



WELCOME

TO

SESSIONS ON

"CCS -LEAVE RULES"



Central Civil Services (Leave) Rules, 1972

Came into effect from 1st June, 1972



CASUAL LEAVE

- **NOT A RECOGNIZED FORM OF LEAVE**
- **BUT TREATED AS DUTY**
- **NOT COVERED BY ANY RULES**
- **ENTITLEMENT – 8 DAYS IN A YEAR**
- **IF JOINS IN THE MIDDLE OF THE YEAR**
 - **PROPORTIONATE**
 - **FULL AT DISCRETION OF COMP. AUTH**
- **NORMALLY NOT MORE THAN 5 DAYS AT A TIME**
- **CAN BE COMBINED WITH SPL.C.L.**



CASUAL LEAVE

- **NOT TO COMBINE WITH REGULAR LEAVE**
- **NOT TO COMBINE WITH JOINING TIME**
- **L.T.C. CAN BE AVAILED**
- **CAN BE AVAILED FOR HALF A DAY**



CASUAL LEAVE

- **HOLIDAYS CAN BE PREFIXED /SUFFIXED**
- **RH CAN BE PREFIXED/SUFFIXED**
- **CAN BE AVAILED WHILE ON TOUR**
--BUT NO DAILY ALLOWANCE DURING THE PERIOD



Restricted Holiday

- 2 RH in a calendar year with prior approval of the Competent authority
- CAN BE AVAILED WITH CL/REG. LEAVE
- PRIOR APPROVAL REQUIRED



GENERAL CONDITIONS

- **NOT A RIGHT**
- **REFUSED, REVOKED, CURTAILED – Exigency of work**
- **NO ALTERATION- unless G.S. requests**
- **REGULATED BY RULES IN FORCE**
- **DISMISSAL, REMOVAL, RESIGNATION- CLAIM TO LEAVE CEASES**
- **JOINING ANOTHER POST UNDER GOI – PROPER CHANNEL**

GENERAL CONDITIONS CONTD

- **COMMUTATION OF LEAVE**

- conditional

- **COMBINATION OF LEAVE**

- **NO LEAVE DURING SUSPENSION**

- **MAXIMUM LEAVE- At a stretch- 5 yrs**
Exceptional circumstance - President

MEDICAL CERTIFICATE

■ GRANT OF LEAVE ON MEDICAL CERTIFICATE

- MED CERTIFICATE
- FITNESS CERTIFICATE
- SECOND MED OPINION

Gazetted Officer

MC – CGHS, AMA, GOV. Hospital, Authorised Doc of empanelled hospitals

Non-Gazetted - MC – Same as above

AWAY FROM HQ – MC/Fitness

- Gazetted - AMA
- Non Gazetted - AMA / RMP (if no AMA-8 km)

MC - Continued



- ❑ **Waiver of production of MC**
 - Not exceeding 3 days**
 - Debited against leave other than leave on Medical grounds**
- ❑ **MC ISSUED BY SPOUSE'S EMPLOYER**
- ❑ **PREFIX/SUFFIX CLOSED HOLIDAYS**

RETURN FROM LEAVE



■ RETURN FROM LEAVE

- **Before expiry – only with permission**
- **Leave on MC – produce fitness**
- **Non-Gaz -Certificate by RMP – Discretion**

ABSENCE AFTER EXPIRY OF LEAVE



- **OVERSTAYAL AFTER EXPIRY OF LEAVE**
 - **No leave salary,**
 - **First Debit HPL – available HPL**
 - **Treat remaining as E.O.L.**
 - **Disciplinary Action**
 - **Period not covered by Leave**
 - **dies-non for increment, leave, pension**



WILFUL ABSENCE

- **STAND ALONE WILFUL ABSENCE**

- **BREAK-IN-SERVICE**

- Past service not counted for pension purpose**



EARNED LEAVE

- **CREDIT IN ADVANCE**
 - 15 DAYS ON 1ST JAN & 1ST JUL
 - 2 ½ DAYS FOR EACH C.C.M.
 - UNAVAILED JOINING TIME
CONDITIONAL
 - RETIRE, RESIGN, DEATH
- **DEBIT - ONE TENTH OF (EOL + DIES-NON)**
- **MAXIMUM ACCUMULATION - 300**
- **CARRY FORWARD – 300 + 15**
- **MAXIMUM AT A TIME, 180 DAYS, EXCEPTION**



HALF PAY LEAVE

- **CREDIT**
 - 10 DAYS ON 1ST JAN & 1ST JUL
 - 5/3 FOR EACH C.C.M.
 - RETIRE, RESIGN, DEATH
 - REMOVAL/DISMISSAL
- **DEBIT**
 - ONE EIGHTEENTH OF DIES-NON
 - TWICE OF COMMUTED LEAVE
 - LEAVE NOT DUE
- **WITH OR WITHOUT M.C.**



COMMUTED LEAVE

- **NOT MORE THAN HALF OF HPL MAY BE GRANTED WITH M.C.**
- **DEDUCT- DOUBLE THE AMOUNT FROM HPL**
- **GRANTED WITH M.C. GENERALLY**
 - EXCEPTIONS**
 - **60 DAYS IN CONTINUATION OF MATERNITY LEAVE**
 - **60 DAYS IN CONTINUATION OF CHILD ADOPTION LEAVE**
 - **90 DAYS FOR HIGHER STUDIES (180 HPL during entire service)**
- **QUITS SERVICE**
 - **CONVERT INTO HPL**
 - **RECOVER EXCESS PAYMENT**
 - **NO RECOVERY IN CASE OF ILL HEALTH AND DEATH**



LEAVE NOT DUE

- **PERMANENT GOVT SERVANTS**
- **WITH M.C.**
- **Maximum - 360 DAYS IN ENTIRE SERVICE**

THREE CONDITION MUST:

- **LIKELY TO RETURN TO DUTY**
- **LIMITED TO HPL LIKELY TO BE EARNED**
- **DEBIT AGAINST HPL SUBSEQUENTLY EARNED**



LEAVE NOT DUE

- **EXCEPTIONS TO M.C.**

- **IN CONTINUATION OF**

- (i) **Maternity Leave – (2 yrs altogether)**
- (ii) **Child Adoption Leave (1 yr, reduced by age of child at the time of adoption)**
- (iii) **CCL (1 yr, altogether)**

- **NOT GRANTED AS LPR**



LND CONTD

- **IF G.S. RESIGNS/VOL. RETIREMENT**
 - **CANCEL LND**
 - **RESIGNATION/RETIREMENT**
 - **EFFECTIVE FROM DATE OF LND**
 - **LEAVE SALARY RECOVERED**

- **EXCEPTION TO RECOVERY**
 - **DEATH, ILL HEALTH,**
 - **COMPULSORY PRE-MATURE RETIRE**

LND CONTD

TEMP G.S. – MAX- 360

- **CONDITIONAL**

(T.B., LEPROSY, CANCER, MENTAL ILLNESS)

- **All 3 conditions for G.S. applicable +**
- **At least one year service**
- **Post is likely to last when he returns to duty**
- **Medical Certificate**



EXTRA ORDINARY LEAVE

- **MAY BE GRANTED IN SPECIAL CIRCUMSTANCES :**
 - **(i) IF NO OTHER LEAVE IS ADMISSIBLE**
 - **(ii) EVEN IF LEAVE AT CREDIT, IF APPLIED FOR BY G.S.**
 - **WITH OR WITHOUT M.C.**
 - **NO LIMIT FOR PT. G.S.**
 - **FOR SC/ST G.S.**
 - **EOL TO ATTEND PRE-EXAMINATION TRAINING COURSE**
 - **NOTIFIED BY CENTRAL GOVT.**
 - **GRANTED BY HOD**
- OVERALL LIMIT OF 5 YEARS CONTINUOUS LIMIT WILL APPLY**



E.O.L. –contd.

- **CONDITIONAL FOR TEMP. G.S.**
 - **EXCEPTIONAL CIRCUMSTANCES – PRESIDENT COMP. AUTHORITY**
 - **3 MONTHS ON ONE OCCASION**
 - **1 YR SERVICE - 6 MONTHS ON M.C.**
 - **1 YRs SERVICE - 18 MONTHS FOR T.B.,CANCER, LEPROSY, MENTAL ILLNESS**
 - **3 YRs SERVICE - 24 MONTHS FOR HIGHER STUDIES- PUBLIC INTEREST**

NO LEAVE SALARY DURING EOL



MATERNITY LEAVE

- **FOR FEMALE GOVT EMPLOYEES**
- **MARRIED AND UNMARRIED**
- **PREGNANCY – 180 DAYS / LESS THAN TWO SURVIVING CHILDREN**
- **MTP -- NOT TO EXCEED 45 DAYS IN CAREER**
- **WITH FULL PAY**
- **NOT DEBITABLE**
- **QUALIFIES FOR PENSION & INCREMENT**
- **IN CONTINUATION - OTHER LEAVE UPTO TWO YEARS INCLUDING**
 - **60 DAYS COMM. LEAVE WITHOUT M.C.**
 - **L.N.D. WITHOUT M.C.**



PATERNITY LEAVE

- **MALE GOVT. EMPLOYEES**
- **ON CHILD BIRTH AND CHILD ADOPTION**
- **LESS THAN 2 CHILDREN**
- **15 DAYS –CAN BE COMBINED WITH OTHER LEAVE**
- **15 DAYS BEFORE & 6 MONTHS AFTER DELIVERY**
- **WITHIN SIX MONTH AFTER VALID ADOPTION**
- **WITH FULL PAY**
- **QUALIFIES FOR PENSION & INCREMENT**



CHILD ADOPTION LEAVE

- **FOR FEMALE GOVT EMPLOYEES**
- **ADOPTING CHILD LESS THAN ONE YR**
- **180 DAYS**
- **LESS THAN TWO SURVIVING CHILDREN**
- **WITH FULL PAY**
- **NOT DEBITABLE**
- **QUALIFIES FOR PENSION & INCREMENT**
- **IN CONTINUATION -OTHER LEAVE UPTO ONE YEAR INCLUDING- Less age of child at adoption**
 - **60 DAYS COMM. LEAVE WITHOUT M.C.**
 - **L.N.D. LEAVE WITHOUT M.C.**

Child Care Leave

- **FOR FEMALE GOVT EMPLOYEES**
- **Duration : 730 days for looking after two eldest surviving children**
- **upto 18 years**
- **22 years in the case of disabled/mentally challenged children.**
- **WITH FULL PAY**
- **NOT DEBITABLE**
- **QUALIFIES FOR PENSION & INCREMENT**
- **IN CONTINUATION GRANT OTHER LEAVE FOR ONE YEAR INCLUDING :**
 - **60 DAYS COMM. LEAVE WITHOUT M.C.**
 - **L.N.D. WITHOUT M.C.**



Contd CCL.....

- Requires prior sanction
- Intervening holidays will count
- Not more than three spells in a calendar year
- LTC cannot be availed.
- Not to be sanctioned to Probationers **except in certain extreme situations and a minimal leave should be sanctioned.**



STUDY LEAVE

ELIGIBILITY

- **PERMANENT GOVT SERVANT**
- **COMPLETED PROBATION**
- **CONTINUOUS SERVICE OF 5 YRS**
- **EXECUTES BOND –FORM 7**
- **NOT TO RETIRE WITHIN 3 YRS ON RETURN**
- **Higher studies/specialized training in a Professional or technical subject**



QUANTUM

- **GENERALLY 12 MONTHS AT A TIME**
- **24 MONTHS IN ENTIRE SERVICE :**
 - **AT A STRETCH OR IN SPELLS**
- **CAN BE COMBINED WITH OTHER LEAVE**
- **IF COMBINED NOT TO EXCEED 28 MONTHS**
- **36 MONTHS FOR Ph. D. – (CHSO)**
- **J. NEHRU FELLOWSHIP – ENTIRE PERIOD**
- **(Similarly for K.K.Birla Foundation, IIM, MDI, Gurgaon and LNJNNI of Criminology and Forensic Sciences)**



CONDITIONS

- **IN INDIA**
- **ABROAD (IF COURSE NOT AVAILABLE IN INDIA)**
- **CERTIFIED TO BE IN PUBLIC INTEREST**
- **HAVING CLOSE CONNECTION TO SPHERE OF DUTY**
- **OR FOR WIDENING HIS MIND AND LIKELY TO IMPROVE HIS ABILITIES**
- **CONNECTED WITH PUB. ADMINISTRATION**
- **G.S. TO SUBMIT FULL REPORT**
- **NOT WITH SUCH FREQUENCY TO KEEP G.S. AWAY FROM HIS REGULAR WORK**
- **SUBJECT – NOT BE LITERARY OR ACADEMIC**

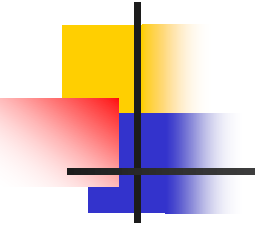
LEAVE SALARY – STUDY LEAVE

- **PAY DRAWN BEFORE PROCEEDING**
- **INCLUDING DA & HRA**
- **REDUCED BY AMOUNT OF STIPEND/SCHOL/ REMUNERATION IF RECEIVED**
- **NET SALARY NOT TO BE LESS THAN SALARY ADMISSIBLE DURING HPL**
- **NO STUDY ALLOWANCE FOR A COURSE IN INDIA**
- **ABROAD – STUDY ALLOWANCE = If Net amount of stipend/schol/rem is less than the Study Allowance admissible, the difference will be paid.**



T.A. & FEE

- **NO TRAVELLING ALLOWANCE**
 - **G.S. TO MEET THE COST OF FEE FOR STUDY**
 - **PRESIDENT MAY GRANT FEE IN EXCEPTIONAL CIRCUMSTANCES**
 - **IF A GOVT.SERVANT**
 - **FAILS TO COMPLETE STUDY**
 - **RESIGNS WITHOUT RETURNING**
 - **RETURNS & RESIGNS WITHIN 3 YRS**
- ALL THE EXPENSES INCURRED BY GOVT AND LEAVE SALARY WILL BE RECOVERED**



THANKS