

No. 28/1/88-GSH

From

The Chief Secretary to Government, Haryana

To

1. All Heads of Departments, The Commissioners, Ambala & Hissar Divisions, and all Deputy Commissioners & Sub Divisional Officers (C) in Haryana.
2. The Registrar, Punjab and Haryana High Court, Chandigarh.

Dated Chandigarh, the 18/24th Nov. 1988

Subject : Grant of earned/commuted leave-exercise of discretion.

Sir,

I am directed to invite your attention to the above subject and to say that the matter of some employees applying for/availing earned/commuted leave for a very short period and avoidable wastage of time and labour for processing these cases, has been engaging the attention of the State Government for some time. Rule 8.13 of C.S.R. Vol. I, Part-I, inter alia, provides that leave cannot be claimed as of right. This rule further provides that when the exigencies of public service so require discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it. The facility afforded by rule 8.119 of C.S.R. Vol. I, Part-I to allow communication of leave is evidently to enable an employee to avoid cut on his salary during the days when he is forced to take leave on medical grounds etc. when no earned leave is due at his credit and he is required to incur heavy expenditure on his own treatment or for pursuing a study course. But as no minimum period for such a leave on medical grounds, has been prescribed, some employees apply for commutation of very short periods of leave. Even leave sanctioning authorities have not been refusing such leave in their discretion. This has resulted in the facility being frequently misused by the employees.

2. After careful consideration of the matter, the Government has decided to issue the following guidelines for the sanctioning authorities in this behalf for meticulous compliance. The sanctioning authority will ensure that :

- (i) the employee requesting for commuted leave has actually been continuously unwell and has been availing himself/herself of other kind of leave on the ground of physical unfitness, supported by a medical certificate for continued ailment for at least 10 days.
- (ii) the grant of casual leave should be so regulated as to evenly spread it throughout the year so that the employee is not forced to apply for earned/half pay leave for short duration, except in special circumstances that might call for a deviation.
- (iii) the employees should also ordinarily not apply for earned leave for not less than 10 days duration.
- (iv) the extension of any kind of leave in dribblets should be discouraged.

Yours faithfully

Sd/-

Under Secretary, General Administration,
Chief Secretary to Govt. Haryana.

A copy is forwarded to all Financial Commissioners/Administrative Secretaries to Govt, Haryana For information and necessary action.

Sd/-

Under Secretary, General Administration