



Personnel and Administrative  
Reforms (FR-III) Department,  
Secretariat,  
Chennai – 600 009.

**Letter No.34007/FR-3/2016-1, Dated : 13.10.2016**

From

Dr. S. SWARNA, I.A.S.,  
Secretary to Government.

To

All Secretaries to Government, Chennai - 600 009.  
The Commissioner of Treasuries and Accounts, Chennai - 600 018.  
All Departments of Secretariat, Chennai - 600 009.  
All Heads of Departments including District Collector /  
District Judges / District Magistrates.  
The Secretary, Tamil Nadu Public Service Commission,  
Chennai – 600 104.  
The Registrar General, High Court of Madras, Chennai – 600 104.  
The Registrar, Madurai Bench, High Court of Madras, Madurai.  
The Works Manager, Government Central Press, Chennai – 600 079.  
The Director of Stationery and Printing, Chennai – 600 099.  
The Personnel and Administrative Reforms (AR-II) Department,  
Secretariat, Chennai – 600 009 (to publish in the internet / intranet).

Sir,

Sub: Fundamental Rules - Tamil Nadu Leave Rules, 1933 –  
Unearned Leave on Private Affairs – Payment of Leave  
Salary – Instructions – Issued.

Ref: Audit Slip No.16 of Senior Audit Officer, Office of the  
Accountant General, Chennai-18 received from the  
Public (OP-1) Department on 25.01.2016.

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It has been brought to the notice of the Government, in the reference cited that based on the 'e-payroll system' of the Department of Treasuries and Accounts, an incorrect payment of leave salary in respect of Unearned Leave on Private Affairs was made. In that case, the half pay was correctly taken into account for the purpose of computation of leave salary and the dearness allowances was regulated on full pay which was not in order. This leads to excess payment of leave salary in respect of 'Unearned Leave on Private Affairs', to be recovered from the individual.

2. The Government direct that the following Rules are to be followed in sanction of leave and payment of leave salary and encashment at the time of retirement, in respect of Unearned Leave on Private Affairs.

**(i) Rule 13 of Tamil Nadu Leave Rules, 1933:-**

Leave on Private Affairs may be granted to a permanent Government servant, i.e. approved probationer in superior service for six months in all and up to a maximum of three months at a time for the first ten years of service, which may be carried forward beyond ten years, when alone he shall be eligible for the full period of six months.

p.t.o.

