

COPY OF

GOVERNMENT OF TAMIL NADU

Abstract

Leave benefits - Earned Leave - Surrender of and payment of leave salary - Orders - Issued,

PERSONNEL AND ADMINISTRATIVE REFORMS (FR.II) DEPARTMENT.

G.O.Ms.No.1089.

Dated: 1.11.1980.

Read:-

1. G.O.Ms.No.783, Finance (FR.II), dated 10.9.1968.
2. G.O.Ms.No.226, Finance, dated 8.2.1971.
3. G.O.Ms.No.311, Finance, dated 14.3.1974.
4. G.O.Ms.No.638, P.&A.R.(FR.II), dated 13.5.1977.

Read also:-

5. G.O.Ms.No.853, P.&A.R.(FR.II), dated 24.7.1978.

ORDER:

The salient features of the scheme of surrender of Earned Leave as existing are as follows:-

- 1) Government servants are permitted to surrender earned leave when they are either on duty or actually on Earned Leave and the interval between one surrender and another should be 12 months for surrender not exceeding 15 days and 24 months for surrender not exceeding 30 days.
- 2) If Earned Leave is surrendered while on duty the surrender takes effect from the date of surrender itself and this date is taken for the purpose of reckoning the interval for the next surrender;
- 3) The Leave salary for the Earned Leave so surrendered is calculated at the rate of 1/30th of the monthly pay irrespective of the number of days in the month in which the surrender takes effect;
- 4) If Earned Leave is surrendered while the Government servant is actually on Earned Leave, the surrender takes effect from the date of commencement of actual Earned Leave and the interval for the purpose of the next surrender is reckoned from the date of expiry of the actual Earned Leave;

- 5) The leave salary for the Earned Leave surrendered while on Earned Leave depends upon the number of days in the month in which the Earned Leave is actually availed;
- 6) Applications for surrender of Earned Leave while on duty have to be made on or before the date of surrender.

2. The question whether Government servants may be permitted to surrender Earned Leave when they are on other kinds of leave also, has been examined by Government and the Government have decided that Earned Leave may be allowed to be surrendered by Government servants while they are on other kinds of leave also, except on Extraordinary Leave without Allowance without Medical Certificate or on Unearned Leave on Private Affairs.

3. In supersession of the existing orders regarding the scheme of surrender of earned leave Government issue the following orders:-

- i) Surrender of earned leave shall be permitted while on duty and also while on all kinds of leave except Extraordinary Leave Without Allowance (without Medical Certificate) and Un-earned Leave on Private Affairs;
- ii) For surrender of Earned Leave not exceeding 30 days, the interval between one surrender and another shall be 24 months; for surrender not exceeding 15 days of Earned Leave, the interval shall be 12 months;
- iii) Applications for surrender of Earned Leave can be made on or before the due date for surrender; Applications received within a month from the due date shall also be allowed. The date of surrender shall be indicated in the application for surrender of earned leave;
- iv) The order sanctioning the surrender of earned leave shall specifically indicate the date from which the Government servant concerned is permitted to surrender earned leave, so that entries could be made in his service book. The number of days of Earned Leave surrendered shall be reckoned as surrendered on this date and the interval for the next surrender will be reckoned from that date;

- v) The leave salary shall be paid at 1/30th of the monthly salary for each day of surrender irrespective of the number of days in the month in which the Earned Leave is surrendered and irrespective of the fact whether the Government servant is on duty or on leave other than Extraordinary leave without Allowance (without Medical Certificate) and Un-earned Leave on Private Affairs;
- vi) The total number of days of Earned Leave availed and the Earned Leave surrendered shall not exceed the maximum Earned Leave admissible to Government servants;
- vii) These orders shall apply to State Government servants on foreign service as well as those on deputation to other Governments;
- viii) Government servants appointed either under the emergency provisions or on regular basis shall be eligible to surrender 15 days of Earned Leave only after completion of 12 months continuous service; for surrender of 30 days of Earned Leave, they shall become eligible after completion of 24 months of continuous service;
- ix) In order to guard against omission to post debit entries in the leave account, details of Earned Leave surrendered shall be noted in the leave account and in the body of service books and a certificate to this effect shall be appended by the Drawing Officer in the Bills in which the leave salary for the Earned Leave surrendered, is drawn.

4. These orders shall take effect from the date of issue of this order.

5. Necessary amendments to the Tamil Nadu Leave Rules, 1933 will be issued separately.

6. This order issues with the concurrence of the Finance Department vide U.O.No.148775/80-1, dated 25.10.1980.

(BY ORDER OF THE GOVERNOR)

(sd.) K. DIRAVIAM,
SECOND SECRETARY TO GOVERNMENT.

To
All Secretaries to Government.
All Heads of Departments,
The Accountant General-I & II, Madras-18.
The Accountant General, Madras-9/35.
The Pay and Accounts Officer (North)/(South)/(East), Madras.
The Registrar, High Court, Madras-104.
The Secretary, Tamil Nadu Public Service Commission, Madras-2.
Copy to: State Owned Corporations/Boards/Undertakings.
Private Secretary to Chief Minister.
P&AR(Per.K) Department, Madras-9.

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SECTION OFFICER. 24/2/95

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