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ESTABLISHMENT CIRCULAR NO. 04/2014

Sub:- Grant of Leave – reg.

It has come to the notice of the undersigned that officers are proceeding on leave without prior sanction of the competent authority. The general tendency is that officers are submitting belated applications or applications are submitted after availing the leave. Application for medical leave are also being submitted after the officer joins back on availing the leave and submits a joining report.

Attention is invited to Rule 7 of CCS Leave Rules 1972 where it is given that Leave cannot be claimed as of right and when the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it.

Earned Leave, Half Pay Leave & Child Care Leave should be sanctioned well in advance preferably the application should be sent 3 weeks in advance for sanction of the Competent Authority. Further in case an officer proceeds on leave under emergency circumstances such information should be given to the respective Administrative Officer of the Division/Hqrs. Office and written application should be obtained in due course for sanctioning the leave.

Regarding **Commuted Medical Leave** attention is invited to Rule 19 (3) and Rule 19 (5) of CCS Leave Rules 1972 which states that the competent authority may at its discretion secure a second medical opinion by requesting a Government Medical Officer not below the rank of Civil Surgeon or Staff Surgeon and the grant of medical certificate under this rule does not in itself confer upon the Government servant concerned any right of leave; the leave shall be sanctioned only by the competent authority. Therefore, it is informed that sanction of Commuted Medical Leave would be subject to the conditions above.

It is informed that if future no officer should proceed on leave without prior sanction of the competent authority. Further if an officer proceeds on leave without prior sanction, the period of leave will be treated as absence from duty and pay and allowance will be stopped without any notice to the officer concerned and may lead to disciplinary action under the relevant Rules.

Reshma Lakhani

[RESHMA LAKHANI]
COMMISSIONER

To

As per DL No.1