



From

The Additional Chief Secretary to Govt. Haryana  
Finance Department

To

1. The Chief Secretary to Government Haryana
2. All the Administrative Secretaries to Government Haryana.
3. The Registrar General, Punjab and Haryana High Court Chandigarh.
4. All Head of Departments.
5. All the Commissioners of Divisions, Ambala, Karnal, Faridabad, Gurugram, Hisar and Rohtak.
6. All Deputy Commissioner and Sub Divisional Officers (Civil) in Haryana

No. 11/93/2023-1FR/14060  
Dated : 04.07.2025

**Subject: Regarding amendment in Haryana Civil Services (Leave) Rules, 2016.**

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Reference on the subject noted above.

Please find enclosed herewith copy of Haryana Government Gazette Notification bearing No. 11/93/2023-1FR/14060 dated 30.06.2025 pertaining to amendment in Haryana Civil Services (Leave) Rules, 2016 for information and necessary action.

Copy of this order is available on the official website of the Finance Department i.e. [finhry.gov.in](http://finhry.gov.in). Copy of said amendment dated 30.06.2025 has also been uploaded by Printing and Stationary Department, Haryana, Panchkula on its website i.e. <https://www.egazetteharyana.gov.in>.

DA : As above.

  
**Superintendent (FR)**  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department

04/07/25

Endst. No. 11/93/2023-1FR/14060

Dated: 04.07.2025

A copy alongwith copy of Gazette notification bearing No. 11/93/2023-1FR/14060 dated 30.06.2025 is forwarded to the following for information and necessary action:-

1. The Principal Accountant General (A&E), Haryana, Chandigarh.
2. The Principal Accountant General (Audit), Haryana, Chandigarh.
3. The Incharge, Computer Cell (Finance Department) for uploading these instructions on the website of the Finance Department.

DA : As above.

  
**Superintendent (FR)**  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department

04/07/25



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## PART-I

### Notifications, Orders and Declarations by Haryana Government

हरियाणा सरकार

वित्त विभाग

अधिसूचना

दिनांक 30 जून, 2025

संख्या 11/93/2023-1एफआर/14060.— भारत के संविधान के अनुच्छेद 309 के परन्तुक के अधीन प्रदत्त शक्तियों का प्रयोग करते हुए, हरियाणा के राज्यपाल, इसके द्वारा, हरियाणा सिविल सेवा (अवकाश) नियम, 2016, को आगे संशोधित करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:—

- (1) ये नियम हरियाणा सिविल सेवा (अवकाश) संशोधन नियम, 2025, कहे जा सकते हैं।  
(2) ये नियम राजपत्र में इनके प्रकाशन की तिथि से लागू होंगे।
- हरियाणा सिविल सेवा (अवकाश) नियम, 2016 में, नियम 76 में,—
  - उप-नियम (1) के स्थान पर, निम्नलिखित उप-नियम प्रतिस्थापित किया जाएगा, अर्थात्:—

“(1) सरकारी कर्मचारी जो उस कलैण्डर वर्ष, जिसमें वह भर्ती हुआ है, के दौरान आकस्मिक अवकाश निम्नानुसार अनुज्ञेय होगा:—

क्रम संख्या	यदि सेवा ग्रहण की गई है	पुरुष	महिला
1	2	3	4
1.	30 जून से पूर्व	10	25
2.	30 जून तथा 30 सितम्बर के बीच	5	12
3.	30 सितम्बर के बाद	2	6
4.	30 नवम्बर के बाद	1	3 I”;

(ii) उप-नियम (3) के स्थान पर, निम्नलिखित उप-नियम प्रतिस्थापित किया जाएगा, अर्थात्:—

“(3) सेवा के प्रथम और अन्तिम कलैण्डर वर्ष से भिन्न शेष किसी कलैण्डर वर्ष के दौरान में आकस्मिक अवकाश निम्नानुसार अनुज्ञेय होगा:—

क्रम संख्या	एक कलैण्डर वर्ष के दौरान	पुरुष	महिला
1	2	3	4
1.	10 वर्ष तक की सेवा के दौरान	10 दिन	25 दिन
2.	10 वर्ष से अधिक परन्तु 20 वर्ष से कम की सेवा के दौरान	15 दिन	
3.	20 वर्ष की सेवा के बाद	20 दिन	

टिप्पण.— जिस वर्ष सरकारी कर्मचारी 10 या 20 वर्ष की सेवा पूरी करता है, उस कलैण्डर वर्ष से वह बढ़ी हुई दर से आकस्मिक अवकाश का पात्र होगा।”।

अनुराग रस्तोगी,  
अपर मुख्य सचिव, हरियाणा सरकार,  
वित्त विभाग।

HARYANA GOVERNMENT  
FINANCE DEPARTMENT

Notification

The 30th June, 2025

No. 11/93/2023-1FR/14060.— In exercise of the powers conferred under the proviso to article 309 of the Constitution of India, the Governor of Haryana hereby makes the following rules further to amend the Haryana Civil Services (Leave) Rules, 2016, namely:—

1. (1) These rules may be called the Haryana Civil Services (Leave) Amendment Rules, 2025.
- (2) They shall come into force from the date of their publication in the Official Gazette.
2. In the Haryana Civil Services (Leave) Rules, 2016 in rule 76, -
- (i) for sub-rule (1), the following sub-rule shall be substituted, namely:—
- “(1) Casual leave to a Government employee during the calendar year in which he is recruited shall be admissible as under:—

Sr. No.	If service is joined—	Male	Female
1	2	3	4
1	before 30 <sup>th</sup> June	10	25
2	between 30 <sup>th</sup> June and 30 <sup>th</sup> September	5	12
3	after 30 <sup>th</sup> September	2	6
4	after 30 <sup>th</sup> November	1	3”;

(ii) for sub-rule (3), the following sub-rule shall be substituted, namely

“(3) Casual leave during a calendar year other than first and last year of service shall be admissible as under:—

Sr. No.	During a calendar year	Male	Female
1	2	3	4
1	Upto 10 years of service	10 days	25 days
2	After 10 years but less than 20 years’ service	15 days	
3	After 20 years’ service	20 days	

Note.— The year, during which a Government employee completes 10 or 20 years’ service, he shall be entitled to casual rate at the enhanced rate from that calendar year.”.

ANURAG RASTOGI,  
Additional Chief Secretary to Government Haryana,  
Finance Department.