

GOVERNMENT OF ORISSA
FINANCE DEPARTMENT

OFFICE MEMORANDUM

Bhubaneswar, Dated the 14th June 1994

SURRENDER OF EARNED LEAVE IN LIEU
OF LEAVE SALARY AND ALLOWANCES.

The proposal for restoration of the scheme surrender of earned leave in favour of State Government employees of regular establishments was under active consideration of Government for some time past. After careful consideration, the Governor has been pleased to decide that State Government employees who have not less than 120 days earned leave at their credit will be allowed to surrender days Earned Leave for encashment, once in a block period of months with effect from 1.4.94. It has also been decided that amount of leave salary drawn in each case shall be credited to the General Provident Fund Account of the concerned Government employees and shall be regulated under the General Provident Fund Rules. The guidelines for operation of the scheme of Surrendered leave salary are annexed.

Sd/-P.K.Mishra,

PRINCIPAL SECRETARY TO GOVERNMENT.

Memo No. 21667 (550)/F., Dated 14.6.94

Copy forwarded to the Secretary to Governor/Secretary Chief Minister/A.G. (Accounts), Bhubaneswar, A.G. (Audit) Bhubaneswar/Deputy Accountant General, Puri/D.A.G. (Projects) Koraput/All Departments Government/All Heads of Department/A.S. F.As./All A.F.As./All Collectors/All Treasury Officers/All Special Treasury Officers/All Sub-Treasury Officers/Principal, M.I.A.F., Bhubaneswar/Principal S.T.I., Bhubaneswar/Principal, Shorthand and Typewriting Institute, Bhubaneswar/Manager, Utkal Bhawan, Calcutta/Orissa State Guest House, Bhubaneswar/Orissa Bhawan and Orissa Niwas, New Delhi for information and necessary action.

Lokanath Mishra
DEPUTY SECRETARY TO GOVERNMENT.

Memo No. 21668 (120)/F., Dated 14.6.94

14.6.94

Copy forwarded to All Officers/Branches of Finance Department for information.

Lokanath Mishra
DEPUTY SECRETARY TO GOVERNMENT

14.6.94

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ANNEXURE-I

NATURE OF
CONCESSION.

1. The surrender of earned leave in lieu of leave and allowances will be admissible to State Govt employees under regular establishments only.

ADMISSI-
BILITY.

2. (a) Each Block period shall be of the duration of 24 months commencing from 1.4.94.
- (b) An employee may be allowed to surrender 30 days Earned Leave without mentioning the date of commencement and expiry of leave surrendered, provided he has not less than 120 days Earned Leave at his credit on the date of sanction of the benefit.
- (c) The Government employee shall be required to apply in the prescribed form annexed.
- (d) This benefit shall not be admissible during period of re-employment, extension of contract service and suspension, as the case may be.
- (e) The authority competent to sanction leave is the authority to sanction surrender of Earned Leave.
- (f) This benefit shall be admissible to a Govt servant while on deputation to other Govt or in foreign service.

PROGRAMMING. 3.

- (a) The authority competent to sanction such benefit should draw up a programme at the beginning of the block period on the following principles:
- (i) The programme may be drawn up monthly for the first 20 months covering all employees under the sanctioning authority in each block period.
- (ii) The programme may be chalked out on the basis of the date of application with due regard to seniority. Preference may be given to the employees retiring during the block period. The date of application will mean the date when the programming officer receives the application.
- (iii) After programming at the beginning of the block period, if any employee becomes eligible subsequently, he should be accommodated during last four months of the Block period including other eligible cases.
- (iv) Not more than 5 percent of the total strength of the establishment may be included in a month's programme with proportional representation of each category/grade of employees as far as possible. Such stipulation is required in the case of employees covered under sub para-(iii) above.

Contd.

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- (v) If the leave account of an employee who has been included in the programme, falls short of the required amount of Earned Leave for the purpose on the date of actual sanction due to his availing Earned Leave subsequent to the date of his application, he may be allowed the same subject to the condition that a minimum reserve of 60 days Earned Leave is left in the leave account after encashment.
- (vi) In absence of Service Book/Roll with the sanctioning authority at the time of sanction, it would be the responsibility of the applicant to prove and convince the sanctioning authority that he is having required days of Earned Leave at his credit on the day of sanction.

LEAVE SALARY

- 4. (a) The Leave Salary and allowance admissible for the leave surrendered shall be equivalent to the pay and allowances the employee is entitled for the month, preceding the date of sanction of the benefit.
- (b) House-Rent Allowance, Conveyance allowance, Special construction allowance, Non-practicing allowance and such other allowances of compensatory nature, as are allowed for specific purposes and paid during the period of duty or leave actually availed of, will not be admissible in respect of leave surrendered for encashment.
- (c) Green Card incentive allowance and Special Pay, which are not compensatory in nature, will be drawn in surrender leave salary.
- (d) The leave salary and allowances admissible for the leave surrendered shall not be liable to any deduction on account of provident fund subscription, insurance premia, house rent, repayment of advances etc., but shall be taken into account for income tax, if the income in the hands of the employee is assessable to such tax.
- (e) It shall be obligatory on the part of the Sanctioning Authority to ensure that his sanction of Surrender Leave finds place prominently in the Service Book/Roll of the employee along with debit of the leave surrendered under his seal and signature.

CARRY OVER
OF THE
BENEFIT.

5. (a) The employees suspended or removed/dismissed from service during the previous block period on reinstatement in service in a subsequent block period may be allowed the benefit in respect of past block period (s), if the period of suspension or removal/dismissal in service is treated as on duty, subject to the condition that the competent authority records a certificate to the above effect in the sanction order itself.

(b) The payment of leave salary under Sub-Para(i) shall be equivalent to the pay and allowances the employee was entitled for the last but one (i.e. 23rd) month of the relevant Block period.

MODE OF
PAYMENT.

6. (a) The amount of leave salary so drawn including arrears if any drawn subsequently under para 2 and 5 above shall be credited to the General Provident Fund account of the employee concerned. In no case, cash payment shall be allowed. Now the Leave Salary shall be paid in cash in case employees who are to retire from Government service on superannuation within six months from the date of sanction of the benefit.

(b) Where the General Provident Fund account is not available, the sanctioning authority should take adequate steps to have the account opened.

(c) The amount of surrendered leave salary so credited to the General Provident Fund Account of the employee under Sub-para(a) may be taken into consideration for computing the amount at the credit of his G.P.F. Account for purpose of withdrawal under the General Provident Fund Rules.

1. Name
2. Designation
3. Department
4. Authority sanctioned
5. Departmental application
6. Basic application
7. Earned on
8. Block which applied 199
9. G.P.F.
10. Date
11. Date

PLACE

ANNEXURE-II

PART-A

FORM OF APPLICATION FOR SURRENDER OF EARNED LEAVE

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1. Name of the Applicant :
2. Designation :
3. Department/Office :
4. Authority competent to sanction leave. :
5. Department/Office in which application is submitted. :
6. Basic pay on the date of application. :
7. Earned Leave at his credit on the date of application. :
8. Block period in respect of which encashment is applied for i.e., 1994-1996, 1996-1998, 1998-2000 and so on. :
9. G.P.F. Account Number. :
10. Date of Superannuation. :
11. Date of application. :

PLACE :

FULL SIGNATURE OF THE APPLICANT

DATE :

PART-B

FOR USE IN OFFICE

Certified that the application of
Sri _____ (Designation) _____
has been received in this office on _____
has _____ number of Earned Leave at his credit.

2. Order/Recommendation.

Date :

Seal and Signature of the
Authority receiving application

PART-C

(Receipt to be given to the applicant)

Received the application of Sri/Smt.. _____
_____ (Designation) _____
Office of _____
the _____ 19 _____ for grant of Surrender
benefit of the _____ block period.

Signature of the Receiver

Date.

Official Seal.

Note :- The application Receiving Officer is he who
disburses the monthly pay etc. of the employee
applicant or any other officer on his behalf.

50.

Receipts and
Budget provisions

51.

The increase
Besides, realisation
Road Transport

52. XLVIII—

Receipts used
sent to other Government
for Public Health

The Revised

53.

Revised is

Besides the
Bureau of Text