

No.11059/7/2003-AIS(III)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, 11th November,2003.

To

The Chief Secretaries
All State Government/UTs

Subject:- Treatment of the period of Earned Leave taken by a member of Service during the period of report, for the purpose of computing 3 months under Rule 5(4) of AIS (CR) Rules,1970.

Sir,

I am directed to state that as per rule 5(4) of AIS(CR) Rules,1970 where the Reporting /Reviewing/ Accepting authorities have not seen the performance of a member of the Service for at least three months during the period for which the report is to be written, an entry to that effect shall be made in the confidential report for any such period by Government.

2. In case of training, it has been clarified vide letter No.11059/3/91-AIS(III) that since a member of Service would not be physically present during the period of training and his performance cannot be observed by the Reporting /Reviewing/ Accepting authorities, that period of training should be excluded from the period of Report.

3. On the analogy of aforementioned instructions, it has been decided that where an officer has taken Earned Leave for a long period, which is being defined as more than 15 days, the total period spent on leave can be deducted from the total period spent on any post, for purposes of computing the period of three months which is relevant for writing of entries under Rule 5(4) of AIS (CR) Rules, 1970. Leave taken for a shorter duration need not be treated as relevant for the purpose.

Yours faithfully,

(AQEEL AHMAD)
DEPUTY SECRETARY TO THE GOVERNMENT OF INDIA
TELE: 23092285

Copy to:

1. All Ministries/ Department of the Government of India
2. Ministry of Home Affairs, IPS Division
3. Ministry of Environment & Forest
4. Establishment Officer, E.O Division, for information
5. , Joint Secretary(Training), Training Division