

## VARIOUS KINDS OF LEAVE ADMISSIBLE TO TAMIL NADU GOVERNMENT SERVANTS

KINDS OF LEAVE	SUPERIOR SERVICE		BASIC SERVICE	
	TEMPORARY/ PROBATIONER	APPROVED PROBATIONER	TEMPORARY/ PROBATIONER	APPROVED PROBATIONER
<b>I. EARNED LEAVE</b> [G.O.Ms.157 Personnel & Administrative Reforms (FR III)Dept. dated: 24.06.1994]	<u><b>Leave to be credited</b></u> At the rate of 2 ½ days for every completed 2 calendar months in a half year, subject to a maximum of <b>30 days</b> - TNLR 20.	<u><b>Leave to be credited</b></u> <b>15days</b> (at the rate of 2 ½ days for every completed calendar month)each on the first day of <b>January and July</b> of every calendar year, subject to a maximum of <b>240 days</b> - TNLR 8(a), (b).	<u><b>Leave to be credited</b></u> At the rate of 2 ½ days for every completed 2 calendar months in a half year, subject to a maximum of <b>30 days</b> - TNLR20.	<u><b>Leave to be credited</b></u> I)More than one year regular service but less than 5 years of regular service – at the rate of 2 ½ days for every completed 2 calendar months in a half year, subject to a maximum of <b>30 days</b> –TNLR 17(1). ii)Completed <b>5 years</b> of regular service- <b>15days each</b> on the first day of <b>January and July</b> of every calendar year, subject to a maximum of <b>240 days</b> - TNLR 17(1), TNLR 8(a),(b).

- Temporary Government Servants in Superior service and Basic servants who have put in less than 5 years of service are not entitled for the benefit of advance credit.
- For the purpose of crediting earned leave, fractions of a day shall be rounded off to the nearest day- *Explanation (i) under TNLR 8.*
- *If a Government servant is on leave on the last day of any particular half of a calendar year ,earned leave shall be credited on the first of the succeeding half-year, provided that the authority competent to grant leave has reason to believe that the Government servant will return to duty on the expiry of leave- Expln (ii).*
- No credit shall be given for fraction of a month.
- At the close of each half year the balance at credit should be restricted to the maximum limit of 240 days.
- If the earned leave at the credit of a permanent Government servant in Superior service or a Government Servant in Basic Service who has completed 5 years of regular service as on the last day of December or June is 240 days or less but more than 225 days, the advance credit of 15 days earned leave on the first day of January or July to be afforded shall, instead of being credited in the leave account, be kept separately and first adjusted against the earned leave that the Government Servant takes or surrenders during that half year and the balance, if any, shall be credited to the leave account at the close of the half year, subject to the condition that the balance of such earned leave plus leave already at credit does not exceed the maximum limit of 240 days.
- If a permanent Government Servant in Superior service or a Government Servant in Basic Service who has completed 5 years of regular service availed of extraordinary leave (with or without Medical Certificate)and /or some period of absence has been treated as non duty (dies-non) in a half-year, the credit to be given to his leave account at the commencement of the **next half-year** shall be reduced by **1/10<sup>th</sup> of the period** of such leave and /or dies-non, subject to a maximum of 15 days. In the case of Temporary Government Servant in Superior service and Basic servants who have put in less than 5 years of service, the Earned Leave to be credited during a half-year shall be reduced by **1/20<sup>th</sup> of the period** of such leave and /or dies-non, subject to a maximum of 8 days.
- If a probationer in Superior service completes his probation, say, in the middle of a month, credit shall be given for the month as for a probationer and from subsequent month till the end of the half-year at the rate of 2 ½ days for each completed calendar month -Govt. Ir.no.60094/P&AR (FRIII)Dept./94-14 dated: 21.06.1996.

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I. EARNED LEAVE [continued]  Leave Salary: Full Pay and Allowances	<b><u>Leave to be granted</u></b> The leave at credit subject to a maximum of 30 days	<b><u>Leave to be granted</u></b> At any time the leave at credit subject to a maximum of 180 days –TNLR 11.	<b><u>Leave to be granted</u></b> The leave at credit subject to a maximum of 30 days	<b><u>Leave to be granted</u></b> More than one year regular service but less than 5 years of regular service –maximum at a time – 30 days @ More than 5 years of regular service –maximum at a time -180 days
<p>@ As per para (6)(viii),(ix) of G.O.Ms.No.157 P&amp;AR(FR III)Department dated:24.06.1994 and clarification issued in Govt. letter no.60094/FR III/94-14P&amp;AR(FR III) Department dated:21.06.1996, Basic Servants (Approved Probationers) who have not completed 5 years regular service may be allowed to accumulate Earned Leave up to <b>30 days</b> only. Earned Leave to be granted should not exceed the limit up to which leave may be accumulated by the Government Servant.</p> <ul style="list-style-type: none"> <li>• A permanent Government servant in superior service may at any time be granted the whole or any part of the leave due to him subject to a maximum of 180 days -TNLR11.</li> <li>• The grant of leave to a non-permanent Government servant shall be subject to the condition that, but for the grant of the leave, he would have continued to hold a post in Government service until the expiry of the leave –TNLR 26.</li> <li>• Re-casting of Earned Leave under TNLR 27 not allowed with effect from 01.07.1994.</li> <li>• If an interruption of duty other than leave occurs in the service of a <b>non-permanent</b> Government servant, the earned leave to his credit shall lapse-TNLR 24.</li> <li>• If a probationer in <b>superior service</b> who has completed or is deemed to have completed his period of probation satisfactorily is ousted for want of a vacancy and subsequently re-appointed, the EL at credit at the time of ousting shall <b>not lapse</b> –TNLR 25(i).</li> <li>• Leave earned by an officiating Government Servant without substantive appointment in one department may be carried forward on appointment to another department of the Government, provided there is no break in the continuity of the Government Servant’s service – Ruling (7) below Instructions under FR 103 (b).</li> </ul> <p><b><u>For Leave Rules applicable to Vacation Departments</u></b> vide –FR 82; FR89 (2) -Rulings (2)-(4); EL (Superior Service)-TNLR 9,12; EL (Basic Service)-TNLR 17, 22A, Rulings under FR 68 etc.</p>				

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<b>II. UNEARNED LEAVE</b>				
<b>(1) ON PRIVATE AFFAIRS</b>  Leave Salary: Half Pay and Full Allowances	Not Eligible	First 10 years of service - 90 days  Completed 10 years of service or more - 180 days [ i)Maximum at any time - 90 days-TNLR 13. ii) Combined with Earned Leave (at any one time) -180days -TNLR14 ]	Not Eligible	Up to 15 years - NIL Completed 15 years of service from the date of <b>regularization (TNLR 19A)</b> - 180 days [ i)Maximum at any time - 90 days ii) Combined with Earned Leave (at any one time ) - 180days ]
<b>(2)ON MEDICAL CERTIFICATE</b> [G.O.Ms. 1119 P&AR Dept. dated:28.09.1979, Govt. lr. no. 21559/96 dated:14.02.1997]  Leave Salary: Full Pay and Allowances	Temporary - NIL Probationers with less than 2 years continuous service - NIL  [If completed two years of regular service, for the first five years of service - 90days - TNLR 23(a)(1)] @	<u>Period of Service-Period of Leave</u> i)More than 2 years up to and inclusive of 5years - 90 days * ii)5-10 years - 180 days iii)10-15 years - 270 days iv)15-20 years - 360 days v)Above 20 years - 540 days (*less the amount of leave already taken) (TNLR 15)  **	i) Temporary -NIL ii) Probationer with less than one year continuous service - NIL iii)Completed one year continuous regular service - 10 days  [TNLR 23(c)] @@	i)Completed one year continuous service or more, up to 15 years- at 10 days (less the amount of leave already taken) for every completed year of regular service - TNLR 23(c). ii)15-20 years - 360 days iii)Above 20 years - 540 days (TNLR 19A)  **
<p>@ Service under rule 10 (a) (i) of the general rules, prior to the date of regularization, if any should be ignored, in reckoning the period of service of two years – Ruling (2) under TNLR 23.</p> <p>@@ Service under rule 7(a) of the Tamil Nadu Basic Service Rules prior to the date of regularization, if any should be ignored in reckoning the period of service of one year – Ruling (2) under TNLR 23.</p> <p>** Maximum period of leave for treatment of tuberculosis, leprosy, cancer, Hansen’s disease, coronary surgery, kidney transplantation, retina transplantation, etc. in all at a time without any restriction and without reference to the Medical Board, if a Medical Certificate is received from a recognized institution where the Government Servants are undergoing treatment -18 months (540 days) - [Superior service -TNLR 15; Basic service- TNLR 18A, 23(c)]. This concession will be limited only to permanent Government servants and approved probationers in various services – Ruling (1)(i) under TNLR 15A. Permanent and non-permanent Government Servants ailing from AIDS and those testified HIV positive are also eligible for this concession on production of a Medical Certificate (in the prescribed form) obtained from a ART Medical Officer attached to the Government Hospitals – G.O.Ms.No. 131 P&amp;AR (FR III) Dept. dated: 23.9.2009.</p>				

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- Leave exceeding 60 days should be referred to the Medical Board - Rule 9A under Fundamental Rule 74.[Annexure II –Part I]
- The grant of leave to a non-permanent Government servant shall be subject to the condition that, but for the grant of the leave, he would have continued to hold a post in Government service until the expiry of the leave-TNLR 26.
- The authority sanctioning leave shall get, from the Government servant who applies for unearned leave on allowance, an undertaking that he will refund the leave salary for the period of unearned leave in case he does not return to duty after expiry of leave –Ruling (4) under TNLR 15A.
- Unearned leave with allowances may in no case be granted unless the sanctioning authority is satisfied that, as far as can be reasonably foreseen the Government servant will return to duty- TNLR 18A.
- A non-permanent Government servant in superior service who has proceeded on leave prior to the completion of two years of service may be granted leave on Medical Certificate during any period after the completion of two years of service. This leave may be availed of during the course of a spell of leave or during an extension thereof if by that time he has completed two years of service - Ruling (10) under TNLR 23.
- If a probationer in superior service who has completed or is deemed to have completed his period of probation satisfactorily is ousted for want of a vacancy and subsequently re-appointed, the leave (unearned leave) account shall be credited with the amount of all **unearned leave** taken prior to such date –TNLR 25(ii).

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<p><b>III. 1) MATERNITY LEAVE</b>                      Instructions under FR 101(a)                      [1.G.O.Ms.237P&amp;AR(FRIII) Dept. dated:29.06.1993                      2.G.O.Ms.51 P&amp;AR(FRIII) Dept. dated:16.05.2011]</p> <p>Leave Salary: Full Pay and Allowances</p>	(i) Temporary married women Govt. servants employed under emergency provisions –with one year continuous service (including leave periods, if any) <b>-180days</b> (-) <b>EL at credit</b> (ii) Probationer -180days (- ) EL at credit	Permanent married women Government servants <i>and approved probationers</i> be granted Maternity Leave for <b>180 days</b> from the date of confinement. @	(i) Temporary Married women Govt. servants employed under emergency provisions –with one year continuous service (including leave periods, if any) <b>- 180days</b> (-) <b>EL at credit</b> (ii) Probationer -180days (- ) EL at credit	Permanent married women Government servants <i>and approved probationers</i> be granted Maternity Leave for <b>180 days</b> from the date of confinement. @
	<ul style="list-style-type: none"> <li>• A married woman Government Servant with less than two surviving children may be allowed this leave.</li> <li>• Maternity Leave of 180 days may be spread over from the pre-confinement rest to post- confinement recuperation at the option of the woman Government Servant.</li> <li>• Maternity Leave may be granted in continuation of other kinds of leave – <i>Ruling (2) under Instructions under FR 101(a).</i></li> <li>• @ Admissible Leave of any other kind may be granted up to a maximum period of one year in continuation of maternity leave granted, if supported by Medical Certificate – <i>Instructions (2) under FR 101 (a).</i></li> <li>• There shall be no limit for combining earned leave or vacation with maternity leave –<i>Ruling (8) - Instructions under FR 101(a).</i></li> <li>• In the case of married women Government servants who are confined during the period of their leave, including extraordinary leave, the 180days period referred to above shall be reckoned only from the date of confinement - Explanation 2 under Instructions (1).</li> <li>• Leave Salary for Maternity Leave should be borne by the Foreign Employer, in the case of Foreign Service under FR 110 - <i>Ruling (10) under Instructions under FR 101(a).</i></li> </ul>			
<p><b>2) MATERNITY LEAVE FOR ABORTION</b>                      [G.O.Ms.237P&amp;AR(FRIII) Dept. dated:29.06.1993]</p> <p>Leave Salary: Full Pay and Allowances</p>	Temporary married women Govt. servants employed under emergency provisions –with one year continuous service (including leave periods, if any) - 42days (-) EL at credit Probationer -42 days (-) EL at credit [Instruction- 1 C under FR 101(a)]	Permanent married women Govt. servants and <i>approved probationers</i> - <b>6 weeks or 42days</b> [Instruction- 1 B under FR 101(a)]	Temporary married women Govt. servants employed under emergency provisions –with one year continuous service (including leave periods, if any) - 42days (-)EL at credit Probationer-42days(-)EL at credit [Instruction- 1 C under FR 101 (a)]	Permanent married women Govt. servants <i>and approved probationers</i> - <b>6 weeks or 42days</b> [Instruction- 1 B under FR 101(a)]
	(Natural abortion /medical termination of pregnancy/miscarriage took place after 12 weeks but before 20 weeks of conception/ pregnancy) [no restriction on the number of times the leave may be sanctioned- Govt.. lr.no.41615/ P&AR (FRIII) dept. dated: 13.10.1995]			

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<p><i>IV. LEAVE FOR ADOPTION OF A CHILD</i> [1.G.O.Ms.342 Social Welfare &amp; NMP Dept. dated: 08.12.1995 2.Govt.letter no.21559/SW-V/96-3 SW &amp;NMP Dept. dated:14.02.1997] Leave Salary: According to the nature of leave taken.</p>	Not Eligible	<p>Maximum: <b>Eligible leave</b> may be sanctioned (EL, UEL on PA, EOL etc) for one year or till such time the child is one year old. Adoption of child with less than 1month -12months 1month old -11 ” 2months old -10 ” - - - 10 months old - 2 ” 11 months old - 1 ”</p>	Not Eligible	<p>Maximum: <b>Eligible leave</b> may be sanctioned (EL, UEL on PA, EOL etc) for one year or till such time the child is one year old. Adoption of child with less than 1month -12months 1month old -11 ” 2months old -10 ” - - - 10 months old - 2 ” 11 months old - 1 ”</p>
	❖ Woman with one living child or no child may adopt a child.			
<p><i>V. EXTRAORDINARY LEAVE [LEAVE ON LOSS OF PAY AND ALLOWANCES]</i></p> <p>No Leave Salary.</p>	<p><u>Without Medical Certificate:</u> Not exceeding 180 days at any one time [TNLR 23(a)(ii)] @ [Interval between two spells of the maximum leave so granted – 3 years - TNLR 23(a)(iii)].</p> <p><u>With Medical Certificate:</u> With <u>continuous service exceeding one year</u> and undergoing treatment for tuberculosis, leprosy etc. with reasonable chances of recovery on expiry of the leave recommended by the Government Medical Officer (Specialist) - <b>2 years.</b> [TNLR 23(a)(ii)] @</p>	<p><u>Without Medical Certificate:</u> Up to 5 years - 180 days 5 years or more – 1 year [Interval between two spells of the maximum leave so granted - 3 years – FR18(4)]</p> <p><u>With Medical Certificate:</u> No restriction. #</p>	<p><u>Without Medical Certificate:</u> Not exceeding 180 days at any one time [TNLR 23(a)(ii),23(b).] @</p> <p><u>With Medical Certificate:</u> With <u>continuous service exceeding one year</u> and undergoing treatment for tuberculosis, leprosy etc. with reasonable chances of recovery on expiry of the leave recommended by the Government Medical Officer (Specialist) - <b>2 years.</b> [TNLR 23(a)(ii), 23(b)] @</p>	<p><u>Without Medical Certificate:</u> Up to 15 years - 180 days 15 years or more – 1 year @@ (Interval between two spells of the maximum leave so granted - 3 years) [TNLR 19A]</p> <p><u>With Medical Certificate:</u> No restriction- [TNLR 19]. #</p>

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	<p># Leave exceeding 60 days should be referred to the Medical Board - Rule 9A under Fundamental Rule 74.[Annexure II –Part I]</p> <p>@ In the case of temporary Government servants, leave shall be sanctioned only if the post from which the Government servant proceeds on leave is likely to last till he returns to duty – Ruling 3(1) under TNLR 23.</p> <p>@@ Service under rule 7 of the Tamil Nadu Basic Service prior to date of regularization, if any, shall be ignored in reckoning the period of 15 years of service.</p> <p>* Extraordinary Leave may be granted in special circumstances when no other leave is by rule admissible or the Government Servant applies in writing for the leave –FR 85(b)</p> <p>** Extraordinary Leave may be granted in combination with or in continuation of any admissible leave.</p> <p>*** <b>Period of absence</b> may be commuted retrospectively into Extraordinary Leave –FR 85(b).</p>			
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<p><b>VI. HOSPITAL LEAVE</b> Instructions under FR 101(b) For treatment as in-patient in the hospital: Full Pay and Allowances Remaining period: Half Pay with full Allowances</p>	<p>Not Eligible [Instruction 2A and Ruling (1) under FR 101(b)]</p>	<p>For every completed 3 years service- 6 months Maximum: 28 months (combined with other admissible leave)</p>	<p>Not Eligible [Instruction 2A and Ruling (1) under FR 101(b)]</p>	<p>For every completed 3 years service- 6 months Maximum: 28 months (combined with other admissible leave)</p>
	<p>All Basic Servants and such Subordinate Government Servants whose duties involve special risks of accident/injury in handling dangerous machinery, explosive materials, poisonous drugs etc and are under medical treatment for injury or illness <b>directly due to</b> risks incurred in the course of their official duties may be granted Hospital Leave – Instruction 1 under FR 101(b) Medical Certificate from an Authorized Medical Officer or a certificate from a Superior Officer not below the rank of a Group A or B Officer should be produced – Instruction2(a) under FR 101(b).</p>			
<p><b>VII. SPECIAL DISABILITY LEAVE (FR 83)</b>  Leave Salary : First 4 months: Full Pay and Allowances @ Remaining period: Half Pay with full allowances</p>	<p>Maximum: 24months (Note 4 below Instructions under FR 103(a) and Note under FR 83)</p>	<p>Maximum: 24months</p>	<p>Maximum: 24months [TNLR 23(d), Note under FR83]</p>	<p>Maximum: 24months</p>
	<ul style="list-style-type: none"> <li>• Disabled by injury inflicted or caused in consequence of the due performance of official duty –FR 83(1)</li> <li>• The disability should have manifested itself within three months of occurrence- FR 83(2)</li> <li>• The leave shall be granted/extended on a certificate issued by a Medical Board- FR 83(3)</li> <li>• The leave may be combined with any other leave-FR 83 (4)</li> <li>• @ <b>Non-permanent Government servants</b> governed by the Tamil Nadu Leave Rules who have not completed probation, can be given full pay during special disability leave only for the <b>first thirty days</b> of the leave, the maximum period for which they can accumulate earned leave at a time –Ruling (9) under TNLR 23.</li> </ul>			

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<p><b>VIII. STUDY LEAVE</b></p> <p>[Study Leave Rules annexed to Rule 84 of FR (given in Appendix II-Part I of Fundamental Rules)]</p> <p>Leave Salary: Half Pay and Full Allowances and Study Allowance (not exceeding the Full Pay and Allowances)</p>	Not Eligible	<p>A and B Group Officers with more than 5 years service and shall not retire within three years after the expiry of the leave.</p> <p>Maximum: 24 months + 4 months other kinds of leave (12 months at a time)</p>	Not Eligible	Not Eligible
	<ul style="list-style-type: none"> <li>• Study Leave may be granted with due regard to the exigencies of public service to undergo, in or out of India, a special course of study consisting of higher studies or specialized training in a professional or a scientific or a technical subject having a direct and close connection with the sphere of duty- Rule 3 of Study Leave Rules under FR 84.</li> <li>• Medical Officers may avail themselves more than 24 months of Study Leave to study Post Graduate Courses.</li> <li>• Leave of any other kind shall not be granted to a Government servant during the period of study leave.</li> <li>• Study leave may be combined with other kinds of leave but in no case shall the grant of this leave in combination with leave other than extraordinary leave involve a total absence of more than twenty-eight months from the regular duties of the Government servant.</li> <li>• A Government servant granted study leave in combination with any other kind of leave may, if he so desires, commence his study before the end of the other kind of leave but the period of such leave coinciding with the courses of study shall not count as study leave.</li> <li>• The Government alone shall grant study leave.</li> </ul>			
<p><b>IX. LEAVE FOR EMPLOYMENT ABROAD</b></p> <p>G.O.Ms.No.196 P&amp;AR (FR II) Dept. dated:20.05.1991 [Section II A of TNLR given in Annexure III of Fundamental Rules]</p> <p>No Leave Salary</p>	NIL	<p>May be sanctioned extraordinary leave or leave on loss of pay and allowances for Employed Abroad normally for three years which can be extended for two more years.</p>	NIL	<p>May be sanctioned extraordinary leave or leave on loss of pay and allowances for Employed Abroad normally for three years which can be extended for two more years.</p>
	<p>Govt. servants irrespective of categories have been permitted to apply and secure employment abroad either through the Overseas Manpower Corporation Limited or other available sources. Scarce category staff /officers are not permitted to secure jobs abroad.</p> <p>If the Govt. servant pays the pension contribution from time to time to the Accountant General, Tamil Nadu with appropriate interest for belated payments, if any, the period of absence on Leave for Employed Abroad shall <b>be counted as service</b> for the purpose of <b>pension only</b>.</p>			



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### GENERAL:

- Leave cannot be claimed as a matter of right. When the exigencies of the public service so require, discretion to refuse or revoke leave of any kind is reserved with the authority empowered to grant it –FR 67.
- The authority which granted leave (except extraordinary leave granted during probation) to a Government servant can commute it retrospectively into leave of a different kind which may be admissible but the Government servant cannot claim it as a matter of right –Ruling (1),(2) under TNLR 27.
- Government servant who has been granted leave on medical certificate/ for reasons of health may return to duty after producing a medical certificate of fitness -FR71.
- Willful absence from duty after the expiry of leave may be treated as misbehavior – FR 73.
- Holidays may be prefixed and suffixed to regular leave in case no substitute is posted in the leave vacancy- Instruction 3(c) under FR 68.
- Local holidays notified in the District Gazettes cannot be permitted to be affixed or suffixed to leave – Ruling (3) under FR 68.
- Compensatory Leave may be prefixed or affixed to regular leave or casual leave subject to the usual conditions –Note under Instruction (3) of FR 68.
- Unearned leave on medical certificate commences on the day on which Medical Certificate is issued and ends on the day on which Fitness Certificate is issued.
- Except on medical certificate or study leave under rule 84 no Government servant (Permanent or Approved Probationer), who has completed five years of service, shall be granted leave of any kind for a continuous period exceeding one year at any one time – FR 18(2).
- When a Government servant (Permanent or Approved Probationer) does not resume duty after remaining on leave for a continuous period of six months or one year, as the case may be, under sub-rules (1) or (2) of FR 18, or remains absent from duty after the expiry of his leave otherwise than on foreign service; or on account of suspension or on account of leave for employment abroad under section II-A of the Tamil Nadu Leave Rules,1933 for any period which, together with the period of leave granted to him, exceeds the limit, he shall be liable for disciplinary action under Tamil Nadu Civil Services (Discipline and Appeal) Rules. (G.O.Ms.No.154 P&AR (FR.III) dated 8th August,2000) –FR 18(3).
- For regular Government servant who takes leave in the course of a month, full salary shall be paid for the first month in which the leave (including half pay leave) is taken, pending regularization of leave and not for any subsequent period –G.O.Ms.No.278 Finance Dept dated:30.03.1978 and Govt. letter no.50223 / Finance(T&A) Dept/ 78-9 dated:18.07.1979. This concession should not be extended to persons who are on unauthorized absence.–G.O.Ms.No.1561 Finance (T&A) Dept dated: 23.11.1979.
- Leave at the credit of a Government servant in his leave account, other than earned leave and leave on private affairs shall lapse on the date of retirement or on the date of termination of the extension of service- TNLR 7(i).
- The earned leave at the credit of a Government servant on the date of retirement or on the date of termination of extension of service may be encashed subject to a maximum of 240 days and shall be eligible for cash equivalent of full leave salary which shall be based on Pay, Dearness Allowance, House Rent Allowance and City Compensatory Allowance **for the entire period of leave at credit** - TNLR 7(ii).
- The leave on private affairs on the date of retirement or on the date of termination of extension of service shall be encashed subject to *50 per cent of the leave on private affairs standing to the credit of the Government servant on such date subject to a maximum of 90 days, with full leave salary in cash which shall be based on Pay ,Dearness Allowance, House Rent Allowance and City Compensatory Allowance. While calculating the leave on private affairs for the above purpose, the fraction of half-a-day shall be rounded off to one day* - TNLR 7(iii).

## VARIOUS KINDS OF LEAVE ADMISSIBLE TO TAMIL NADU GOVERNMENT SERVANTS

<p>I. ORDINARY CASUAL LEAVE</p> <p>[Annexure VII - Fundamental Rules]</p>	<p><i>Executive Instructions regarding Casual Leave. [See ruling (3) under Fundamental Rule 85.]</i></p> <ul style="list-style-type: none"><li>• Casual leave is not provided for in the Fundamental Rules and is a concession to enable Government servants in special circumstances to be absent from duty for short periods without such absence being treated as leave under the Fundamental Rules or the Tamil Nadu Leave Rules, 1933.</li><li>• No Government servant may, in any case, be absent on casual leave for more than <b>twelve days</b> in the course of one calendar year.</li><li>• Casual leave may be combined with compensatory leave, Sundays, or other authorized holidays provided that the resulting period of absence from duty does not exceed ten days.</li><li>• If the eleventh and subsequent days are incidentally declared as holidays on account of natural calamities, death of national leaders, bandhs, strikes, a change in the date of the festival etc., a Government servant who is on casual leave or compensatory leave may avail himself of those days also even though the period of absence exceeds ten days.</li><li>• Casual leave may be granted for half-a-day at a time on application. In such cases, the half-a-day period should be three hours from the commencement of office hours or before the closure of office hours.</li><li>• In the case of Government servants appointed under emergency provision and who are likely to be ousted at any time, may be granted two days casual leave for every two months service and such leave may be combined with holidays subject to the maximum prescribed in the above instructions.</li><li>• Casual leave cannot ordinarily be taken in combination with any leave recognized by the Fundamental Rules, with joining time or the vacation.</li><li>• The grant to a Government servant of casual leave other than special casual leave or of permission to avail oneself of holidays should not ordinarily result in any appreciable extra expenditure to the Government.</li></ul>
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## VARIOUS KINDS OF LEAVE ADMISSIBLE TO TAMIL NADU GOVERNMENT SERVANTS

### II SPECIAL CASUAL

### LEAVE

[Annexure VII -  
Fundamental Rules]

- ❖ The Special casual leave(not count against ordinary casual leave), may be granted to a Government servant for a period not exceeding 21 days (in exceptional cases, up to thirty days) in the following circumstances:—
  - (i) When he is detained in a plague camp on the way to rejoin duty.
  - (ii) When he is ordered by the head of his office to absent himself from duty on the certificate of a medical officer on account of the presence of infectious disease in his house, provided no substitute is appointed and no extra cost to Government is involved. *When the Government servant himself catches the infection, regular leave under the Fundamental Rules must be taken for the period of absence.* The Government, in **G.O.Ms.No.264 Health and Family Welfare Department dated:03.06.1997**, have ordered that special casual leave shall be given **only to 'Rabies'**, an infectious disease and special casual leave should not be given to other infectious diseases such as measles, chicken pox, plague, cholera, typhoid, acute influenza pneumonia, diphtheria, and cerebro-spinal meningitis.
  - (iii) When he is summoned to serve as an assessor to give evidence while on duty or on leave, before a Court or a Court Martial in the Indian Union or Foreign Territory as a witness in civil and criminal cases, in which his private interests are not in issue or at departmental enquiries.
- ❖ The special casual leave of 30 days may be allowed in a calendar year to a government servant only—
  - (a) for participating in sporting events of national or international importance; and
  - (b) when the Government servant concerned is selected for such participation by National Sports Federation or any association recognized by All-India Council of Sports and approved by the Ministry of Education. The period of absence in excess of 30 days shall be treated as regular leave of the kind admissible under the relevant rules applicable to the persons concerned. For this purpose, Government servants may, as a special case, be permitted to combine special casual leave with regular leave but not with regular casual leave. He may be permitted to prefix or suffix or both, the government holidays with Special Casual Leave. The concession shall not be allowed for participation either in a national or international sporting event which the Government servant concerned **participates in his personal capacity** and not in a representative capacity.
- ❖ The special casual leave of 30 days may be allowed in a calendar year to a government servant for participating in mountain trekking and mountaineering expedition of national or international importance.
- ❖ Special Casual Leave not exceeding eight days may be granted to men Government servants who undergo sterilisation operation and twenty days to married women Government servants, who undergo non-puerperal sterilization operation during ordinary time, viz., not immediately after confinement in any hospital in this state. The leave to be sanctioned under this rule may be prefixed or suffixed or sandwiched with any kind of regular leave.
- ❖ The entire period of absence of Government servants called out for Home Guard duties shall be treated as Special Casual Leave.
- ❖ Heads of departments may, however, sanction special casual leave, in combination with any leave, in special cases such as where a Government Servant obliged to be absent on special casual leave, owing to the prevalence of infectious disease in his house, himself contracts the illness and has to be granted regular leave in continuation.  
*For more details about special casual leave for family planning operations and others refer to Executive Instructions 7 -13 given under Fundamental Rule 85 - Ruling (3). [Annexure VII - Fundamental Rules]*

## VARIOUS KINDS OF LEAVE ADMISSIBLE TO TAMIL NADU GOVERNMENT SERVANTS

<p style="text-align: center;"><b>III. RESTRICTED HOLIDAYS</b></p> <p>[G. O .Ms. No. 428 P &amp; AR(FR III) Department dated:16.12.2003]</p>	<ul style="list-style-type: none"> <li>• The Government Servants are entitled to avail themselves <b>three days</b> of restricted holidays in a calendar year on the festivals/ occasions from the <b>List of Religious Festivals for Restricted Holidays</b> [as per G.O. Ms. No. 428 Personnel and Administrative Reforms (FR III) Department dated:16.12.2003, <b>G.O.Ms.No.183 P&amp;AR(A) Dept. dated:13.07.2007</b> and G.O.Ms.No.36 P&amp;AR(FR III) Dept. dated:02.03.2012], irrespective of the religion to which the festival pertains.</li> <li>• This will be in addition to the Casual Leave.</li> <li>• The Temporary Government Servants are not entitled to Restricted Holidays –G.O.Ms.No.119 P&amp;AR (FR III) Dept. dated:29.09.2011.</li> <li>• Half- a-day leave shall not be allowed.</li> <li>• This leave shall not be adjusted for late attendance.</li> <li>• The Restricted Holidays may be combined with Casual Leave and Compensatory Leave subject to the condition that the total period of absence shall not exceed ten days.</li> <li>• List of Religious Festivals for Restricted Holidays: <table style="width: 100%; border: none;"> <tr> <td>1)Chitra Pournami</td> <td>2)Adi Perukku</td> <td>3)Rig Upakarma</td> <td>4)Yajur Upakarma</td> <td>5)Gayathri Japam</td> </tr> <tr> <td>6)Sama Upakarma</td> <td>7)Deepavali Nombu</td> <td>8)Karthigai Deepam</td> <td>9)Vaikunta Ekadesi</td> <td>10)Arudra Dharshan</td> </tr> <tr> <td>11)Thai Poesam</td> <td>12)Bogi</td> <td>13)Masi Makam</td> <td>14)Maha Sivarathri</td> <td>15)Shabe Bharath</td> </tr> <tr> <td>16)Shabe Khader</td> <td>17)Hijira – New Year</td> <td>18)Garveen of Mohideen Abdul Khader</td> <td></td> <td>19)Maundy Thursday</td> </tr> <tr> <td>20)Ash Wednesday</td> <td>21)All Souls Day</td> <td>22)Christmas Eve</td> <td>23)New Year Eve</td> <td>24)Varalakshmi Viratham</td> </tr> <tr> <td>25)Onam</td> <td>26)Shri Gurunanak Devji's Birthday</td> <td></td> <td>27)Shabe Miraj</td> <td>28)Arfa</td> </tr> <tr> <td>29)Easter</td> <td>30) Birthday of Dr.B.K. Ambedkar</td> <td></td> <td>31)Buddha Jayanathi</td> <td>32)1<sup>st</sup> day of Ramzan</td> </tr> <tr> <td>33)Bhagawan Vaigundaswami Birthday.</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> </li> </ul>	1)Chitra Pournami	2)Adi Perukku	3)Rig Upakarma	4)Yajur Upakarma	5)Gayathri Japam	6)Sama Upakarma	7)Deepavali Nombu	8)Karthigai Deepam	9)Vaikunta Ekadesi	10)Arudra Dharshan	11)Thai Poesam	12)Bogi	13)Masi Makam	14)Maha Sivarathri	15)Shabe Bharath	16)Shabe Khader	17)Hijira – New Year	18)Garveen of Mohideen Abdul Khader		19)Maundy Thursday	20)Ash Wednesday	21)All Souls Day	22)Christmas Eve	23)New Year Eve	24)Varalakshmi Viratham	25)Onam	26)Shri Gurunanak Devji's Birthday		27)Shabe Miraj	28)Arfa	29)Easter	30) Birthday of Dr.B.K. Ambedkar		31)Buddha Jayanathi	32)1 <sup>st</sup> day of Ramzan	33)Bhagawan Vaigundaswami Birthday.				
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<p style="text-align: center;"><b>IV. COMPENSATORY HOLIDAYS</b></p> <p>[G.O.Ms.2218 Public (Miscellaneous) Department Dept. dated: 14.12.1981]</p>	<ul style="list-style-type: none"> <li>❖ When a Government Servant is called to work on holidays, he will be granted compensatory leave.</li> <li>❖ Only officials belonging to C &amp; D Groups are normally eligible for this leave.</li> <li>❖ It cannot be claimed as a matter of right.</li> <li>❖ The immediate superior official would be competent to sanction the compensatory holidays, at his/her discretion.</li> <li>❖ No Government Servant shall be entitled to a credit of more than 20 compensatory holidays in all, in a calendar year.</li> <li>❖ The leave at the credit may be carried to the new station, on transfer.</li> <li>❖ Every compensatory holiday shall automatically lapse at the end of six months from the holiday to which it relates.</li> <li>❖ Compensatory holiday can be combined with Casual Leave or authorized Public Holidays subject to the condition that the total period of absence shall not exceed ten days.</li> <li>❖ Compensatory holiday can be prefixed or suffixed to regular leave subject to the usual conditions.</li> <li>❖ The Watchmen may also be granted Compensatory holidays –vide Govt. letter no.10 P&amp;AR Department dated: 28.11.2000.</li> <li>❖ The practice of continuous posting of the same person for holiday turn duty should be avoided- Govt. Ir. No.16215/83-1 P&amp; AR (FR III) Dept. dated:27.04.1983.</li> </ul>																																								

Saturday, November 17, 2012