

OFFICE MEMORANDUM.

Bhubaneswar, the 22nd April, 1976.

Sub:- Simplification in the rate of calculating entitlement to earned leave in case of the Government Servant serving in a department under regular establishment other than a Vacation Department.

The undersigned is directed to invite a reference to Rule 7 (1) of Orissa Leave Rules, 1966 according to which the Earned Leave admissible to a permanent Government servant is one-eleventh of the period spent on duty.

2) As a measure of simplification of procedure for calculating entitlement to E.L. the Governor has been pleased to decide that in modification of Rule 7(1) of Orissa Leave Rules, 1966 the following procedure may be adopted in calculating the entitlement to Earned Leave of Government servants who are serving in a Department, other than a Vacation Department :-

(a) Each employee's account of leave should be credited with 30 days and 31 days earned leave in alternate calendar years. This should be done in two instalments, 15 days on the first of January and July every year except that on the first of July of an even year (ending with 2, 4, 6, 8 or 0) the credit shall be 16 days. Thus, the credit on the first of January, 1976 will be 15 days and on first July, 1976, 16 days while both on 1st January and 1 July, 1977 it will be 15 days and so on :

(b) the leave at the credit of the employee at the close of the previous half-year shall be carried forward to the next half-year, subject to the leave so carried forward plus the credit for that half-year not exceeding the maximum limit of 180 days.

3) When a Government servant is appointed on or after 1.1.76 earned leave should be credited to his leave account at the rate of $2\frac{1}{2}$ days for each completed month of service which he is likely to render in the calendar half-year in which he is appointed, e.g., if he is appointed on 13th March, the number of complete months of his service in that half-year will be 3 and the credit will be $3 \times 5/2 = 7\frac{1}{2}$ days rounded to 8 days. If he is appointed on 20th April the number of complete months will be only 2 and the credit will be $2 \times 5/2 = 5$ days.

4) The credit for the half-year in which a Government servant is due to retire or resigns from service shall be afforded only at the rate of $2\frac{1}{2}$ days per complete month in that half-year upto the date of retirement/resignation. If in the case of Government servant who resigns from the service, the leave already availed of is more than the credit so due to him, necessary adjustment should be made in respect of leave salary overdrawn, if any.

5) If a Government servant has taken any leave other than earned leave in a half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by $1/11$ th of such leave, e.g., if a Government servant has taken

P.T.O.

11 days' half pay leave or 11 days commuted leave or 11 days extra-ordinary leave, the credit to his leave account will be reduced by 1 day, i.e., 1/11th of the 11 days half-pay leave or commuted leave or extra-ordinary leave.

6) When affording credit under the above method, fractions of a day will be rounded off to the nearest day.

7) From 1.1.1976, the leave account shall be maintained in the enclosed form. While the earned leave shall be credited in advance in the manner stated above, there will be no change in respect of other kinds of leave. The entries in respect of such leave shall be made as and when occasion for doing so arises. In the case of existing Government servants, the old leave account has to be closed and the credit of leave as on 31.12.75 will have to be carried forward to the new leave account. While doing so, fractions of a day will be rounded off to the nearest day.

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

Sd/-Ch.U.N.Mishra.
JOINT SECRETARY TO GOVERNMENT.

Memo No.20181(150)/F.Dated, 22.4.76

Copy forwarded to all Departments of Government/All Heads of Department/All District Officers/Secretary to Governor/Accountant General, Orissa/Deputy Accountant General, Orissa, Puri/Financial Advisers and Assistant Financial Advisers in the Secretariat Departments/Accounts Officers attached to the Offices of the Heads of Departments/Principal, Accounts Training School/Principal, Secretariat Training Institute/Director, Training and Coordination/L.F.A. and E.A.O.Branches of Finance Department for information.

Sd/-
Assistant Secretary to Government.

Memo No.20182(66)/F., Dated, 22.4.76.

Copy forwarded to all Officers and all Branches (Five copies to Codes Branch)/(Twenty copies to Accounts Section) of Finance Department for information.

2. Codes Branch are requested to make necessary amendment in the Orissa Leave Rules, 1966 quickly.

Sd/-
Assistant Secretary to Government.