

Various Rules regarding leave and other service conditions

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Special Casual leave on transfer for 6 days

S.R. 174 (G)F.H.B. Vol II, Part3

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**Finance (General) Section -1,
No. G-1-1156/das-204/81 Lucknow, dated
17.09.1988.**

&

No. G-1-1038/Das-204/81 dated 04.09.1989

When it can be availed

When a Government Servant on transfer joins the new posting in the new station without availing of the full joining time of 6 days admissible to him under clause (a) he may be allowed to avail the unveiled period of joining time as special causal leave within six months from the date of his transfer. (from the date when he handed over the charge of old post/station)- as said G.O

**Government Servant may not be
granted leave during suspension
period**

F.R. 55 of F.H.B.

**No government servant may be
sanctioned any type of leave
during his/her suspension period**

Earned leave

F.R. 81 B (1), S.R. 57 a (1)

- **In one spell 120 days earned leave may be sanctioned if it has to be availed in India**
- **180 days if it has to be availed in Abroad**

Extent of earned leave in one time

F.R. 81 B (1),

- **120 days in India
&**
- **180 days in Asia**

Earned leave can not be granted less than 10 days

- C.L. No. 11/46-23-(95) dated 18.05.1931 read with
- C.L. No. 8/Admn. (B) dated 05.10.1971

“The Court strongly objects to allowing regular leave for a period of less than ten days, particularly for a few days preceding or following holidays, except for special reasons which must be mentioned.

Officers in urgent need of short leave of this nature may apply for casual leave which is really intended for this purpose.”

Earned leave can be granted less than 10 days

- a Judicial Officer may apply even a single day Earned Leave for the purpose of L.T.C.
- C.L. No. 01/UHC/Admin.A/2019,Dated: Feb.18,2019.

Extent of medical leave

- **F.R. 82 b (2), F.R. 89, 90, 91**
- **365 days in entire service**

Determination of Medical leave

- **F.R. 81 (B) (2) of Chapter X of F.H.B. Vol.2 Part 2 to 4**
- **Medical leave can be sanctioned on the basis of medical certificate**

Medical leave in one time

S.R. 89 & 90

- 90 days on certificate of Doctor
- If leave is more than 90 days, recommendation of medical board is necessary.

Casual leave

- **M.G.O. Lesson 142, para 1081,
S.R. 201, 202**
- **14 days C.L, may be granted to
government employees and not
more than 10 in one time**

Limit of Casual leave

- **G.O. No. 2093/II-B-181-1957 dated December 1, 1958. G.O. NO. 944-II-B-181 1957 dated 23.07.1960**
- **Casual leave will be subjected to 10 days at any one time unless the sanctioning authority considers that there are exceptional circumstances justifying the grant at a time of more than ten days casual leave**

Prefixing and Suffixing with casual leave

- **G.O. NO. 8/2/69 (Aptt.-B),
dated 08.09.1969**
- **Sunday or closed holidays may
be permitted with casual leave**

Special Casual leave

- **G.O. No. 2093/II-B-181-1957 dated 01.12.1958**
- **G.O. No. 2577-II-B-181/1957 dated 01.12.1958**
- **G.O. No. 1094/II-B-181/1957 dated 21.07.1962**

Special Casual leave

- In exceptional Circumstances the sanctioning authority may grant, for urgent and special reason, special casual leave for four days in excess of the fourteen days casual leave.

Compensatory Leave

**Para 1089 of M.G.O. and G.O.
No. 3/2/72-Appptt.(B) dated
26.02.1973**

Compensatory Leave

Compensatory leave may be sanctioned to non-gazetted employee who are required under the orders of higher authority to attend the office on holiday for the disposal of extra work subject to the conditions contained in G.O.

Maternity Leave

**F.R. 153 and office memorandum
no. 50/XXVII(7)/2009 dated
24/08/2009 issued by Government
of Uttarakhand.**

Who is Entitled

- **180 days maternity leave is admissible to the female employees from the commencement of leave (not in installments)**
- **2 times for 2 children exceptionally 3 times in entire service**

When maternity leave can be claimed IInd time

Second maternity leave may be sanctioned only if 2 years have been completed after end of first maternity leave

When maternity leave can not be claimed

If any female government servant has 2 or more alive children she may not be sanctioned maternity leave.

When maternity leave can not be claimed

- **In the case of abortion she may be sanctioned 6 weeks leave every such issue.**
- **In every case of maternity leave and abortion certificate of Doctor is mandatory.**

Maternity leave can be sanctioned from 8 weeks before the date of expected date of delivery as per amendment in 2017 in Maternity Benefit Act.

Abortion leave may be granted to female government servant for each case of abortions for 42 days (no bar for spell of abortion)

**Provided that recommendation is
necessary in this regard by the
C.M.S. of Government Female
Hospital**

Leave can not be demanded as right

F.R. 67

Leave cannot be claimed as of right. When the exigencies of public service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

Commencement and end of leave

F.R. 68

Leave starts from the date of handing over charge and ends first day of taking over charge. Prefixing and suffixing of Sunday and other holidays may be allowed by leave sanctioning authority.

Child care leave

- **G.O. No. 207/xxvii(7)34/2011 dated 13.10.2011**
- **Only for two leaving children**
- **For 730 days during the whole service**
- **Cann't be claimed as matter of right**
- **Prior sanctioned is required**
- **Maintained as Earned leave**
- **Minimum 15 days**
- **Miximum for 3 times in a calender year**
- **No child care leave during probation,however,can be granted by the appointing authority in special circumstances.**

Paternity leave for 15 days to male government servant including trainee

- **G.O. No. 819/xxvii(7)34/2010-11 dated 31.12.2013**
- **Married male Government Employees (including trainees), who has less than two alive children, are entitled to avail fifteen days paternity leave, before 15 days of child's birth or within 06 months from the date of child's birth.**

**Ordinarily paternity leave
may not be denied.**