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

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