

325

No. CS-II-271/85- 56239 / P.,
GOVERNMENT OF ORISSA
FINANCE DEPARTMENT.

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OFFICE MEMORANDUM

Bhubaneswar, the 25 November, 1987.

Subs:- Additional Earned Leave benefit to the staff of Orissa Bhawan and Utkal Bhawan for working on Sundays and Public Holidays.

The question of suitably compensating certain category of staff of Orissa Bhawan at New Delhi and Utkal Bhawan at Calcutta for working on Sundays and Public Holidays was under consideration of Government for some time past. After careful consideration, the Governor has been pleased to decide that the following categories of staff of Orissa Bhawan and Utkal Bhawan shall be allowed, as a compensation for work on Sundays and Public Holidays, additional earned leave for fifteen days each year in addition to the leave normally admissible to them under the Orissa Leave Rules, 1966.

Utkal Bhawan, Calcutta.

Orissa Bhawan, New Delhi.

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|-----------------------|-----------------------|
| 1. Khansama. | 1. Butler |
| 2. Kitchen Attendant. | 2. Khansama. |
| 3. Kitchen Helper. | 3. Cook. |
| 4. House Bearer. | 4. Kitchen Attendant. |
| 5. Room Bearer. | 5. House Bearer. |
| 6. Sweeper. | 6. Room Bearer. |
| | 7. Table Attendant. |
| | 8. Sweeper. |

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2. This "Additional Earned Leave" shall be credited in advance to the leave account of the concerned employees and the same procedure as is laid down in Finance Department Memo No 20180, dated 24.4.76, will mutatis mutandis, be followed for the purpose.

2. The employees concerned may be allowed to surrender the entire Additional Earned Leave for leave salary and allowances each year, subject to the following conditions.

(a) The concession of encashment will be available with effect from 1st January, 1987.

(b) The leave salary and allowances for the leave surrendered shall be at the rates of pay and allowances, the employee is entitled to for the month preceding the date of sanction of surrender leave.

(c) The leave salary in the above respect shall be paid in full as soon as possible after the leave is allowed to be surrendered.

(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 liable to deduction of income tax, if the income is in the hands of the employee is assessable to such tax.

(e) The authorities empowered to sanction earned leave will be competent to allow the surrender of leave in the above respect.

(f) To guard against omission in the posting of debit of the leave surrendered in the leave account of concerned employees, details of the surrender leave shall be noted in the Service Book and in the Leave Account at the time the leave salary is drawn. A certificate to the effect that necessary entries have been made in the Service Book and in the Leave Account shall be recorded by the Drawing Officer on the bill in which the leave salary for the surrender leave is drawn.

4. Necessary amendments to the Orissa Leave Rules-1966 will be issued in due course.


SECRETARY TO GOVERNMENT.

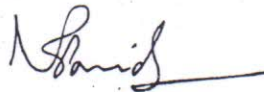
Memo No. 56240 (200) /F., dated 25-11-87.

Copy forwarded to all Departments of Government/All Heads of Departments/Accountant General, Orissa, Bhubaneswar/Deputy Accountant General, Puri/Secretary to Governor/Secretary to Chief Minister/Manager, Utkal Bhawan, Calcutta/Manager, Orissa Bhawan, New Delhi/ for information and necessary action.



Memo No. 56241 (100) /F., dated 25-11-87.
DEPUTY SECRETARY TO GOVERNMENT.

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



SECTION OFFICER.