

No. 11014/1/88-Estt(L)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel & Trg.)

New Delhi, the 7-5-91

OFFICE MEMORANDUM

Subject:- Procedure for crediting Earned Leave for Govt. Servants.
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The undersigned is directed to refer to this Department's O.M. of even number dated the 26th December, 1989 on the subject mentioned above and to say that for cases in Para 2(ii) of the said O.M., an advance credit of 15 days will be made in Column 4 of the Leave Account. The resultant total will be shown in Column 7 as 240+ the number of days exceeding the ceiling of 240 days. Number of days exceeding the ceiling of 240 days will be shown in brackets. Leave taken during the current half year will first be adjusted against the figure shown in the brackets in Column 7. Column 11 will also show the balance as 240 days + number of days exceeding 240 days, if any, after adjusting the leave taken. While arriving at the total Earned Leave of credit in Column 7 at the time of according credit for next year, the credit in Column 4 will be added to only that figure in Column 11 which is outside the brackets.

A specimen of form of Leave Account is enclosed.

P.V. Valsala Kuttu

(Smt. P.V. Valsala G. Kuttu)

Under Secretary to the Government of India

To,

All Ministries/Departments of the Govt. of India.

FORM OF LEAVE ACCOUNT

FORM 2

(See Rule 15)

Name of Government servant.....Date of Birth.....
 Date of Commencement of continuous service.....
 Date of Quasi-Permanent/Permanent employment.....
 Date of retirement/resignation.....

EARNED LEAVE

Particulars of service in the half year of a calendar year							Leave Taken			
From	To	Completed months of service in the half year of a calendar year	E.L. credited at the beginning of half year	No. of days of E.O.L. (Col. 36) availed of during the previous calendar half year	E.L. to be deducted (1/10th of the period in Col.5)	Total E.L. at credit in days (Col 4+11 - 6)	From	To	No. of days	Balance of E.L. on return from leave Col. 7-10
1	2	3	4	5	6	7	8	9	10	11

upto	30.6.89									220
1.7.89	31.12.89	06	15			235		09		226
1.1.90	30.6.90	06	15			240 (-4)				240 (+1)
1.7.90	31.12.90	06	15			240 (+15)	3.7.90	15.7.90	13	240 (+2)
1.1.91	30.6.91	06	15			240 (+15)				

(+) Number of days of EL exceeding 240 days.

1. Substituted vide G.I. M.F. Notification No. 16(6)-E IV(A)/74, dated the 31st July, 1976 and the 8th November, 1976 read with O.M. No. 16(1) -E.IV(A)/76, dated the 24th. December, 1976, and G.I., D.P.&A.R. Notification No.P.14018/1/80-LU, dated the 25th November, 1980

12
13
14
15
16
17
18
19

Completed months of service in
the half-year of a calendar year

H.P.L. credited at the beginning
of the half year

No. of days treated as "dies non"
during the previous half year

H.P.L. to be deducted
(1/18th of the period in Col.14)

Total H.P.L. at credit in days
(Col.35+13-15)

From

To

No of days

Against earnings
on half pay

HALF
PAY
LEAVE