GOVERNMENT OF HARYANA
FINANCE DEPARTMENT
THE HARYANA CIVIL SERVICES RULES
PART II - Leave Rules
(1st Edition)
PREFACE

The Finance Department of Haryana has brought out a set of new Haryana Civil Services Rules in eight parts, which have been issued, in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, as under:

1. Part I – General Rules – contains rules relating to pay fixation, joining time, foreign service and other general conditions of service;
2. Part II – Leave Rules – contains rules relating to various kinds of leave;
3. Part III – Pension Rules – contains rules relating to pension and family pension;
4. Part IV – Provident Fund Rules – contains rules relating to General Provident Fund;
5. Part V – Travelling Allowance Rules – contains rules relating to travelling allowance;
6. Part VI – Other Compensatory Allowances Rules – contains rules relating to house rent allowance, conveyance allowance, hill allowance etc.;
7. Part VII – Government Employees Conduct Rules – contains rules relating to conduct of a Government employee in service; and

2. These rules in VIII parts are mainly based on the existing rules and orders contained in the Punjab Civil Services Rules, Volume I, Part – I Main Rules (First Edition) 1941 and further modified in the background of the changes resulting from the partition of the Punjab and constitutional requirement.

3. The Punjab Civil Services Rules, Volume I, II and III published in 1941 (First Edition) were being used by the Government, with amendments from time to time, till date before the updation in the present form, and these rules have been brought out in VIII parts, as detailed above, for the sake of convenience and facility for easy handling of the books to the readers.

4. These rules will apply to Government employees belonging to the categories mentioned in rule 1.2 of Part I – General Rules of these rules from the date of issue of this publication.

5. These rules, except Travelling Allowance Rules contained in Part V of these rules, shall not apply to members of the I.A.S. and I.P.S. serving under the Haryana Government. However, they will be governed by the rules issued by the President of India in this behalf.

6. The opportunity has also been taken to include important orders relating to interpretation of rules, in the form of “Notes” or Illustrations” below the relevant rule.
7. The forms which have been adopted in these rules have been given a separate new series “GR, LR and PF” (abbreviation for General Rules, Leave Rules, Provident Fund Rules) series.

8. The Finance Department of Haryana Government is the rule making competent authority for interpretation, modification and changes in the existing rules contained in Haryana Civil Services Rules, Part I to VI and the Chief Secretary, General Administration Department is the competent rule making authority for Part VII - Government Employees Conduct Rules and Part VIII - Punishment and Appeal Rules.

9. I appreciate and acknowledge the hard work put in by Sh. Sumer Singh Bishnoi, Principal, Accounts Training Institute, Haryana, Panchkula for updating, re-writing and re-drafting of Civil Services Rules in VIII parts.

10. All Government employees who notice any errors or omissions in these rules, are requested to bring them to the notice of their Head of Departments, who will please submit their proposals to the Finance Department, through the Administrative Department concerned for Part I to VI and to the Chief Secretary, General Administration Department for Part VII and VIII respectively.

Sanjeev Kaushal
Dated: Financial Commissioner & Principal Secretary to Government, Haryana, Finance Department.
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The Haryana Civil Services Rules,

Part II - Leave Rules, 2012

Chapter - I

Preliminary

1. Short Title and Commencement — (1) These rules may be called the Haryana Civil Services Rules, Part II – Leave Rules, 2012.
   (2) They shall come into force on the date of their publication in the official Gazette.
   (3) These rules have been issued by the Governor of Haryana under proviso to Article 309 of the Constitution of India.

2. Extent of Application- Except as otherwise provided, these rules shall apply to Government employees who are under the administrative control of the Haryana Government and whose pay is debitable to the Consolidated Fund of the State of Haryana. However these rules shall not apply to -
   i persons in casual or daily-rated or part-time employment;
   ii persons paid from contingencies ;
   iii persons employed in work-charged establishments;
   iv members of the All India Services;
   v persons in respect of whom the competent authority may by general or special order, direct that these rules shall not apply to them.

3. Definitions — The terms defined in Chapter II of Haryana Civil Services Rules, Part I – General Rules, shall have, unless there is anything repugnant in the subject or context, the same meaning and implications when used for these ‘Leave Rules’. However, the following terms shall be used in these rules in the sense here explained:-
   (i) “leave” includes earned leave, half pay leave, commuted leave, leave not due and extra-ordinary leave;
   (ii) “earned leave” means leave earned in respect of periods spent on duty;
   (iii) “half pay leave” means leave earned in respect of completed years of service;
   (iv) “earned leave due” means the amount of earned leave standing at the credit of a Government employee in his leave account on a particular date;
   (v) “half pay leave due” means the amount of half pay leave standing at the credit of a Government employee in his leave account on a particular date;
   (vi) “commuted leave” means exchange of half pay leave into full pay on medical certificate or for prosecuting an approved course of study;
(vii) “Government employee” means a person who is appointed in Haryana Government service against Group A,B,C and D post and whose pay is debited to the Consolidated Fund of the State of Haryana;

(viii) “completed years of service” and “one year’s continuous service” means continuous service of the specified duration under the Haryana Government and includes periods spent on duty as well as on leave including extra-ordinary leave;

(ix) “Head of Mission” means Ambassador, Charged Affairs Minister, Counsel General High Commissioner and any other authority declared as such by the Central Government in the country in which the Government employee undergoes a course of study or training.
Chapter- II
General Conditions

4. Leave earned by Duty— Leave is earned by duty only. The period spent in foreign service counts as duty if contribution towards leave salary is paid on account of such period.

5. Right to Leave –
(1) Leave cannot be claimed as of right.
(2) When the exigencies of the public services so require, leave of any kind is refused or revoked by the authority competent to grant it, but it shall not be open to the authority to alter the kind of leave due and applied for except at the written request of the Government employee.
(3) The grant of medical certificate by the medical authority does not in itself confer upon the Government employee concerned any right to leave. However, the Government employee as far as possible proceed on leave with the prior permission of the competent authority.
(4) In case where a number of Government employees apply for leave in the same establishment and the leave cannot be sanctioned to all such employees in the interest of public service, an authority competent to grant leave shall take the decision for grant of such leave after taking into account the following considerations: -
   (a) The Government employee who can, for the time being, best be spared.
   (b) The amount of leave due to the various applicants.
   (c) The amount and character of the service rendered by each applicant since he last returned from leave.
   (d) The fact that any such applicant was compulsorily recalled from his last leave.
   (e) The fact that any such applicant has been refused leave in the public interest.

6. Regulation of claim to Leave – A Government employee’s claim to leave is regulated by the rules in force at the time the leave is applied for and granted.

7. Commutation of one kind of Leave into another—
(1) At the written request of a Government employee, the authority which granted leave to him can commute it retrospectively into leave of a different kind which was due and admissible at the time leave was granted, but the Government employee cannot claim such commutation as a matter of right.
(2) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the government employee and any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

8. Maximum Amount of Continuous Leave— Unless the competent authority in view of the exceptional circumstances of the case otherwise determines, no Government employee shall be granted leave of any kind for a continuous period exceeding five years.
9. Acceptance of Employment during Leave - A Government employee while on leave shall not ordinarily take any service or accept any employment (including the setting up of a private professional practice as accountant, consultant, legal or medical practitioner), however, he may, while on leave other than leave on medical certificate, be permitted by the competent authority to take employment subject to a maximum period of 5 years during the entire service career with the following conditions, that the employee:-
(a) must have completed 10 years qualifying service;
(b) must have not attained 55 years of age;
(c) must have not dealt any case during the last 5 years of the company/firms or organization in which he intends to take employment;
(d) must report to duty immediately on recall in public interest.

10. Effect of Dismissal, Removal, Resignation, Retirement on Leave at Credit—
(1) Except as provided in Rule 31 and this rule, any claim to leave to the credit of a Government employee, who is dismissed or removed or retired or who resigns from Government service, ceases from the date of such dismissal or removal or retirement or resignation, as the case may be.
(2) Where a Government employee applies through proper channel for another post for appointment from one Department to another under the Haryana Government and the applicant is required to resign his post before taking up the new one, such resignation shall not result in the lapse of the leave to his credit. His service will be treated continue for the purpose of leave. If there is any interruption due to the two appointments being at different stations, such interruptions, not exceeding the joining time permissible under the rules on transfer, shall be covered by grant of leave of any kind due to the Government employee on the date of relief or by formal condonation to the extent to which the period is not covered by leave due to the Government employee.
(3) A Government employee, who is dismissed or removed from service and is reinstated on appeal or revision, shall be entitled to count for leave his service prior to dismissal or removal, as the case may be.
(4) If a Government employee re-employed after quitting the public service on compensation or invalid pension or gratuity, is allowed to count his past service for pension on ultimate retirement, shall be entitled to count his former service towards leave.
(5) A Government employee, who having retired on compensation or invalid pension or gratuity, is re-employed and allowed to count his past service for pension, shall be entitled to count his former service towards leave.
(6) In case of retrenchment on abolition of post, if Government employee is adjusted against any vacancy in any department under the Haryana Government, his past service will count for the purpose of leave if the same has been counted for the purpose of pension. The leave at his credit at the time of retrenchment may be carried forward subject to refund of leave encashment, if any, received already:

Provided the benefit will not be admissible to any retrenched employee appointed from any Autonomous Body/Public Sector Undertaking etc. to any Department of Haryana Government:

Provided further that the benefit will also be not admissible on appointment from a Department of any other State Government/Centre Government to Haryana Government or from Central/State autonomous bodies to Haryana State autonomous bodies or vice versa.

11. Combination of different kinds of leave— Any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

Note. - Casual leave which is not recognized as leave under these rules shall not be combined with any other kind of leave admissible under these rules.

12. Vacation Department-

(1) Unless the contrary appears from the context vacation counts as duty and not as leave. A competent authority may specify the departments or parts of departments which would be treated as vacation departments and the conditions in which a Government employee should be permitted to be absent from duty to avail himself of a vacation.

(2) A Government employee serving in a vacation department shall be considered to have availed himself of a vacation, or a portion of a vacation, unless he has been required, by general or special order of a higher authority, to forego such vacation, or portion of a vacation:

Provided that if he has been prevented by such an order from enjoying more than 15 days of the vacation, he shall be considered to have availed himself of no portion of the vacation.

Note.- The words ‘higher authority’ mean, in the case of the head of an office or institution the Head of Department and in other cases the head of the office or institution.

(3) The following classes of Government employees serve in vacation department if they are allowed to remain absent from duty during vacation:-

(i) Education (General) Principals, Staff, Laboratory Attendants and establishment of Government Colleges excluding librarians, clerical staff, restorers and other Group “D” Government employees.

(ii) Head and staff and Laboratory Attendants of Government schools excluding clerical staff and other Group “D” Government employees.

(iii) Education (Technical) - Principals and staff (excluding ministerial and Group “D” employees) of the Government Engineering and Polytechnic Institutions.
(iv) Health - Principals, Professors, Associate Professors, Readers, Assistant Professors and Lecturers in Government Medical Teaching Institutions.

(v) Judicial - Sub-Judges and their establishments excluding Process Serving Establishment actually employed on work connected with process serving.

(vi) Any other Government employee or class of Government employees which a competent authority may declare to be so serving.

(4) District and Sessions Judges may, with the express permission of the Hon'ble Judges of the High Court, avail themselves without prejudice to their regular leave, of so such of the vacation during the month of September as is not needed for the disposal of Criminal business: provided that suitable arrangements, with the approval of the High Court, can be made for the disposal of work and that the State is not put to any additional expenditure in the way of postal or other similar charges. At places where there are two or more Judges in a Sessions Court, they may subject to the condition that at least one of them remains on duty, avail themselves of the vacation on dates falling between the 24th of August and 8th October. Vacation in their case shall be treated as recognized holidays.

Note 1.- A Government employee, who has routine duties to discharge during a vacation which do not require his presence at his place of duty and which can be performed either by himself at some other place or by some other Government employee shall be considered to have availed himself of a vacation or a part of it. A Government employee who absents himself from his place of duty during any part of vacation is expected to arrange for and is responsible for the performance, without any cost to Government of such routine duty. Should a Government employee who is absent from the place of duty during any portion of a vacation be recalled thereto, he will not be entitled to travelling allowance unless the vacation is combined with leave.

Note 2.- In case of doubt, a competent authority may decide whether or not a particular Government employee is serving in a vacation department.
Chapter III - Grant and Return from Leave

13. Application for Leave—

(1) Application for leave, or for an extension of leave, shall be made in Form LR No. 1 (Annexure 4) to the authority competent to grant such leave or extension of leave through his Head of Office.

(2) A Government employee on foreign service shall submit all applications for leave or for an extension of leave to the competent authority through foreign employer.

14. Leave Account-

(1) The leave account of Government employees shall be maintained in Form LR No. 2 (Annexure 5) which is a part of service book.

(2) The child care leave account of Government employees shall be maintained in Form LR No. 3 (Annexure 6) which is a part of service book.

(3) The leave account of Government employee shall be maintained by the Head of Office in which he is employed, or if he himself is Head of Office by his immediate superior.

15. Verification of Title to Leave — Leave to Government employees must not be granted without obtaining report from the Head of Office in which he is employed or if he is himself Head of Office from his immediate superior, upon his title to leave, except in case of emergency, and on the responsibility of the Government employee for the consequence of the leave asked for being inadmissible.

Note.- The order sanctioning leave shall indicate the balance of earned leave/half pay leave at the credit of the Government employee.

16. Leave not to be Granted in Certain Circumstances— Leave shall not be granted to a Government employee whom a competent authority has decided to dismiss, remove or compulsorily retire from Government Service.

17. Grant of leave on Medical Certificate—

(1) The non-gazetted Government employee can be granted leave or extension of leave on medical certificate issued by any Medical Practitioner or a registered Vaid defining as nearly as possible the nature and probable duration of the illness or by a request for the issue of a requisition for examination by a medical officer of Government.

(2) Before a gazetted Government employee can be granted leave or an extension of leave on medical certificate he must obtain the certificate issued by the Medical Authority of Government Hospital/dispensary in the following form :-
Medical Certificate Proforma

Name of the applicant __________
Designation _________________
Office of ____________________
Age ________________________

I, ______________ (Name & designation of medical authority) after careful personal examination hereby certify that Sh. _______________ is suffering from disease __________ and is in a bad state of health; and I declare that according to the best of my professional judgment, a period of absence from duty is essentially necessary for the recovery of his/her health and recommend that he/she may be granted leave from ________ to ________. In my opinion it is/it is not necessary for the Government employee to appear before a Medical Board.

Signature of applicant
in the presence of Signature of Medical Authority
Medical Authority (with Stamp and Date)

Note 1.- This form should be adhered to as closely as possible and should be filled in after the signature of the applicant has been taken. The Certifying Officer is not at liberty to certify that the applicant requires a change from or to a particular locality. Such certificate should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Medical Board to decide the question of his fitness for service.

Note 2.- No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government employee under the terms of his contract or of the rules to which he is subject.

Note 3.- In a case, where the period of leave initially recommended, or the period of leave initially recommended together with any extension thereof subsequently recommended does not exceed two months, the medical officer should invariably certify whether in his opinion it is or it is not necessary for the officer to appear before the Medical Board.

Note 4.- When a Government employee is recommended leave on medical grounds, on his becoming fit to resume duties, the fitness certificate shall be issued by the medical authority in
the Form as given in Rule 22. The fitness certificate for resuming duties will be procured by the employee from the same Government hospital from where leave was recommended.

(2) Having secured a certificate under rule 17(1), the Government employee, if required to appear before the Medical Board, as fixed for the purpose, shall appear before such board with the report of the medical authority for further investigation.

(3) The Government employee who presents himself before the medical board on the advice of medical authority as per Rule 17(1), the medical board after examining the Government employee will issue a certificate to the following effect: -

“We do hereby certify that, according to the best of our professional judgment, after careful personal examination of the case, we consider the health of Shri/Ms.__________ to be such as to render leave of absence from ______ to ________ absolutely necessary for his recovery.”

Note 1.- In cases in which the leave recommended is for more than three months or leave is extended beyond three months, the fitness certificate shall also be issued by the medical board.

(4) Before deciding whether to grant or refuse the certificate, the board may, in a doubtful case, detain the applicant under professional observation for a period not exceeding fourteen days. In that case, it should grant to him a certificate to the following effect: -

“------------- having applied to us for a medical certificate recommending the grant to him of leave, we consider it expedient, before granting or refusing such a certificate, to detain ____________ under professional observation, for _________ days.”

(5) The procedure laid down in rule 17 (2) & (3) shall not be necessary for the following cases:-

(i) When the leave recommended by the Medical Authority is for a period not exceeding two months; and he certifies that in his opinion it is not necessary for the applicant to appear before a medical board.

(ii) when the applicant is undergoing treatment in a hospital as an indoor patient and the leave is recommended by the Medical Officer-in-charge of the case for the period of hospitalization and for the period of rest, if any, advised by the Medical Officer-in-Charge. The fitness certificate for resuming duties will be procured by the Government employee from the same Government hospital from where leave was recommended.

(iii) The authority competent to sanction leave may, at its discretion, secure a second medical opinion, by requesting the Civil Surgeon to have the applicant medically examined. Should it decide to do so, it must arrange for the second examination to be made on the earliest possible date after the date on which the first medical opinion was given.

18. Leave to a Government employee who is unlikely to be fit to Government Service-
(1) When a medical board has reported that there is no reasonable prospect that a particular
Government employee will ever be fit to return to duty, leave should not necessarily be refused
to such a Government employee. The competent authority may grant leave not exceeding
twelve months, if due. Such leave shall not be extended without further reference to a medical
board.

(2) No invalidation of a Government employee for permanent incapacity on account of mental
or physical disability, as per provisions of Section 47 of the Persons with Disabilities Act, 1995,
shall be made from Government service. The Government employee who acquires such
disability during his service, if he is not suitable for the post he was holding, shall be shifted to
some other post with the same pay scale and service benefits including promotion, if otherwise
fit for promotion.

19. Commencement and Expiry of Leave-
(1) Leave ordinarily begins on the day on which transfer of charge is effected and ends on the
day preceding that on which charge is resumed:
Provided that for any authorised absence or leave, other than ‘Casual Leave’, to commence
validly for the purposes of these Rules, the said absence or leave must be sanctioned by the
authority competent to do so.

(2) Every Government employee proceeding on leave must record on his application for leave,
the telephone number and address at which he may be contacted during leave. Subsequent
changes in telephone number and/or address during leave, if any should be intimated to the
competent authority.

20. (a) Combination of Holidays with Leave-
(1) An authority competent to grant leave may permit Sundays, other recognized holidays to be
prefixed to leave or affixed to leave, or to be both prefixed and affixed to leave in the
circumstances and on the conditions laid down in sub rules (2) to (5) below -

Note 1.- Casual leave which is not recognized as regular leave shall not be combined with any
other kind of leave admissible under these rules.

(2) When the day (or days) immediately preceding the day on which the leave of a Government
employee begins is a holiday (or series of holidays), and a competent authority has permitted
the said Government employee to make over charge (and the Government employee relieving
him to receive charge) on the afternoon of the day immediately preceding the holiday or series
of holidays, the leave of the Government employee making over charge and any consequent
re-arrangement of pay and allowances shall unless the competent authority in any case
otherwise, directs, take affect from the first day after the holidays
(3) When the day (s) immediately following the day on which the leave of a Government employee ends is a holiday (or series of holidays), and a competent authority has permitted the said Government employee to receive charge (and the Government employee relieved to make over charge) on the forenoon of the day immediately following the holidays or series of holidays, the leave of the Government employee receiving charge, is unless the competent authority in any case otherwise directs, treated as having terminated on, and any consequent re-arrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been affixed.

Note 1.- The fundamental principle is that two Government employees cannot be on duty in the same post. Under sub-rule (2) or (3) of this rule, a competent authority cannot accordingly direct that both the relieving and the relieved Government employees shall be considered as on duty in the same post during the period of holidays. A competent authority can under the rule direct the leave of the Government employee proceeding on/returning from leave and the consequent arrangement of pay and allowances shall take effect from the first day after/before the holidays or from same day during the holidays. If a holiday comes at the beginning/end of leave the Government employee going on/returning from leave can be allowed under sub-rule (2) or (3) of this rule during that holiday where ordinarily no work is required of him to go/remain off and count the holiday as duty, as it would have counted had he not gone on leave/returned to duty before holiday. The Government employee going/returning from leave does not then make over till the holiday is over/then takes over before the holiday commences. If a competent authority decides that in the circumstances of the case some one must be on the spot in charge than either (1) the Government employee going on/returning from leave must remain/return during the holiday or (2) the relieving Government employee/the Government employee to be relieved must be appointed to/retain the charge during the whole or part of the holidays according to the orders and he must do the work without drawing the pay of the post, the outgoing/ incoming man being allowed to be away from the station though being treated as on duty during the whole or part of the holidays.

(4) Where the application of the above rules as to prefixing and affixing holidays to leave is doubtful, or inequitable, a competent authority will decide which Government employee shall be held to have been in charge, and to which the pay of the post for the holiday or holidays shall be paid.

(b) Combination of holiday(s) with leave in the case of leave on medical certificate –

(i) When a Government employee is certified medically unwell to attend office, holiday(s), if any, immediately preceding the day he is so certified shall be allowed automatically to be prefixed to leave and the holiday(s) if any, immediately succeeding the day he is so certified (including that
day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any, preceding the day he is so certified shall be treated as part of the leave.

(ii) When a Government employee is certified medically fit for joining duty, holiday(s), if any, succeeding the day he is so certified (including that day) shall automatically be allowed to be suffixed to the leave, and holiday(s), if any, preceding the day he is so certified shall be treated as part of the leave.

(c) Combination of vacation with leave-

(i) In the case of Government employees serving in vacation departments, vacations may be prefixed or affixed to leave, or both prefixed and affixed or allowed to intervene between two periods of leave subject to the conditions mentioned in rules 3.18, 3.19 of HCSR, Part I – General Rules and Rule 20(2) & (3) and 24(2). The prior approval of the Finance Department should be obtained in cases where combination of vacation with leave involves extra expense to Government.

Note 1.- Recognized holidays intervening between leave and vacation or vice versa should be treated as part of the vacation and such holidays should be taken into account for the purpose of calculating the maximum amount of earned leave admissible to a Government employee at any one time.

(ii) When a Government employee is permitted to prefix vacation to leave, he will report before leaving headquarters, or if for urgent reasons, the leave is granted during vacation as soon as it is granted, that he makes over charge with effect from the end of the vacation, and the relieving Government employee will then take over charge, and the leave and any consequent rearrangement of pay will have effect from the end of the vacation.

(iii) When a Government employee is permitted to affix vacation to leave the Government employee to be relieved will make over charge before the vacation, and any consequent rearrangement of pay will have effect from the beginning of the vacation.

(5) In the case of District and Sessions Judges, vacations will be treated as recognized holidays, and may be prefixed or affixed to leave or both prefixed and affixed or allowed to intervene between two periods of leave subject to the conditions mentioned in Rules 34, 20(2) & (3) of these rules, and provided further that-

(i) no additional expense is incurred by the State for the period of the vacation;

(ii) vacation shall be reckoned as leave in calculating the maximum amount of earned leave which may be included in the particular period of leave.

Exception 1.- As it is not possible to say at the time of sanctioning leave that condition (i) will necessarily be satisfied, any permission to combine leave with vacation is subject to withdrawal in the event of a Government employee being required to carry out the duties of the post during
vacation. In such cases either the Government employee will be recalled or, if this is impracticable owing to his absence from India or for any other reason, a substitute will be appointed. In the latter case, the portion of the Government employees vacation during which the substitute discharges the duties of the post will be treated as leave.

21. Recall to Duty Before Expiry of Leave— A Government employee who is recalled to duty before the expiry of the leave granted to him shall be treated as compulsory in all cases and the Government employee shall be entitled—

(a) if the leave from which he is recalled is in India, to be treated as on from the date on which he starts for the station to which he is ordered, and to draw-
   (i) travelling allowances under the rules made in this behalf for the journey; and
   (ii) leave salary, until he joins his post, equal to the leave salary drawn by him but for recall to duty.

(b) if the leave from which he is recalled is out of India, to count the time spent on the voyage to India as duty for the purpose of calculating leave, and to receive-
   (i) to receive leave salary during the voyage to India, and for the period from the date of landing in India to the date of joining his post, to be paid leave salary at the same rate at which he would have drawn it but for recall to duty.
   (ii) to receive a free passage to India,
   (iii) refund of his passage from India if he has not completed half the period of his leave by the date of leaving for India on recall or 90 days; whichever period is shorter;
   (iv) travelling allowance, under the rules for the time being in force, for travel from the place of landing in India to the place of duty.

Note.- Vacation should be treated as leave for the purpose of clause (b) (i) of this rule only up to the extent to which it operates to reduce the amount of earned leave and/or commuted leave by virtue of the provisions of Rule 24(2).

22. (1) Return from leave before expiry of Leave-

   (a) A Government employee on leave may not return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority which granted him leave.
   (b) The employee proceeded on leave preparatory to retirement shall not be allowed to return to duty.

(2) Return from Leave on Medical Certificate-

   (a) A Government employee who has taken leave on Medical certificate may not return to duty until he has produced a medical certificate of fitness in the following form.:

   “I/ We…………………….... chief/ Senior/ Medical Officer/members of a Medical Board do hereby certify that I/We have examined Sh…………………… of the……………… Department whose
signatures are given below and find that he has recovered from his illness and is now fit to resume duties in Government services. I/We have examined the original medical certificate(s) on which leave was granted or extended and have taken these into consideration in arriving at my/our decision.”

Signature of applicant  Signature of Medical Authority
in the presence of medical authority ( with Stamp and Date)

Note 1.- The medical certificate of fitness shall be issued by the same authority (by designation) by which the medical certificate for leave was issued.

(3) Submission of report of return from Leave-
(a) A Government employee on return from leave, must report his return in writing to the authority concerned.
(b) A Government employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume, as matter of course, the post which he held before going on leave. He must report his return to duty and await orders.

23. Absence after Expiry of Leave-
(1) A Government employee who remains absent after the end of his leave is entitled to no leave-salary for the period of such absence and that period shall be debited against his leave account as though it were leave on half pay, to the extent such leave is due and the period in excess of such leave due being treated as extra ordinary leave unless his leave is extended by the competent authority. The Government employee must have full justification for not intimating the competent authority before the period of overstayal of leave is considered for extension.
(2) Wilful absence from duty after the expiry of leave may be treated as misbehaviour for the purpose of rule 3.6 of H.C.S.R., Part III – Pension Rules.
Chapter – IV
Kinds of Leave due and admissible

24. (1) Earned Leave to Government employees of other than vacation department—
   (i) The ‘earned leave’ admissible to a Government employee other than vacation department is -
   (a) 1.25 days per month’s period spent on duty, during the first 10 years of his service;
   (b) 1.75 days per month’s period spent on duty during the next 10 years of his service; and
   (c) 2.50 days per month’s period spent on duty, thereafter.

   Note 1.- A period of 30 days shall be considered as one month.

   Note 2.- The fraction of .5 day and above shall be considered as one day at the last step where there is a change of slab. However, the fraction less than .5 day shall be ignored.

   (ii) Accumulation of earned leave shall be permissible to any extent but the maximum earned leave that may be granted at a time to a Government employee shall be as under :-

   (a) 180 days, if spent in India;
   (b) 360 days, if the entire leave so granted or any portion thereof is spent outside India: provided the period of such leave spent in India shall not in aggregate exceed 180 days:

   Provided further that, except as provided in the Study Leave Rules, if a Government employee goes on a course of study or research or work which in the Government’s view increases his competence, knowledge of efficiency or adds to the technical knowledge, he may be granted with prior approval of Finance Department, the earned leave to the extent it is due to him and not limited to 180 or 360 days.

(2) Earned Leave to Government employees serving in vacation department—

   (a) Government employee serving in a vacation department shall be entitled to 10 days earned leave in respect of duty performed in any year in which he avails himself of the full vacation.
   (b) In respect of any year in which Government employee is prevented from availing himself of a portion of vacation he shall be entitled to earned leave in such proportion of the following periods as the number of days of vacation not taken bear to the full vacation:-

   (i) to a Government employee with 10 years service or less : 15 days
   (ii) to a Government employee with more than ten years service but not exceeding 20 years service : 21 days
   (iii) to a Government employee with over 20 years service: 30 days
   (iv) If in any year he does not avail himself of any vacation, earned leave will be admissible in respect of that year in accordance with the provisions of sub-rule(1).
(v) Vacation may be taken in combination with or in continuation of any kind of leave under the rules: provided that total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the Government employee at a time under sub-rule (1).

25. Half pay leave to Government employees other than vacation department-

(a) The half pay leave admissible to a Government employee in respect of each completed year of “service” is 20 days.

(b) The half pay leave due may be granted to a Government employee on medical certificate or on private affairs.

(c) Commuted leave –

(i) Commuted leave not exceeding half the amount of half pay leave due may be granted to a Government employee on medical certificate or for prosecuting an approved course of study i.e. a course which is certified to be in the public interest by the leave sanctioning authority, subject to the following conditions:-

(ii) half pay leave upto a maximum of 360 days shall be allowed to be commuted during the entire service where such leave is utilized for an approved course of study.

(iii) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due:

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the Government employee will return to duty on its expiry.

Note 1.- The option once exercised will be final and debar a Government employee from claiming re-conversion as a matter of right through the authority which granted leave can (if so disposed) allow it.

(d) Save in the case of leave preparatory to retirement ‘leave not due’ may be granted to a Government employee for a period not exceeding 360 days during his entire service, out of which not more than 120 days at a time and 180 days in all, may be otherwise than on medical certificate. Such leave will be debited against the half pay leave the Government employee may earn subsequently.

Note 1.- Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is reasonable prospect of the Government employee returning to duty on the expiry of the leave and should be limited to the half pay leave he is likely to earn thereafter.

Note 2.- Where a Government employee who has been granted ‘leave not due’ under this clause applies for permission to retire voluntarily, the leave not due shall if the permission is
granted be cancelled and his retirement shall have effect from the date on which such leave commenced. An undertaking to this effect should, therefore, be taken from Government employee, who avail of ‘leave not due’. But the question whether a Government employee should be called upon to refund the amount of leave salary should be decided on the merits of each case e.g. if the retirement is voluntarily refund should be enforced; if it is unavoidable by reason of ill health incapacitating him for further service no refund should be insisted upon.

Note 3.- When ‘leave not due’ is granted to a Government employee under this clause and he applied for permission to retire voluntarily or resigns of his own volition at any time after returning to duty; the question of refund to leave salary in respect of the ‘leave not due’ already availed of before return to duty shall to the extent it has been subsequently wiped off, be treated in the same way as laid down in Note 2 above.

Note 4.- When ‘leave not due’ is granted to a Government employee, the same shall not be allowed to be converted into commuted leave even on medical ground.

(e) Where a Government employee who has been granted commuted leave resigns from service or, at his request, is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between leave salary in respect of commuted leave and half pay leave shall be recovered.

26. Extraordinary Leave-

(1) Extraordinary leave may be granted to a Government employee in special circumstances:

(a) When no other leave is by rule admissible or

(b) When other leave is admissible, but the Government employee concerned applies in writing for the grant of extraordinary leave.

(2) The authority empowered to grant leave may commute retrospectively:

(a) periods of absence without leave or willful absence into extraordinary leave only and not in leave of the kind due.

(b) Extraordinary leave granted into leave of a different kind if the latter type of leave was admissible at the time extra ordinary leave was granted.

Note 1.- The power of commuting retrospectively periods of absence without leave into extraordinary leave under sub-clause (a) of sub-rule (2) is absolute and not subject to the conditions mentioned in sub-rule (1); in other words such commutation is permissible even when other leave was admissible to the Government employee concerned at the time his absence without leave commenced. This concession cannot, however, be claimed by the Government employee as a matter of right.
27. Grant of Extraordinary Leave on any one occasion—

Subject to the provision of rule 26 extraordinary leave not exceeding the following limits may be granted on any one occasion:-

(i) Six months;

(ii) twelve months in cases where the Government employee has completed three years, continuous service on the date of expiry of leave of the kind due and admissible under the rules (including six month’s extraordinary leave under (i) above and his request for such leave is supported by a medical certificate as required under the rules;

(iii) eighteen months’ to a Government employee who has completed one year continuous service and is undergoing treatment for -

(a) Pulmonary tuberculosis or pleurisy of tuberculosis origin in a recognized sanatorium, or

(b) tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil Surgeon, or

(c) leprosy in a recognized leprosy institution or by a civil surgeon or a specialist in leprosy recognized as such by the Director General Health Services, Haryana.

(iv) twelve months where the Government employee is undergoing treatment for cancer, or for mental illness in an institution recognized for the treatment of such disease or by a civil surgeon or a specialist in such disease:

Provided that this concession will be admissible only to those Government employees who have been in continuous service for a period exceeding one year.

(iv) twenty-four months where the leave is required for the purpose of prosecuting studies, certified to be in the public interests; provided the Government employee concerned has completed three years continuous service on the date of expiry of leave of the kind due and admissible under the rules (including six months’ extraordinary leave under (i) above)

Note 1.- The concession of extraordinary leave up to eighteen months will be admissible also to a Government employee suffering from pulmonary tuberculosis or pleurisy of tuberculosis origin who receives treatment at his residence under a tuberculosis specialist recognized as such by the Director General Health Services, Haryana and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

Note 2.- The concession of extraordinary leave upto eighteen months under clause (iii) will be admissible only to those Government employees who have been in continues Government employ for a period exceeding one year.

Note 3.- The maximum limit of six months prescribed in this rule does not apply in the case of teachers in the Education Department who are not in permanent employ and who take leave for
the purpose of undergoing a course of training. In their case the limit of extraordinary leave is subject to 24 months which the Heads of Departments (3 Wings i.e. Primary, Secondary & Higher Education) can grant himself.

Note 4.- Unless the competent authority in view of the exceptional circumstances of the case otherwise determines, no Government employee who is not in permanent employ or quasi-permanent employ shall be granted extra-ordinary leave in excess of the limits prescribed under this rule.

Note 5.- Where Government employee avails of the above leave concession for undergoing treatment for T.B. or leprosy, he should be required to produce a fitness certificate, before he is permitted to resume duty on the expiry of the leave, from the Medical Board (consisting a T.B. specialist).

Note 6.- Government employees belonging to the Scheduled Castes or Scheduled Tribes may, for the purpose of attending the pre-examination training course at the centers notified by the Government, from time to time, be granted extra-ordinary leave by Head of Department.

28. Terminal leave-

(1) Earned leave to the extent due and admissible at a time can be granted to temporary employees (other than those employed on a contract basis) at the discretion of the sanctioning authority on the termination of service on account of retrenchment or on the abolition of posts before attaining the age of superannuation, even when it has not been applied for and refused in the public interest. In all cases, however, where any notice of termination of the service is required to be given under the term of the employment of the temporary employee concerned, and that employee is relieved before the expiry of the notice, such notice or the un-expired portion thereof should run concurrently with the leave granted.

(2) Such terminal leave may also be granted to -

(a) re-employed pensioners who are treated as “new entrants” in the matter of leave, subject to the condition that such pensioner will not be entitled to draw their pension during the terminal leave if the pension was held in abeyance during the period of re-employment;

(b) persons employed for a period exceeding one year on a contract basis as per rule 65 of these rules;

(c) unqualified persons who may have to vacate their temporary posts to make room for qualified candidates;

(d) persons whose services may have to be dispensed with as a matter of administrative convenience as an alternative to the initiation of disciplinary proceedings against them.

Note 1.- This rule shall not apply to apprentices and persons in non-continuous employment of Government who will continue to be governed by the normal rules applicable to them.
Note 2.- Terminal leave under this rule will not be admissible in the following circumstances:

(i) Where the employee concerned has been dismissed or removed from service, or where service is terminated in the interest of national security; or

(ii) where the employee concerned resigns his post of his own volition unless the resignation is for reasons of ill-health or for other reasons beyond his control. Leave not exceeding half the amount of earned leave which the Government employee concerned can avail of at a time may, however, at the discretion of the sanctioning authority, be allowed in this case;

(iii) where the services of a temporary Government employee are lent by commercial concerns or semi-Government organizations on terms which include the payment of leave salary contribution, the grant of leave on termination of the employment under Government will in such cases, be at the cost and within the discretion of the parent employer.

Note 3.- It will not be necessary to extend the temporary post to cover the period of the leave granted to a Government employee at the end of his temporary employment.

Note 4.- Retrenched Government employees, who are re-employed either in their own or another department on or before the expiry of their terminal leave with no break in service are to be deemed to be in continuous Government service and allowed the benefit of their previous service for calculating causal and earned leave due to them on their re-employment.

Note 5.- Terminal leave is admissible to re-employed pensioners and specialists/contract officers at the discretion of the sanctioning authority on the termination of their services on the due completion of the term of re-employment, and employment, respectively irrespective of retrenchment or retention of the post.

Note 6.- A temporary Government employee continuous in service during that period of terminal leave only which runs concurrently with the notice period and ceases to be in Government service on the expiry of the notice period, the leave to the extent it goes beyond the notice period being treated as a terminal benefit only.

29. (1) Leave to Probationers-

(a) During the period of probation, a probationer is entitled to leave as follows:

(i) if appointed under contract, to such leave as is prescribed in his contract or;

(ii) if appointed otherwise, to such leave as would be admissible to him under the leave rules which would be applicable to him if he held his post otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave which may be granted to him should not extend beyond the date on which the original probation period or extended period expires, or any earlier date on which his services are to be terminated by the order of an authority competent to appoint him.

Note 1.- See also rule 65.
(2) Leave to Apprentices-
(a) During the period of apprenticeship, an apprentice is entitled to leave as follows;-
(i) if appointed under contract, to such leave as is prescribed in his contract; or
(ii) if appointed otherwise, leave on medical certificate on leave salary equivalent to half of the
pay on the last day of duty prior to commencement of leave for a period not exceeding one
month in any year of apprenticeship; and
(b) to extraordinary leave under rule 26.

Note 1.- See also rule 65(4).

Note 2.- This rule has reference to leave taken during the apprentice period only and not
afterwards.

Note 3.- Paid candidates will be treated as apprentices for the purpose of this rule.

Note 4.- The leave at the credit of a Government employee on the date of his appointment as
an apprentice to some other post under Haryana Government should not lapse but may be
allowed to be carried forward on his appointment to that post on the expiry of the period of
apprenticeship.

30. Leave Beyond the Date of Compulsory Retirement-
(a) Leave at the credit of a Government employee in his leave account shall be paid as per
provisions of leave encashment rules on the date of compulsory retirement: Provided that if in
sufficient time before that date he has –
(1) formally applied for leave due as preparatory to retirement and the same has been refused; or
(2) ascertained in writing from the sanctioning authority that such leave if applied for would not
be granted, in either case, the ground of refusal being the requirements of the public service,
after the date of compulsory retirement, the amount of earned leave so refused subject to a
maximum of 300 days.

(b) A Government employee retained in service after the date of compulsory retirement shall
earn earned leave, at the rate of 2.5 days per month's period spent on duty performed after that
date and shall be allowed to add thereto any amount of leave which could have been granted to
him under clause (a) had he retired on that date. The total period of leave which he may take on
each occasion shall not exceed 300 days earned leave. When his duties finally cease, the
Government employee may be granted leave preparatory to retirement up to a maximum of 300
days or earned leave, as the case may be, as follows:-
(i) The balance after deducting the amount of leave, if any, taken during the period of extension, from the amount of leave which could have been granted to him under clause (a) had he retired on the date of compulsory retirement, plus.

(ii) The amount of leave earned under this clause which is due to the Government employee and which he has, in sufficient time during the period of extension -
(1) formally applied for a preparatory to final cessation of his duties and has been refused; or
(2) ascertained in writing from the sanctioning authority that such leave would not be granted if applied for in either case, the ground of refusal being the requirements of public service.

The leave taken during the period of extension should be debited first against the credit of leave earned during that period, until it is exhausted; and then against any credit of leave refused under clause (a) and carried forward under clause (b).

Explanation 1.- For the purposes of this rule an employee may be deemed to have been denied leave only if, in sufficient time before the date of which he must compulsorily retire or the date on which his duties finally cease, he has either formally applied for leave as leave preparatory to retirement and has been refused it on the ground of exigencies of public service or has ascertained in writing from the sanctioning authority that such leave if applied for would not be granted on the aforesaid ground.

Explanation 2.- Where a spell of extension of service is followed by a further period of extension, the entire period commencing from the date of compulsory retirement and ending on the date of final cessation of duties shall be treated as constituting the period of extension for the purpose of clause (b) of this rule and accordingly only the leave applied for during the last spell of extension as preparatory to final cessation of duties, and formally refused in the interests of public service should be treated as refused leave under clause (b) (ii) of this rule.

Note 1.- When a Government employee who is already on an extension of service applies for leave during the period of his extended service the conditions for the grant of such leave should be the same as for the grant of leave in an ordinary case after the age of compulsory retirement.

Note 2.- A Government employee retained in service after the age of compulsory retirement is entitled to earn leave under clause (b) of this rule and a debit balance, if any, on the date he attained that age should be considered as wiped off.

Note 3.- The period of 300 days mentioned in this rule includes any period of vacation with which leave is combined.

Note 5.- A deduction under rule 24(2) on account of vacation enjoyed should also be made in the case of Government employees whose leave is regulated under clause (b) of this rule.

Note 6.- (1) Two classes of cases are provided for in this rule:-
(a) Government employees who are not required to be on active duty by the Government after the date of compulsory retirement.

(b) Government employees who are required to be on active duty after the date of compulsory retirement.

In the case of the former the conditions in clause (a) and in the latter, the condition in both clauses (a) and (b) of this rule must be fulfilled before leave can be granted after the date of compulsory retirement. When acting under clause (a) (2) and (b) (ii) (2) the amount of leave which would have been refused should invariably be indicated. The leave refused cannot of course be such as would extend beyond the date of compulsory retirement.

(2) The refusal of leave does not automatically establish a Government employees claim to what is a very rare privilege i.e., grant of leave after retirement and a recommendation for the grant of leave under this rule should only be made when the refusal to grant leave has been on very strong grounds of 'interest of the public service'.

(3) A Government employee applying for leave must do so in sufficient time to enable a competent authority to decide whether leave should be granted from the date it is asked for, and where necessary to arrange for a special substitute. Such authority has full discretion to grant or refuse leave but should not hesitate to refuse where it considers that-

(i) leave is necessary or

(ii) where the grant may cause some administrative inconvenience leave could have been asked for and granted earlier, or

(iii) leave has been asked for only in an endeavour to establish a claim under this rule.

When leave has been refused on any of the above conditions it should be clearly indicated to the applicant that leave under this rule will not be granted.

Note 7.- The leave earned by the period of duty intervening between the refusal of leave pending retirement and the date of compulsory retirement is merged in the common pool in the leave account and forms an indistinguishable part of the total leave at credit the whole of which with the exception only of the net amount of leave refused lapses under clause (a) of this rule on the date of compulsory retirement. The grant of any leave between the date from which the refusal of leave took effect and the date of superannuation should therefore be held to be a grant of leave against the amount originally refused. The amount of leave admissible under clause (a) after superannuation in such a case is, therefore, the amount of leave originally refused minus the amount of the post refusal, leave enjoyed, and this difference is subject to a maximum of 300 days. This principle applies equally to leave available under clause (b), including that earned in respect of duty during a period of refused leave.
Note 8.- While the amount of leave refused under clause (a) or (b) of this rule is fixed the quality of the leave (i.e. on full pay or half pay) whether it is taken before or after the date of compulsory retirement or as the case may be the date of final cessation of duties, may be varied to the advantage of the Government employee concerned within the normal leave rules by the leave earned and standing to his credit on the date he proceeds on leave, and no second application for leave in sufficient time and if refusal are necessary merely to ensure this variation.

Note 9.- Compulsory recall from leave preparatory to retirement should be deemed to be a constructive refusal of the balance of leave un-enjoyed for the purpose of this rule.

Note 10.- The Government employee who is granted refused leave under rule 30 extending beyond the date of compulsory retirement or the expiry of extension of service shall be deemed, for purposes of pensionary benefit, to have retired from service on the date of his compulsory retirement or on the expiry of the extension of service, as the case may be and shall become eligible for all pensionary benefits from such date. The leave salary admissible in such cases during the period of refused leave will be the same as admissible in the normal course but reduced by the amount of pension.

Note 11.- A Government employee who was due to retire on superannuation pension on 16th September, applied for earned leave for 120 days from 10th February which was refused by Government in the exigencies of public service. He again applied for ninety eight days earned leave from 10th June, which was again refused by Government in the exigencies of public service except 15 days. The employee again applied for leave from 16th September. The employee can be granted after the age of superannuation only the leave preparatory to retirement that was refused, viz., 98 days less 15 days availed of by him. 120 days earned leave applied for by him was not preparatory to retirement and hence its refusal by Government in the interest of public service does not entitle him to the protection of this rule after the date of superannuation.

31. Leave Preparatory to Retirement (LPR) and/or Cash Payment in lieu of Unutilized Earned Leave-

(1) A Government employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement (LPR) to the extent of earned leave due, not exceeding 300 days, subject to the condition that such leave extends up to and includes the date of retirement. A Government employee, who proceeded on LPR shall not be allowed to join the duties during the period of LPR for the purpose of availing benefit of leave encashment. In case the employee does not intend to avail the LPR, he may take leave encashment in lieu of earned leave at his credit on the date of his retirement subject to maximum of 300 days.
(2) The provision of getting leave encashment in lieu of earned leave at the credit of employee subject to maximum of 300 days shall also be available to the Government employees retiring other than on superannuation.

(3) In case of quitting of service by the Government employee by tendering resignation the benefit of leave encashment will be admissible for half of the earned leave at his credit on the resignation subject to maximum limit of 150 days.

(4) In case a Government employee dies while in service the leave encashment to the extent of earned leave at the credit of the employee on the day of his death subject to maximum of 300 days shall be paid to his family or nominee, as per rule 6.11 of HCSR, Part III – Pension Rules, as the case may be.

(5) A Government employee dismissed or removed from government service shall not be entitled for leave encashment.

(6) In case of retrenchment or abolition of the post, if the employee is not adjusted against any vacancy in the Government, the leave encashment shall be paid equal to earned leave at his credit subject to maximum of 300 days. If such employee is employed against any other vacancy in the Government, leave at his credit in his leave account shall be allowed to be carried forward in the new post.

(7) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of Government employee who retires from service on superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, if in the opinion of such authority, there is a possibility of some amount becoming recoverable from him on conclusion of the proceedings against him and on conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Government dues.

Note 1.- The amount of leave encashment shall be calculated as under: -

\[
\text{Band Pay} + \text{Grade Pay} + \text{SP} + \text{PP} + \text{DA} \times \frac{\text{Number of days of unutilized earned leave at credit on the date of retirement/death}}{30} \times 30 \text{ days.}
\]

Note 2.- The authority competent to sanction leave encashment in case of Group A and B employees shall be Heads of Departments and Heads of Office for Group C and D employees. The authorities shall sanction suo-motu the amount of leave encashment at the time of retirement/death of the Government employee.
Note 3.- Any amount becoming recoverable from a Government employee on account of overpayment of pay and allowances, travelling allowance, medical reimbursement etc. shall be recovered from the amount of leave encashment.

Note 4.- A Government employee on LPR shall be deemed to have retired from Government service on attaining the age of superannuation irrespective of issue of any such orders for retirement.

Note 5.- The Government employee retiring on superannuation shall be allowed to take partly LPR and partly leave encashment subject to the maximum limit of 300 days under the provision of sub-rule (1).

Note 6.- In case a retrenched Government employee, who has been paid the admissible leave encashment at the time of retrenchment and is appointed against a post after some time then the full amount of leave encashment already received by him shall be deposited in lumpsum before joining on new post. The balance of leave at his credit on the day of retrenchment shall be carried forward to the leave account in his new post. The period of past service, excluding the period of break, shall also be reckoned for the purpose of length of service for leave rules.

Note 7.- A Government employee retained in service after the date of retirement on superannuation will be on extension of service and during the period of extension, he shall continue to be governed by the leave rules till his date of retirement.

32. Leave Salary-

(1) A Government employee on earned leave or commuted leave shall be entitled to leave salary equal to the pay drawn by him immediately before proceeding on leave. It includes Pay in Pay Band, Grade Pay, Special pay, Personal Pay, NPA, Dearness Allowance and House Rent Allowance will also be admissible at the same rate at which he was drawing before proceeding on leave but no other allowance will be admissible while on leave.

Note.- Leave salary at the same rate will be admissible to female Government employees while on maternity leave or child adoption leave.

(2) A Government employee on half pay leave or leave not due is entitled to leave salary equal to half the Pay in Pay Band + Grade Pay + Special Pay + Personal Pay + NPA + Dearness Allowance on Band Pay + Grade Pay + NPA. The House Rent Allowance will be admissible at the same rate which he was drawing before proceeding on leave but no other allowance will be admissible.

(3) A Government employee on extraordinary leave is not entitled to any leave salary or any allowance.

(4) Leave salary shall be drawn in rupees in India only.
Note.- In respect of any period spent on foreign service out of India, the pay which the Government employee would have drawn if on duty in India but for foreign service out of India shall be substituted for the pay actually drawn for the purpose of determining the leave salary.

33. Advance of Leave Salary- A Government employee, including a Government employee on foreign service, proceeding on leave for a period not less than 30 days may be allowed an advance in lieu of leave salary up to a month’s pay and allowances admissible on that leave salary subject to deductions on accounts of Income Tax, Provident Fund, House Rent, Recovery of Advances, etc.

34. Authorities Competent to Grant Leave-
Annexure 1 of these rules specifies the authorities by whom leave admissible under these rules, other than special disability leave, study leave and extra-ordinary leave exceeding six months may be granted: Provided that when the grant of leave involves -
(a) the creation of an additional post requiring the sanction of a higher authority; or
(b) reference to higher authority for a substitute; the sanction of the higher authority competent to create the additional post or sanction a substitute will be necessary.
CHAPTER - V

Special Kinds of Leave other than Study Leave

35. Maternity Leave-
   (1) The Heads of office on the recommendation of Government medical authority may grant maternity leave to a female Government employee with less than two surviving children for a period not exceeding six months from the date of its commencement. Leave salary equal to the pay drawn immediately before proceeding on leave shall be paid during maternity leave and it shall not be debited against the leave account.
   (2) Maternity leave not exceeding 45 days on account of miscarriage-abortion may also be granted to a female Government employee (limited to two surviving children) during the entire service career on the recommendation of medical authority.
   (3) Any other kind of leave may be permitted to be prefixed to maternity leave without insisting on a medical certificate. But any leave applied for in continuation of the maternity leave may be granted only if the request is supported by a Medical Certificate.

Note 1.- Maternity leave shall not be admissible to a female Government employee having more than two living children. In such cases leave of the kind due or extraordinary leave may be allowed.

Note 2.- Earned leave to the extent admissible under rule 24(ii) may be granted in continuation of maternity leave, if the request for the grant of leave is supported by a medical certificate.

Note 3.- The female Government employee applying for grant of maternity leave should apply for leave along with medical certificate issued by the medical authorities as defined in rule 17 (2) & (3).

Note 4.- Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female Government employee producing a medical certificate from the Medical authority under rule 17 (2) & (3) to the effect that the condition of the ailing baby warrants mother’s personal attention and her presence by the baby’s side is absolutely necessary.

36. Child Adoption Leave—
   (1) A female Government employee on valid adoption of a child below the age of one year may be granted child adoption leave for a period of six months on the lines of maternity leave admissible to natural mothers after the date of valid adoption.
   (2) Child adoption leave may be combined with leave of any other kind.
   (3) During the period of child adoption leave, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
(4) This facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption except in the case of adoption of a girl child.

(5) In continuation of child adoption leave, the adoptive mother may also be granted, if applied for, leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 (sixty) days without production of medical certificate) for a period not exceeding one year reduced by the age of the adopted child on the date of legal adoption without taking into account the period of child adoption leave subject to the following conditions, namely:-

(i) This facility shall not be admissible to an adoptive mother already having two surviving children at the time of adoption except in the case of adoption of a girl child.

(ii) The maximum period of one year leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 (sixty) days without production of medical certificate) shall be reduced by the age of a child on the date of adoption without taking into account child adoption leave as in following illustrations, namely:-

(a) if the age of the adopted child is less than one month on the date of adoption, leave not exceeding one year may be allowed;

(b) if the age of the child is six months and above but less than seven months, leave not exceeding six months may be allowed;

(c) if the age of the child is nine months and above but less than ten months, leave not exceeding three months may be allowed.

(6) Child adoption leave shall not be debited against the leave account.

(7) In case it is found at any stage that the adoption was not genuine, or the adopted child is given back, then the salary paid for the period shall be recovered with prevailing rate of interest from the employee's salary, or the leave availed shall be deducted from the currently due earned leave.

37. Paternity Leave-

(1) A male Government employee with less than two surviving children, may be granted paternity leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth, i.e. up to 15 days before, or up to six months from the date of delivery of the child.

(2) During such period of 15 days, he shall be paid leave salary equal to pay drawn immediately before proceeding on leave.

(3) The Paternity Leave may be combined with leave of any other kind.

(4) The Paternity Leave shall not be debited against the leave account.

(5) If Paternity Leave is not availed of within the period specified in sub-rule (1), such leave shall be treated as lapsed.

Note.- The Paternity Leave shall not normally be refused under any circumstances.
38. Child Care Leave (for short CCL) to female Government employees- The child care leave may be granted to a female Government employee, only after clearing of probation period or any extended period, to take care for the two eldest surviving children for their rearing up or to look after their needs like examination, sickness etc. The leave will be admissible as under: -

(1) The CCL can be granted for a maximum period of 2 years i.e. 730 days during the entire service to a female Government employee for taking care of her two eldest surviving children below the age of 18 years only.

(2) The CCL shall not be debited against the leave account but shall be admissible only when the concerned female Government employee does not have any earned leave at her credit. The CCL leave account shall be maintained in Form LR No.3 (Annexure 6) and be kept in the Service Book of the concerned female Government employee.

(3) The leave salary equal to the pay drawn immediately before proceeding on leave shall be paid during the CCL and it shall not be debited to the leave account.

(4) The CCL shall be considered as regular leave like Earned Leave, Half Pay Leave etc. and all Gazetted holidays etc. falling during the period of leave shall be counted for CCL.

(5) The CCL can be availed in more spell.

(6) CCL may also be allowed to a female Government employee for the third year as “Leave Not Due” (without production of medical certificate) or it may be combined with leave of the kind due and admissible; provided that no Earned Leave shall be in her credit at that time and leave salary during the third year will be the same as admissible while on “Leave Not Due” or leave of the kind due, as the case may be.

(7) The CCL shall not be admissible for the third or next child irrespective of their age.

(8) The CCL may be sanctioned by the authority competent to sanction earned leave under the rules.

(9) The female Government employee shall proceed on CCL only if it has been sanctioned in advance and under no circumstances leave already availed or period of unauthorized absence shall be converted into CCL retrospectively.

(10) The CCL cannot be demanded as a matter of right and under no circumstances the female Government employee shall not proceed on CCL without prior sanction of the competent authority.

(11) The CCL has been allowed to facilitate the female Government employees to take care of their children at the time of need but it should not disrupt the functioning of the Government offices/institutions/schools etc. The competent authority may keep this in view before the leave is sanctioned.

39. Hospital Leave-
(1) The competent authority under rule 34 of these rules may grant hospital leave to such Government employees whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs, etc., or the performance of hazardous tasks while under medical treatment for illness or injury if such illness or injury is directly due to risk incurred in the course of their official duties.

Note 1.- In the case of persons to whom the workmen’s Compensation Act, 1923 applies the amount of leave salary shall be reduced by the amount of compensation payable under section 4 (i) (d) of the said Act.

Note 2.- Hospital leave should be granted on the production of a medical certificate from the medical authorities as specified in rule 17 and 17(3) to the effect that the illness or injury was directly due to risks incurred in the course of official duties and also that the leave recommended is necessary to effect a cure. The period of the leave shall be such as may be certified by the medical authorities to be necessary shall not exceed the maximum laid down in sub-rule (3) below.

(2) Hospital leave may be granted on leave salary equal to full pay or half pay as the authority granting it may consider necessary.

(3) Hospital leave shall in no case exceed one hundred and twenty days on full pay in any period of three years whether such leave is taken at one time or by instalments. Half the amount of hospital leave on half pay count for the purpose of this limit as leave on full pay.

(4) Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible: provided the total period of leave after such combination, shall not exceed twenty eight months.

Note 1.- The words “full pay” in this rule mean the pay on the last day of duty prior to commencement of leave.

Note 2.- In the case of person to whom the provisions of Employees ‘State Insurance Act, 1948 apply, leave salary payable under these rules shall be reduced by the amount of benefit admissible under the said Act for the corresponding period.

40. Special Disability Leave for Injury Intentionally Inflicted-

(1) Subject to the conditions hereinafter specified a competent authority may grant special disability leave to a Government employee who is disabled by injury intentionally inflicted or cause in, or in consequence of the due performance of his official duties or in consequence of his official position.

(2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to the notice of the competent authority. If the competent authority is satisfied as to
the cause of disability, it may permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(3) The period of leave granted shall be such as is certified by the Medical Authority to be necessary. It shall not be extended, except on the certificate of that authority, and shall in no case exceed 730 days.

(4) Such leave may be combined with leave of any other kind.

(5) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 730 days of such leave shall be granted in consequence of any one disability.

(6) Such leave shall be counted as duty in calculating service for pension, but half the amount of such leave taken under clause (b) of sub-rule (7) below shall be debited against the leave account.

(7) Leave salary during such leave including a period of such leave granted under clause (5) shall.

(a) be equal to full pay for the first 120 days;

(b) for the remaining period of such leave, be equal to leave salary admissible on half pay leave; or at the Government employee's option for a period not exceeding the period of earned leave otherwise admissible to him under rule 24, be equal to leave salary admissible on earned leave.

(8) (i) In the case of a person to whom Workmen's Compensation Act, 1923 applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under section 4 (1) (d) of the said Act.

(ii) In the case of a person to whom the Employee's State Insurance Act, 1948 (34 of 1948), applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit admissible under the said Act for corresponding period.

(9) (a) The provision of this rule apply to-

(i) a civil Government employee disabled in consequence of service with a military force, if he is discharged as unfit for further military service, but is not completely and permanently incapacitated for further civil service; and

(ii) a civil employee not so discharged who suffers a disability which is certified by a medical board to be directly attributable to his service with a military force.

(b) in either case, any period of leave granted, to such a person under military rules in respect of that disability shall be reckoned as leave granted under this rule for the purpose of calculating the period admissible.
Note 1.- The intention of this clause is not that special disability leave should be given to cover any portion of a Government employee’s military service, but that it should be admissible only after the Government employee’s discharge as unfit for further military service.

41. Special Disability Leave for Accidental Injury—The competent authority may extend the application of the provisions of rule 32 to a Government employee who is disabled by injury accidentally incurred in or in consequence of the due performance of his official duties or in consequence of his official position or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds. The grant of this concession is subject to the further conditions—

(i) That the disability, if due to disease, must be certified by the Medical Authority to be directly due to performance of the particular duty;

(ii) that if the Government employee has contracted such disability during service otherwise than with a military force, it must be, in the opinion of the competent authority to sanction leave, exceptional in character; and

(iii) that the period of absence recommended by the Medical Authority may be covered in part, by leave under this rule and in part by other kind of leave, and that amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.
CHAPTER VI - Study Leave

42. Conditions for Grant of Study Leave-

(1) Subject to the conditions specified in these rules, study leave may be granted to a Government employee with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duty.

(2) Study leave may also be granted-

   (i) for a course of training or study tour in which a Government employee may not attend a regular academic or semi-academic course, if the course of training or the study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to the sphere of duties of the Government employee; and

   (ii) for the purpose of studies connected with the frame work or back ground of public administration subject to the conditions that-

   (a) the particular study or study tour should be approved by the authority competent to sanction study leave; and

   (b) the Government employee should be required to submit, on his return a full report on the work done by him while on study leave;

   (iii) for the studies which may not be closely or directly connected with the work of a Government employee but which are capable of widening his mind in a manner likely to improve his abilities as a Government employee and to equip him better to collaborate with those employed in other branches of the public service.

Note.- Application for the study leave in case falling under clause (iii) shall be considered on merits of each case in consultation with the Finance Department.

(3) Study leave shall not be granted, unless-

   (i) it is certified by the authority competent to sanction leave that the proposed course of study or training shall be of definite advantage from the point of view of public interest;

   (ii) it is for prosecution of studies in subjects other than academic or literary subjects; and

   (iii) the Department of Economic Affairs of the Ministry of Finance agrees to the release of foreign exchange involved in the grant of study leave, if such leave is outside India.

(4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India or under any the schemes administered by the Department of Economic Affairs of the Ministry of Finance or by the Ministry of Education and the Ministry of Scientific Research and Cultural Affairs.

(5) Study leave shall not ordinarily be granted to a Government employee-
(i) who has rendered less than five years’ service under the government; or
(ii) who does not hold a gazetted post under the Government; or
(iii) who is due to retire or has the option to retire from the Government service within three
years of the date of which he is expected to return to duty after the expiry of the leave.

(6) Study leave shall not be granted to a Government employee with such frequency as to
remove him from contact with his regular work or to cause cadre difficulties owing to his
absence on leave.

43. Maximum Amount of Study Leave - The maximum amount of study leave which may be
granted to a Government employee shall be-

(i) ordinarily twelve months at any one time which shall not be exceeded save for exceptional
reasons, and
(ii) during the entire service, twenty four months in all (inclusive of study leave granted under
any other rules).

44. Application for Study Leave-

(1) Every application for study leave shall be submitted through proper channel to the authority
competent to sanction study leave. The course(s) of study contemplated by the Government
employee and any examination, which he proposes to undergo shall be clearly specified
therein.

(2) Where it is not possible for the Government employee to give full details in his application, or
if, after leaving India, he is to make any change in the programme which has been approved in
India, he shall submit the particulars as soon as possible to the Head of Mission or the authority
competent to sanction the study leave, as the case may be, and shall not unless prepared to do
at his own risk, commence the course of study or incur any expenses in connection therewith
until he receives approval of the competent authority.

45. Sanction of Study Leave-

(1) Study leave may be granted by the Finance Department.

(2) Where a Government employee borne permanently on the cadre of one department or
establishment is serving temporarily in another department or establishment, the grant of study
leave to him shall be subject to the condition that concurrence of the department or the
establishment to which he is permanently attached is obtained before leave is granted.

(3) Where the study leave is granted for prosecution of studies abroad, the Head of Mission
concerned shall be informed of the fact by the authority granting the leave.

(4) On completion of a course of study, the Government employee shall submit to the
authority which granted him the study leave, the certificates of examination passed or special
courses of study undertaken, indicating the dates of commencement and termination of the
course with the remarks, if any, of the authority in-charge of the course of study. If the study is undertaken in a country outside India where there is an Indian Mission, the certificate shall be submitted through the Head of Mission concerned. When the study leave has been taken in India or any other country where there is no Indian mission, such certificate shall be forwarded to the authority, which sanctioned the leave.

46. Combination of Study Leave with Leave of other Kinds-
(1) Study leave may be combined with other kinds of leave, but in no case shall the grant of this leave in combination with leave other than extraordinary leave, involve a total absence of more than twenty eight months from the regular duties of the Government employee.

(2) A Government employee granted study leave in combination with any other kind of leave may, if he so desires, commence his study before the end of the other kind of leave but the period of such leave coinciding with the course of study shall not count as study leave.

Note.- The limit of twenty eight months of absence prescribed in sub-rule (1) includes the period of vacation.

47. Regulation of Study Leave extending beyond Course of Study - When the course of study falls short of leave sanctioned to the Government employee, he shall resume duty on the conclusion of the course of study, unless the previous assent of the authority competent to sanction leave has been obtained to treat the period of short fall as ordinary leave.

48. Grant of Study Allowance- A study allowance shall be granted for the period spent in prosecution the definite course of study at a recognized institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.

49. Period for which Study Allowance may be Granted- The period for which study allowance may be granted shall not exceed twenty-four months in all.

50. Rates of Study Allowance-
(1) The rates of study allowance, to be revised from time to time by the Government, shall be as follows:-

<table>
<thead>
<tr>
<th>Name of Country</th>
<th>Study Allowance per diem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>1.00 (Sterling)</td>
</tr>
<tr>
<td>Continent of Europe</td>
<td>1.65 (Sterling)</td>
</tr>
<tr>
<td>New Zealand</td>
<td>1.20 (Sterling)</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>2.00 (Sterling)</td>
</tr>
<tr>
<td>United States of America</td>
<td>2.75 (Sterling)</td>
</tr>
</tbody>
</table>

India- Half of the full daily allowance to which the Government employee would have been entitled under rules regulating his traveling allowance, if he were on tour to the place of study.
(2) The rates of study allowance to be granted to a Government employee who takes study leave in other countries shall be such as may specially be determined by the competent authority in each case.

51. Conditions governing Grant of the Study Allowance—

(1) Study allowance may be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Government employee that he would refund to Government any over-payment consequent on his failure to produce the required certificate of attendance or otherwise.

(2) A Government employee may be allowed to draw study allowance for the entire period of vacation during the course of study subject to the conditions that -

   (i) he attends during vacation any special course of study or practical training under the direction of Government in consultation with Finance Department.

   (ii) in the absence of any such direction, he produces satisfactory evidence before the Head of Mission or the authority competent to sanction study leave, as the case may be, that he has continued his studies during the vacation.

(3) No study allowance shall be drawn during vacation falling at the end of a course of study except for a maximum period of fourteen days.

Note.- The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of twenty four months, for which study allowance is admissible.

(4) Study allowance shall not be granted for any period during which the Government employee interrupts his course of study to suit his own convenience:

   Provided that the authority competent to sanction study leave, in a case where the study leave is taken in India or a country where there is no India Mission, and the Head of Mission, in other cases, may authorize the grant of study allowance for any period not exceeding fourteen days at a time during which the Government employee is prevented by sickness from pursuing his course of study.

(5) In the case of a definite course of study at a recognized institution the Study allowance shall be payable by the authority competent to sanction study leave if the study leave availed of is in India or in a country where there is no India Mission and by the Head of Mission in other cases, on claims submitted by the Government employee from time to time, supported by proper certificates of attendance.

(6) The certificate of attendance required to be submitted in support of the claims for study allowances shall be forwarded at the end of the term if the Government employee is undergoing
study in an educational institution, or at intervals not exceeding three months, if he is undergoing study at any other institution.

(7) When the programme of study approved does not include or does not consist entirely of such a course of study, the Government employee shall submit to the authority competent to sanction study leave direct or through the Head of Mission a diary showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or operations to conditions, obtaining in India. The authority competent to sanction study leave shall decide whether the diary and report show if the time of the Government employee was properly employed and shall determine accordingly for what periods study allowance may be granted.

(8) (i) In the case of a Government employee who does not hold a gazetted post, the payment of study allowance at the full rate shall be subject to the production of a certificate to the effect that he is not in receipt of any scholarship/stipend or any other remuneration in respect of any part-time employment, and

(ii) In the case of a Government employee who not hold a gazetted post, to whom study leave has been granted in relaxation of the provisions of clause (ii) of sub-rule (5) of rule 42, such a certificate as is referred to in clause (i) of this sub-rule shall be obtained from him by the drawing officer and the same shall be enclosed along with the bill for the drawal of study allowance.

52. Grant of Study Allowance to Government employee in receipt of Scholarship or Stipend— A Government employee who is granted study leave may be permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that may be awarded to him from a Government or non-Government source. Such a Government employee shall ordinarily not be granted any study allowance; but in cases where the net amount of the scholarship or stipend (arrived at by deducting the cost of fees paid by the Government employee, if any, from the value of the scholarship or stipend) is less than the study allowance that would be admissible but for the scholarship or stipend the difference between the value of the net scholarship or stipend and the study allowance may be granted by the leave sanctioning authority.

53. Grant of Study Allowance to Government employee who accept part time employment during Study Leave— If a Government employee, who is granted study leave, is permitted to receive and retain, in addition to his leave salary, any remuneration in respect of a part-time employment he shall ordinarily not be granted any study allowance, but in cases, where the net amount of remuneration received in respect of the part-time employment (arrived at by deducting from remuneration any cost of fee paid by the Government employees) is less than
the study allowance that would be admissible but for the remuneration, the difference between the net remuneration and the study allowance may be granted by the leave sanctioning authority.

54. Allowances in addition to Study Allowance— The Government employee on study leave shall be entitled to compensatory allowances at the rates as admissible from time to time at the station from where he proceeded on study leave subject to the conditions prescribed in Haryana Civil Services Rules, Part V – Other Compensatory Allowances Rules.

55. Grant of Travelling Allowance— A Government employee shall not ordinarily be paid travelling allowance but the competent authority may in exceptional circumstances sanction the payment of such allowance.

56. Cost of Fees for Study— A Government employee granted study leave shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases the competent authority may sanction the grant of such fees:

Provided that in no case shall the cost of fees be paid to a Government employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain in addition to his leave salary, any remuneration in respect of part-time employment.

57. Execution of a Bond— Every Government employee in permanent employ who has been granted study leave or extension of such leave shall be required to execute a bond as given in Annexure 2-A or Annexure 2-B, as the case may be annexed to these rules before the study leave or extension of such leave granted to him commences. If study leave or extension of such leave is granted to a Government employee not in permanent employ, the bond shall be executed as given in Annexure 3-A or Annexure 3- B as the case may be annexed to these rules.

58. Resignation and Retirement—

(1) If a Government employee resigns or retires from service without returning to duty after a period of study leave or within the stipulated period after such return to duty, he shall be required to refund—

(i) double the amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the State Government; and

(ii) the actual amount, if any, of the cost incurred by other agencies, e.g. Foreign Governments, Foundations, Trusts, etc., in connection with the course of study, together with interest thereon at Government rates for the time being in force on Government loans, from the date of demand before his resignation is accepted or permission to retire is granted:

Provided that the amount required to be refunded under this rule shall, in the case of a Government employee who, on return to duty from study leave is permitted to resign from the
service and to take up on his own initiative employment under any statutory or autonomous body or institution under the control of the Government, be reduced to an amount equal to the expenditure incurred by the Government and the said other agencies in respect of the leave salary, study allowance, cost of fees, traveling and other expenses sanctioned to him during the period of study leave together with interest thereon:

Provided further that nothing in this rule shall apply;

(a) to a Government employee who on return to duty from study leave is permitted to retire from service on medical ground, and

(b) to a Government employee who, after return to duty from study leave, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said statutory or autonomous body or institution in the public interest.

(2) The study leave availed of by such a Government employee shall be converted into regular leave at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave. In addition to the amount to be refunded by the Government employee under sub-rule (1) he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

59. Leave Salary during Study Leave— During study leave, a Government employee shall draw leaves salary equal to the amount admissible during half-pay leave.

60. Counting of Study Leave for Promotion, Pension, Seniority, Leave and Increments—

(1) Study leave shall count as service for promotion, pension and seniority. It shall also count as service for increments as provided in rule 4.9 of Haryana Civil Services Rules, Part I - General Rules.

(2) The period spent on study leave shall not count for earning leave other than half pay leave under these rules

61. Debiting of Study Leave to the Leave Account— Study leave shall be treated as extra leave on half pay and not to be debited to leave account.
CHAPTER VII

Leave to other Categories of Employees

62. Leave to Government employee re-employed after Retirement—

(1) A Government employee retained in service after retirement on superannuation shall earn earned leave, at the rate which was admissible to him at the time of retirement. The leave earned by him during the tenure of re-employment can be availed by him as leave as leave preparatory to retirement or cash payment in lieu of earned leave provided the LPR and cash payment in lieu of earned leave already availed should not exceed the maximum limit of 300 days.

(2) A Government employee retained in service after the date of retirement on superannuation will be on extension of service and during the period of extension, he shall continue to be governed by the leave rules of this chapter till his date of retirement.

63. Leave to the Advocate General— The leave of the Advocate-General will be admissible as under :-

(a) Leave, on pay equivalent to full remuneration may be sanctioned @ 2.5 days per month’s period spent on duty as Advocate-General.

(b) Leave on medical certificate on half of the remuneration may be granted @ 1.75 days per month’s period spent on duty as Advocate General.

(c) Extraordinary leave may be granted without any remuneration, subject to a maximum of four months at any one time.

(d) Leave of the various kinds may be granted in combination up-to a maximum of 180 days only at any one time.

(e) For the first two years of the appointment, the Advocate-General will not be entitled to more than one month’s leave, except on medical certificate in any one year.

64. Leave to Government employees appointed on Adhoc basis— Government employees appointed on adhoc basis or for a limited period exceeding six months are entitled to the following regular leave :-

1. Earned Leave will be admissible @ 1.25 days per month’s period spent on duty of the duty period.

2. Maternity leave to female Government employees will be admissible for a period of six months.

3. No half pay leave or any other kind of leave will be admissible to them.
4 Extra ordinary leave will be granted on medical certificate for a period not exceeding one month.

65. Leave to Government employee Appointed on Contract—

(1) Where a person is engaged on contract for any period, he will be entitled to leave, during the currency of contract, at the following rates:-

(a) Leave on full pay may be sanctioned @ 1.25 days per month's period spent on duty;
(b) Half pay leave for 20 days per year on medical certificate after putting one year service;
(c) Leave without pay may be granted subject to a maximum of one month in a year;
(d) Maternity leave to female Government employees will be admissible for a period of three months;

(e) Leave of one kind in combination of others may be granted upto a maximum period of three months at any one time.

(2) If a person is engaged on contract for a specific period and his contract period is further extended without any break in service, he will be allowed to carry forward the balance of entire leave at his credit on the date of his extension of contract.

(3) The person engaged on contract shall also be entitled to all Gazetted holidays as admissible to Government employees of the department.

(4) Leave on medical certificate to Government employee subject to rule 29(2) shall not be granted for a period extending beyond the term of the Government employee’s contract unless or until it has been decided to retain him in permanent employment.
Chapter VIII - Casual, Special and Quarantine Leave

Casual Leave

66. Casual Leave - Casual leave is not a recognized form of leave. The Government employee on casual leave is not treated as absent from duty and his pay is not intermitted.

67. Sanctioning Authority - Casual leave may be granted to Government employee by the various authorities as under:-

(i) Head of Office – Full powers for staff under his control. His own casual leave shall be sanctioned by next higher authority.

(ii) The officer incharge at sub–office under the Head of Office- Up to four days at a time for the employees serving under him. His own casual leave shall be sanctioned by Head of Office.

Note.- The Head of Office may delegate the power to any officer working under him in his office.

68. Scale-

(a) Casual leave to male Government employees during a calendar year will be admissible as under:-

(i) To employees with 10 years service or less - 10 days

(ii) To employees with more than 10 years service but less than 20 years service - 15 days

(iii) To employees with over 20 years service - 20 days

(b) Casual leave to female Government employees during a calendar year will be admissible for 20 days irrespective of length of service.

(c) Casual leave during the first calendar year - Casual leave to a member of the service during the calendar year in which he is recruited shall be admissible as under:-

1. If service is joined before 30th June - 10 days

2. If service is joined between 30th June and 30th September - 5 days

3. If service is joined after 30th September - 2 days

4. All female Government employees will be entitled to double the casual leave mentioned above in the calendar year subject to maximum 20 days.

(d) Adhoc Government employees may be granted casual leave as under:-

(i) period of adhoc appointment up to 1 month – Nil

(ii) period of adhoc appointment up to 2 months – 1 day

(iii) period of adhoc appointment up to 3 months – 2 days

(iv) period of adhoc appointment up to 4 months – 3 days

(v) period of adhoc appointment up to 5 months – 4 days
(vi) period of adhoc appointment up to 6 months – 5 days

(vii) during extension after 6 months one day casual leave more for each completed month subject to maximum of 10 days in a year.

Note.- The admissibility of casual leave to a adhoc female Government employee will be double subject to maximum of 20 days in a year.

69. How Calculated- The calendar year in which a male Government employee completes his 10th or 20th year of service, as the case may be, he will be given leave in that year according to the next higher scale. Thus if an employee completes 10 years service on the 30th April 2009, he will be entitled 15 days casual leave in 2009 calendar year.

70. Accounting of Casual Leave-
(a) The casual leave account will be maintained annually from the 1st of January to 31st of December. All casual leave accounts will be closed on the 31st December and new accounts opened on the 1st of January, following irrespective of the fact that an official takes a spell of casual leave which includes the last few days of December, and the first few days of January. Thus if an official takes leave from the 26th December, 2008, to 5th January, 2009, the period from 26th December to 31st December will be debited to his leave account for the year 2008 and the period from 1st January to the 5th January, 2009, will be debited to his leave account for the year 2009.

(b) short casual leave and late attendance will be debited to casual leave account as under:-
Up to 2 hours absence - $\frac{1}{3}$ of leave
Up to 4 hours absence - $\frac{1}{2}$ of leave

71. Length of Leave and Combination of Leave- In taking casual leave, within the limits admissible above, an employee may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of the casual leave can be taken in dribblets. It may be emphasized that it is desirable, but not compulsory for Government employees to take such a spell. Where a Government employee desires to take such a spell, permission should not ordinarily be refused although of course the competent authority may adjust the dates on which the spell is taken for administrative convenience. Casual leave shall not be allowed to be combined with other regular leave.
72. Absence from Headquarters— No Government employee shall leave his headquarters, during casual leave or gazetted holidays except with the permission of leave sanctioning authority.

73. Treating of casual leave— Casual leave is to be treated as duty (on full pay) and can not be sanctioned on half pay or without pay.

74. Special Casual Leave— Special casual leave is not a recognized form of leave and a Government employee on special casual leave is not treated as absent from duty. These may be granted in the following circumstances:-

   For participation in Sports Activities— Government employees may be sanctioned special casual leave for a period not exceeding 30 days in any one calendar year for sporting events of National and International importance such as—

   (i) participating in sporting events of national/international importance;
   (ii) coaching/administration of teams participating in sporting events of national/international importance;
   (iii) attending coaching or training camps under All India Coaching or Training Schemes;
   (iv) attending coaching or training camps at the National Institute of Sports, Patiala;
   (v) participating in mountaineering expeditions;
   (vi) attending coaching camps in sports organized by National Sports Federation /Sports Boards recognized by All India Council of Sports; and
   (vii) participating in trekking expeditions.

   Note 1.— The Government employees who are selected for participating in sporting events of National/International importance, the period of the actual days on which they participate in the events as also the time spent in travelling to and from such tournaments/meets may be treated as duty. If any pre-participation coaching camp is held in connection with the above mentioned events and the Government employee is required to attend the same, the period may also be treated as on duty.

   Note 2.— The quantum of special casual leave for a period not exceeding 30 days in a calendar year allowed to Haryana Government employees, for purposes, indicated at items (iii) to (vii) above, will cover also their attending the pre-selection trials/camps connected with sporting events of national/international importance.

   Note 3.— Special casual leave to the extent of 15 days to Government employees employed on six months basis and 7 days to those employed on three months basis may be granted; but each case should be dealt with on its merits by the authorities competent to grant leave, keeping in view the type of sporting event, tournament, etc.
75. Special Casual Leave to Male Government employee under Family Welfare Programme—
Male Government employees having not more than two living children, who undergo Vasectomy operation in Government hospital under the Family Welfare Programme for the first time may be granted special casual leave not exceeding six working days. Sundays and closed holidays intervening should be ignored while calculating the period of special casual leave. If any employee undergoes Vasectomy operation for the second time on account of the failure of the first operation, special casual leave not exceeding six days may be granted again on production of a certificate from the Medical Authority concerned to the effect that the second operation was performed due to the failure of the first operation. Male Government employee drawing grade pay upto 6000 are entitled to special casual for 7 days to look after his wife who undergo Gynae Sterilization or puerperal sterilization operation.

76. Special Casual Leave to Female Government employee under Family Welfare Programme—
(1) Female Government employees having not more than two living children, who undergo tubectomy operations in Government hospital – whether puerperal or non-puerperal may be granted special casual leave not exceeding 14 days.
(2) In the case of female Govt. employees who undergo tubectomy operation for the second time on account of failure of the first operation, special casual leave not exceeding 14 days to female Government employee, may be granted again on production of a medical certificate from the prescribed Medical Authority concerned to the effect that the second operation was performed due to the failure of the first operation.
(3) Female Government employees who undergo Salpingectomy operation after Medical Termination of Pregnancy (MTP) may be granted special casual leave not exceeding 14 days.

Note.- Special casual leave under Family Welfare Programme will also be admissible to Government employees working on ad-hoc basis.

77. Special Casual Leave in lieu of Unavailed Joining Time— Government employee on transfer from one station to another is not allowed to avail the joining time, in public interest, the period of joining time not availed may be treated as a special casual leave and to be availed either in the same calendar year or in the next calendar year.

78. Special Casual Leave for Donating Blood- Two days special casual leave is admissible to Government employees who donate blood. It will be inclusive of the day the blood is donated.
79. Special Casual Leave to Government employee injured at the hands-of Terrorists while on Duty—
A Government employee who fall victim to the terrorist violence on duty and is injured in terrorist violence the period spent by him for recovery in hospital and thereafter for rest would be treated as special casual leave subject to the following conditions :-

(i) that the employee concerned shall produce a certificate from the competent civil authority that he was injured in terrorist action.

(ii) that leave shall be sanctioned only on the recommendation of the Medical authority not below the rank of Senior Medical Officer.

(iii) that the authority to grant leave shall be the same as is in the case of earned leave

(iv) that no substitute shall be appointed during the period of this leave.

This leave can be given upto three months in the first instance, after which the case will have to be recommended to the Medical Board.

80. Compensatory Leave— This leave is treated as holiday and can be prefixed or affixed to any leave. It is granted to non-gazetted Government employee who has to perform duty on a holiday.

81. Quarantine Leave— Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family of a Government employee. Such leave may be granted by the Head of the Office on the certificate of a Medical Officer for a period not exceeding 21 days or in exceptional circumstances 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted, when necessary, in continuation of other leave, subject to the above maximum.

Explanation 1.- Quarantine leave is not admissible in the case of a Government employee who himself contacts an infectious disease.

Explanation 2.- The maximum limits of 21 and 30 days prescribed in this rule refer to each occasion on which leave is applied for and granted.

Note 1.- Cholera, Small-pox, plague, Diphtheria, Typhus and Cerebrospina Meningitis may be considered as infectious diseases for the purpose of the rule. In the case of chicken-pox, quarantine leave should not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true nature of the disease, for example small-pox, there is a reason for the grant of such leave. In the case of Government employee stationed in areas under the administration of other States, such other diseases as may have been declared by those
Governments as infectious for the purpose of their quarantine leave may also be considered as infectious diseases for the purpose of the rule. Such Government employees will, however, be eligible for quarantine leave for any of the diseases mentioned above, even though it has not been declared in orders issued by other states concerned to be an infectious disease.
Chapter – IX

Miscellaneous

82. Relaxation of the provisions of the rules- Where the Finance Department is satisfied that the operation of any of these rules, causes or is likely to cause undue hardship to a Government employee, it may, after recording its reasons for so doing and notwithstanding anything contained in any of these rules, deal with the case of such Government employee in such manner as may appear to it to be just and equitable.

83. Interpretation - If any question arises as to the interpretation of these rules, the Finance Department shall decide the same.

84. Delegation of powers – The authorities, which exercise the powers of a competent authority under the Leave Rules are given in Annexure 1 at the end of these rules.

85. Repeal - The Leave Rules contained in Chapter VIII of Punjab Civil Services Rules, Volume I, Part I and other provisions contained in Appendices 12, 17 and 20 of the Punjab Civil Services Rules Volume I, Part II and all rules corresponding to these rules in force immediately before the commencement of these rules, are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.
## Annexure 1

Authorities Competent to exercise the powers of competent authority under Leave Rules

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nature of power with rules</th>
<th>Authority competent to whom power is delegated</th>
<th>Extent of power delegated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1. Powers to grant leave to a Government employee who is unlikely to be fit to Government service – Rule 18</td>
<td>Departments of Government, Heads of Departments</td>
<td>Full powers in respect of non-gazetted Government employees and Group B Officers</td>
</tr>
<tr>
<td>2.</td>
<td>2. Power to direct in any case otherwise than as laid down in rule 20 (2 &amp; 3) for combination of holidays with leave</td>
<td>Heads of Departments</td>
<td>Full powers</td>
</tr>
<tr>
<td>3.</td>
<td>3. Powers to decide in doubtful or inequitable cases which Government employee shall be held to have been in-charge and to whom the pay of the post for Sunday or holidays shall be paid – Rule 20 (4)</td>
<td>Heads of Departments</td>
<td>Full powers</td>
</tr>
<tr>
<td>4.</td>
<td>4. Power to extend leave overstayed – Rule 23</td>
<td>Departments of Government, Heads of Departments, Heads of Offices</td>
<td>Upto 30 days in respect of “A” and “B” Gazetted Officers, Upto 30 days in respect of “C” and “D” employees</td>
</tr>
<tr>
<td>5.</td>
<td>5. Power to decide in case of doubt whether a particular Government employee is serving in a Vacation Department - Rule 12</td>
<td>Departments of Government</td>
<td>Full powers</td>
</tr>
<tr>
<td>6.</td>
<td>6. Earned Leave - Rule 24 and Child Care Leave – Rule 38</td>
<td>Heads of Offices</td>
<td>(i) Full Powers in respect of Group C and D employees, (ii) Upto 60 days in respect of Group A and B employees</td>
</tr>
<tr>
<td>No.</td>
<td>Rule</td>
<td>Department</td>
<td>Full Powers</td>
</tr>
<tr>
<td>-----</td>
<td>------</td>
<td>------------</td>
<td>-------------</td>
</tr>
</tbody>
</table>
| 7.  | Commuted Leave – rule 25(c)  
(i) On Medical Certificate  
(ii) for prosecuting an approved course of study | Department of Governments | (ii) Upto 120 days in respect of Group A and B employee  
(i) Full Powers in respect of Group “C” and “D” employees |
| 7.  | Commuted Leave – rule 25(c)  
(i) On Medical Certificate  
(ii) for prosecuting an approved course of study | Heads of Offices | (i) Full Powers in respect of Group “C” and “D” employees |
| 7.  | Commuted Leave – rule 25(c)  
(i) On Medical Certificate  
(ii) for prosecuting an approved course of study | Heads of Departments | (ii) Full Powers |
| 7.  | Commuted Leave – rule 25(c)  
(i) On Medical Certificate  
(ii) for prosecuting an approved course of study | Departments of Government | Full Powers with the concurrence of Finance Department |
| 8.  | Leave Not Due – rule 25 (d) | Heads of Departments | Full Powers |
| 9.  | Extraordinary Leave – Rule 26 | Heads of Offices | Upto 30 days in respect of Group C & D employees |
| 9.  | Extraordinary Leave – Rule 26 | Heads of Departments | Upto six months |
| 9.  | Extraordinary Leave – Rule 26 | Departments of Government | Upto two years |
| 10. | Terminal Leave – Rule 28 | Heads of Departments | Full powers |
| 11. | Leave Preparatory to Retirement – Rule 30 | Heads of Departments | Full powers for Group A and B Officers |
| 11. | Leave Preparatory to Retirement – Rule 30 | Heads of Offices | Group C and D employees |
| 12. | Special Disability Leave – Rule 40 & 41 | Finance Department | Full powers |
| 13. | Study Leave – Rule 42 | Finance Department | Full powers |
| 15. | Hospital Leave – Rule 39 | Departments of Government | Full powers |

Note 1.- The leave will be sanctioned by the competent authority strictly as per conditions mentioned in the various rules.

Note 2.- The leave will be sanctioned with/without substitute as per administrative exigencies.

Note 3.- In respect of Government employees on foreign service, the foreign employer shall be competent to sanction leave to the extent of competency of the Head of Department.
Note 4.- In case a Government employee applies for leave in combination of more than one kind of leave, the whole spell of the leave will be sanctioned by the highest competent authority irrespective of the period of leave of any kind.

Note 5.- The Departments of Government and Heads of the Departments concerned may re-delegate the powers, delegated to them as above in the table to any officer under them at their headquarter offices on their own overall responsibility and subject to such conditions and restrictions as they may like to impose. Copies of such orders should invariably be endorsed to the Finance Department and the Accountant-General, Haryana.
Annexure 2 - A
Bond for Study Leave
(See Rule 57)

Bond for Permanent Government employees proceeding on Study Leave under the Study Leave rules

KNOW ALL MEN BY THESE PRESENTS THAT I, ------------------ resident of------------------ in the district of------------------ at present employed as ------------------ in the Department/Office of ------------------ do here by bind myself and my heirs, executors and administrators to pay the Governor of Haryana (herein after called the “Government”) on demand the sum of Rs.------------(Rupees ------------------ only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all cost between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I, ------------------ am granted study leave by Government.

AND WHEREAS for the better protection of the Government I have agreed to execute this Bond with such condition as hereunder is written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of study or at any time within a period of three years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs.------------(Rupees------------------ only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment, the above- written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the right and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.

The Government of Haryana have agreed to bear the stamp duty payable on this Bond.

Signed and dated this -------------- day of ------------- two thousand and --------------
Signed and delivered by ---------------------
in the presence of Witness
(1)
(2)

ACCEPTED
For and on behalf of the Governor of
Haryana
Annexure 2 – B

BOND FOR PERMANENT GOVERNMENT EMPLOYEES

KNOW ALL MEN BY THESE PRESENTS THAT I, ……………….. resident of ……………………………….. in the District of………………….. at present employed as ………………………………….. in the Department/Office of ……………….. do hereby bind myself and my heirs, executors and administrators to pay to the Government of Haryana (hereinafter called “the Government”) on demand the sum of Rs. ……………. (Rupees ………………… only) together with interest thereon from the date of demand at Government rates for the time being in force on Government Loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I, ………………………….. was granted study leave by Government for the period from ………………. to ……………….. in consideration of which I executed a bond, dated …………. , for Rs. …………….. (Rupees ………………… only) in favour of Government of Haryana. AND WHEREAS the extension of study leave has been granted to me at my request until ………………………………..

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as hereunder are written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave so extended or failing to complete the course of study or any time within a period of three years after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs. …………………….. (Rupees …………………….. only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.
The Government of Haryana have agreed to bear the stamp duty payable on this bond.

Signed and dated this --------------- day of --------------- two thousand and ---------------

Signed and delivered by --------------- in the presence of Witnesses:
(1)
(2)

ACCEPTED
For and on behalf of the
Government of Haryana.
Annexure 3 - A
(See Rule 57)

Bond for Temporary Government Employees Proceeding on Study Leave under the Study Leave Rules

KNOW ALL MEN BY THESE PRESENTS THAT WE--------residents of------------in the District of-----------at present employed as -----------------in the Department/Office of--------(hereinafter called “the Obligor”) and Shri/Smt./Km ------------son/daughter of------------------ of -----------and Sh./Smt./Km----------------son/daughter of ---------------of -------(hereinafter called “the Sureties”) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Haryana (hereinafter called the Government ) on demand the sum of Rs.---------- (Rupees ----------------only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor is granted study leave by the Government:

AND WHEREAS for the better protection of the Government, the Obligor has agreed to execute this Bond with such condition as hereunder is written:

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the above bounden----------------.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the Obligor Shri/Smt./Km----------------- failing to resume duty, or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of study or at any time within a period of three years after his return to duty the Obligor and the Sureties shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs.----------(Rupees------------ only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.
PROVIDED ALWAYS that the liabilities of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forebearance, act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Government to sue the Obligor before suing the Sureties Shri/Smt./Km. ----------------and Shri/Smt./Km. ------------------or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.

The Government of Haryana have agreed to bear the stamp duty payable on this bond.

Signed and dated this ------------------- day of --------------- two thousand and -------------------

Signed and delivered by the Obligor
Above named Shri/Smt./Km. -------------------------in the presence of ------------------Witnesses:
(1)
(2)

Signed and delivered by the Surety abovenamed Shri/Smt./Km. ----------------------- In the presence of --------------------
Witnesses 1.-----------------------
2. -----------------------

Signed and delivered by the Surety abovenamed Shri/Smt./Km. ----------------------- In the presence of --------------------
Witnesses 1.-----------------------
2. -----------------------

ACCEPTED
For and on behalf of the Government of Haryana.
Bond for Temporary Government Employees granted extension of Study Leave

KNOW ALL MEN BY THESE PRESENTS THAT WE-------------------residents of------------------ in the District of-------------------at present employed as-------------------------- in the Department/Office of------------------- (hereinafter called “the Obligor”) and Shri/Smt/Km-------------------, son/daughter of-----------------------------of---------------------------and Sh./Smt./Km-------------------,son/daughter-----------------------------of----------------------------- (hereinafter called “the Sureties”) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Haryana (hereinafter called “the Government”) on demand the sum of Rs.-------------------(Rupees-------------------only) together with interest thereon from the date of Demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country, converted at the official rate of exchange between that country and India and TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor was granted study leave by the Government for the period from-------------------to-------------------in consideration of which he executed a Bond, dated-------------------for Rs.-------------------(Rupees-------------------only) in favour of the Government of Haryana.

AND WHEREAS the extension of study leave has been granted to the Obligor at his request until-------------------.

AND WHEREAS for the better protection of the Government the Obligor has agreed to execute this Bond with such condition as hereunder is written:

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the above bounden-------------------.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONDS IS THAT in the event of the Obligor Sh./Smt./Km.-------------------failing to resume duty, or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave so extended or failing to complete the course of study or at any time within a period of three years after his return to duty, the Obligor and the Sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs.-------------------(Rupees-------------------only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.
And upon the Obligor Sh./Smt./Km ----------------- and, or Sh./Smt./Km ----------------- and, or Sh./Smt./Km ----------------- the Sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue: PROVIDED ALWAYS that the li abilities of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forebearance, act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Government to sue the Obligor before suing the Sureties Shri/Smt./Km. ----------------- and Shri/Smt./Km. ----------------- or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts in India.

The Government of Haryana have agreed to bear the stamp duty payable on this bond.

Signed and dated this ------------------- day of --------------- two thousand and -------------------

Signed and delivered by the Obligor

abovenamed Shri/Smt./Km ------------------- in the presence of ------------------ Witnesses:
(1)  
(2)  

Signed and delivered by the Surety abovenamed Shri/Smt./Km ------------------- In the presence of ------------------

Witnesses 1.------------------

2. ------------------

Signed and delivered by the Surety abovenamed Shri/Smt./Km ------------------- In the presence of ------------------

Witnesses 1.------------------

2. ------------------

ACCEPTED
For and on behalf of the Government of Haryana.
Annexure – 4

Form LR No. 1
(Refer to Rule 13)

Application for leave or for extension of leave

1. Name of applicant …
2. Post held …
3. Department
4. (i) Office
   (i) Branch
5. Nature of leave
6. Rule applicable
7. Period of leave applied for
8. Sundays and holidays, if any, proposed to be:
   (i) prefixed -
   (ii) affixed -
9. Ground on which leave is applied for
10. Last leave availed:-
    (i) period of leave -
    (ii) nature of leave -
11. Address & Telephone No. during the leave period

Signature of applicant
(with date)

12. Remarks and/or recommendations of the officer in-charge.

Signature (with date)

Designation__________________

Certificate regarding admissibility of leave (for office use)
14 Certified that ----------------- (nature of leave) for ---------- (period) from----------
to------------------ is admissible under rule ------------------ .

Signature (with date)
Designation _______________

15 Orders of the sanctioning authority to grant leave ....

Signature (with date)
Designation _______________
Annexure 5
Form LR No. 2
(See rule 14)

Form of Leave Account

<table>
<thead>
<tr>
<th>Earned Leave</th>
<th>Half Pay Leave on Private Affairs and on Medical Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty</td>
<td>Leave taken</td>
</tr>
<tr>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leave Taken</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leave on private affairs or on medical certificate</td>
<td>Commuted leave on medical on full pay (limited to 240 days in entire service)</td>
</tr>
<tr>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
</tr>
</tbody>
</table>

Instructions
1. Periods of Extraordinary leave taken should be noted in red ink in column 27 for remarks.
2. The entries in columns 10 and 11 should indicate only the beginning and end of completed years of service at the time the half pay leave commences. In cases where a Government employee completes another years of service while on half pay leave, the extra credit should be shown in columns 10 to 14 by making suitable additional entries and this should be taken into account when completing column 26.
3. Wherever transition from one fraction to another takes place, the credit at the stage should be rounded off to the nearest day i.e. fraction below half should be ignored and those of half or more should be reckoned as a day.
4. For different rates of earning leave during different spans of service rule 24 and/or 25 of Haryana Civil Services Rules, Part II - Leave Rules may be referred to.
5. In order to apply the maximum limits of ‘commuted leave’ and ‘leave not due’ as prescribed in the relevant rules, sum total of such entries appearing in columns 20 and 24, respectively will be taken into account.
Annexure 6
Form LR No. 3
(See Rule 38)
Form for Child Care Leave

<table>
<thead>
<tr>
<th>Period of Child Care Leave Taken</th>
<th>Balance of Child Care Leave</th>
<th>Signature of Head of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>From 1</td>
<td>To 2</td>
<td>Balance 3</td>
</tr>
<tr>
<td>Date 4</td>
<td>Date 4</td>
<td>Date 4</td>
</tr>
<tr>
<td></td>
<td>Date 4</td>
<td>Date 5</td>
</tr>
</tbody>
</table>