.9.95	7.9.95	7	240 (+6)
1.1.96	30.6.96	6	15	-	-	240 (+15)	Surrender of E.L.30			225
1.7.96	31.12.96	6	15	-	-	240	-	-	-	240
1.1.97	30.6.97	6	15	-	-	240 (+15)	-	-	10	240 (+5)

* (+) Number of days of E.L. exceeding 240

* Figures shown in brackets in Col. 11 lapse.