



सत्यमेव जयते

অসম চৰকাৰ

Govt of Assam

HANDBOOK ON

Leave Rules



Assam Administrative Staff College

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ARTPPG Department, GoA

ড° হিমন্ত বিশ্ব শর্মা
Dr. Himanta Biswa Sarma



মুখ্যমন্ত্রী, অসম
Chief Minister, Assam



FOREWORD

The work environment across the globe is undergoing rapid changes, and the utilization of human resources is evolving accordingly, with Assam being no exception. To keep pace with these changes, it is imperative that the Assam government focuses on empowering its human resources with a global outlook while remaining grounded in Indian values.

To achieve this vision, our government is implementing effective changes in work culture and striving to instill new ideas and a broader perspective in the minds of the officials. In line with this effort, the ARTPPG Department of the Government of Assam is introducing a set of training manuals and handbooks. Our Government is ensuring the smooth functioning of the daily administration with the help of these Training Manuals/ Handbooks for the Grade-3 officials. To effectively cater to the requirements of Grade-3 officials, experts have meticulously drafted the training manuals and handbooks, aiming to cover a wide range of relevant topics. Moreover, focused attempts have been made to embed the books with relevant case studies, examples and FAQs on different topics to enable the users to adapt to the procedural yet divergent needs of today's dynamic administration.

True to the objective of our Government in creating a spirited workforce, introduction of multifaceted learning and training programme have been thought of to enable our officials realize their true potential. This would help them to reorient themselves to the day-to-day administrative developments while performing their duties with honesty and transparency.

I believe the Training Manuals / Handbooks will hold immense value as a guiding light on diverse professional trajectories. They will also serve as a roadmap to steer capacity building of the Grade-III officials in a systematic and coherent manner.

(Dr. Himanta Biswa Sarma)

Dr. Ravi Kota, IAS
Chief Secretary
Government of Assam



ড° ৰবি কোটা, ভাঃ প্ৰঃ সেঃ
মুখ্য সচিব
অসম চৰকাৰ



Preparation of a Training policy of a State and aligning it with the needs of the variegated workforce which has to constantly prove its relevance in this era of transition towards technology forms the very backbone of the administration in the form of a challenging task. In this due course of action, capacity building of Grade-III officials not only requires them to remain efficient in their daily official duties but also must be able to motivate them to work, learn and evolve in a comprehensive manner.

The present District training manuals for Grade-III officials have been prepared under the aegis of the Administrative Reforms Training Pension and Public Grievances Department (ARTPPG) and the Assam Administrative Staff College (AASC), who were aided by renowned experts and stakeholders from all the concerned fields. The manuals are a product of much detailed and multiple deliberations on the requisite subjects and it also includes valuable inputs from The Institute of Secretariat Training and Management (ISTM), Delhi in certain applicable topics. The Training Needs Assessment (TNA) was diligently conducted by AASC to chalk out an inclusive need based approach suited for a bottom up perspective for the Grade-III officials and also to ensure that no vital subject has been overlooked.

I believe that the Training manuals will help the Trainers and the trainees as well in a holistic manner and I earnestly request all concerned to send us feedback which would be of great help when we take up further revisionary exercises.

(Dr. Ravi Kota)
Chief Secretary, Assam

Shantanu Gotmare, IAS
Commissioner & Secretary
to the Govt. of Assam
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MESSAGE

The Department of Administrative Reforms, Training, Pension and Public Grievances (ARTPPG) plays a vital role in the formulation of the State Training Policy and training its civil servants to build capacity for improving 'Ease of Living' for people of Assam.

The content of the district training manuals aims to bolster capacity of the Grade-3 employees in an elaborate and lucid manner. We have worked meticulously to prepare content of the manuals by collaborating with experts and have actively collated through appropriate stakeholders, which objectively present a comprehensive picture for the officials, covering a broad spectrum of their daily official duties.

I express my sincere thanks to the Committee for vetting the full content. ARTPPG acknowledges the contributions of Committee Members in the preparation of the training manuals. Special mention must be made to the Assam Administrative Staff College, Khanapara and my team in ARTPPG Department for relentless work to get the training manuals.

I sincerely hope that these manuals will be extremely useful to the trainers, trainees and as well as the officials.

(Shantanu Gotmare)



Foreword

The District Training Manuals for Grade-III officials of the Government of Assam have been designed by the Assam Administrative Staff College (AASC) with the help of renowned guest faculty and experts under the able guidance of the Administrative Reforms, Training, Pension and Public Grievances (ARTPPG) Department and inputs from the Institute of Secretariat Training and Management (ISTM), New Delhi.

I hope these manuals will be used extensively by the trainers and trainees and will help the officials become more knowledgeable, competent and productive at their work places.

I would like to convey my gratitude to all the renowned guest faculty and to all the individuals associated with the successful publication of the manuals for their inputs and support throughout the process of designing and printing these manuals.

A handwritten signature in blue ink, appearing to read 'Riju Gogoi', written in a cursive style.

Riju Gogoi
Director of Training
Assam Administrative Staff College

LEAVE RULES

Content

1. Revised Leave Rule for Government Servant
2. Leave Entitlement for Staff Working in Vacation Department
3. Joining Time (Chapter XI)
4. Foreign Service (Chapter XII)

Leave Rule

FR 58 provides that the Leave Rules 1934 are applicable to the classes of persons specified therein (Appendix 11 of Fundamental Rules and Subsidiary Rules). Leave includes earned leave, half pay leave on private affairs and medical certificates, commuted leave, leave not due and extra-ordinary leave. Rule 4 of the Leave Rules, 1934 states that "Leave can not be claimed as of right. Discretion is reserved to the authority empowered to grant leave or to refuse or revoke leave at any time according to the exigencies of the public service." Rule 6 provides that any kind of leave may be granted in combination with or in continuation of any other kind of leave.

Entry in service book: All kinds of leave taken should be recorded in the service book and attested by the Head of Office.

A) Revised Leave Rule for Government Servant

- 1. Earned Leave (EL):** A Government servant is entitled to earned leave for 30 days in a calendar year. Leave is credited in advance in two instalments of 15 days each on the 1st of January and July every year. Leave at credit is carried forward in the first half year subject to a maximum limit of 300 days. EL is calculated at the rate of 2-1/2 days for each completed calendar month of service. For example from January to June, EL will be calculated- 6 months X 2-1/2 = 15 days. The order sanctioning earned leave or half pay leave will indicate the balance at his credit.
- 2. Half Pay Leave (HPL):** Entitlement- Half pay leave is allowed for 20 days in a year and credited in advance half yearly @ 10 days on 1st January and 10 days on 1st July. Periods of EOL avail will not affect the credit of HPL. There is no maximum limit for availing HPL. However, it is subject to the limit of total periods of all kinds of leave up to 5 years. For the period of HPL, leave salary will be 50% of the pay last drawn before leave.
- 3. Commuted Leave (CL):** Commuted leave is granted in lieu of HPL. Twice the amount of commuted leave availed is debited to HPL account. It is granted either on medical certificate or for an approved course of study certified to be in the public interest. It can be availed even when EL is at credit. It is granted only if the employee is likely to return to duty after leave. There is no maximum limit for commuted leave on medical certificate. However for studies, maximum limit is 90 days during the entire service. Commuted leave not exceeding 60 days may be granted to female employees without medical certificate (i) in continuation of maternity leave and (i) on adoption of a child under certain conditions and limits. During commuted leave, leave salary is admissible as in the case of EL.

4. **Leave Not Due:** Leave not due is not earned separately and hence not accounted for separately. When HPL is not at credit leave not due is allowed and debited to HPL account for adjustment against future earnings of HPL. It is granted only on medical certificate. However, for female employees, it is allowed without medical certificate as stated above. Maximum limit is 360 days during the entire service. Leave salary is paid as in the case of HPL. It is also granted to permanent employees subject to the condition that the employee is likely to return to duty and up to the limit of HPL is likely to earn thereafter. For temporary employees, it is allowed in cases of chronic diseases like TB, leprosy, cancer or mental illness subject to the condition that at least one year's service has been put in and post is likely to continue until his return to duty.
5. **Extra-ordinary Leave (EOL):** EOL is neither earned nor accounted for separately. It is granted when no other leave is admissible or when the employee asks for it. Periods of absence can be regularized by grant of EOL. EOL can be availed either on medical certificate or without medical certificate. There is no maximum limit for permanent employees except the overall limit of 5 years for all kinds of leave together. EOL up to three months only is allowed at a time with or without medical certificate. For temporary employee with minimum of one year's service, EOL up to 6 months may be granted on medical certificate and up to 18 months for treatment of chronic diseases. EOL up to 24 months for prosecuting studies certified in the public interest is granted in the case of employee with three years service subject to production of a bond etc. During EOL no leave salary is payable. However CCA/HRA are admissible for the first 180 days subject to production of prescribed certificates. EOL without medical certificate will not count for increment and pension but it will not entail break in service.

Grant of Casual Leave

The following grounds are considered while granting casual leave to a Government servant:

- I. If any Government servant avails himself of casual leave when it is not admissible, he will do so at his own risk and ordinarily will be treated as absent on leave without pay.
- II. Prior permission for casual leave on account of anticipated causes will be taken. Absence in anticipation of sanction will be condoned only if the necessity for the leave could not have been foreseen. In such cases, the nature of sudden emergency should be stated in the application.
- III. A member of the establishment applying for casual leave on account of temporary indisposition may, if considered necessary, by the leave

sanctioning authority, be required to produce medical certificate or hospital ticket.

- IV. An application for casual leave submitted from the residence of an applicant should contain his residential address. If he proposes to leave the headquarters during the leave period, the permission to leave the headquarters should be taken and the leave address should also be given.
- V. An abstract statement showing casual leave taken and late attendance will be exhibited in the last column of the Attendance Register and consolidated by the Superintendent immediately after the month is over.

B. Leave Entitlement for Staff Working in Vacation Department

A Government serving in a vacation department is entitled to earned leave if he does not avail himself of any vacation. He is entitled to earn 10 days earned leave in lieu of 20 days of half pay leave.

Other Leave under Government OM in addition to Five Normal Leave

- I. **Maternity Leave:** A female employee with less than two living children may be granted maternity leave up to 135 days. Leave salary during maternity leave will be as in the case of earned leave. No separate account is maintained and only a note is made in the Remarks column of the leave account. It can be combined with other leave.
- II. **Special Disability Leave:** This leave is granted to an official disabled by injury, accidental injury or illness incurred in the performance of duty. The period of leave to be granted is to be certified by a medical board and shall not exceed 24 months in respect of one disability. This leave may be combined with leave of any other kind. This leave shall be counted as duty in calculating service for pension and is not debited to leave account. Leave salary is admissible as in the case of EL for the first 120 days. For the remaining period, leave salary will be 50% of pay as in the case of HPL. FR 83, 83-A and 83-B.
- III. **Study Leave:** This may be granted on such terms as the State Government may prescribe, to study scientific, technical, or similar problems or to undergo special courses of instruction. Such leave is not debited against the leave account.

Joining Time (Chapter XI)

Joining Time shall be granted as under:

Joining Time (JT) shall be granted to a Government servant on transfer in public interest to enable him to join the new post either at the same or a new station. No Joining Time is admissible in cases of temporary transfer for a period not exceeding 180 days. Only the actual transit time, as admissible in case of journeys on tour may be allowed. Joining Time shall commence from the date of relinquishment of charge of the old post if charge is made over in the forenoon or the following date if the charge is made over in the afternoon. No more than one day shall be allowed to a Government servant to join a new post within the same station or which does not involve a change of residence from one station to another.

In cases involving change of residence, the Government servant shall be allowed Joining Time with reference to the distance between the old station and the new station by direct route and ordinary mode of travel as follows and actual transit time required.

Normal JT is as follows: for preparation six days plus Journey Day(s) plus Sunday and Holiday(s) follows the JT. When holiday follows Joining Time, the normal Joining Time may be deemed to have been extended to cover such holidays. Extension of Joining Time beyond the limit indicated above shall be granted up to maximum limit of 30 days.

Total Joining Time should be - six days for preparation plus actual transit time plus suffixing holidays and Sunday falls during JT.

Joining Time pay will be the pay which was drawn before relinquishing the charge in the old station or pay on taking over charge of new station whichever is less. No Conveyance Allowance and Permanent Travelling Allowance are allowed. No Joining Time is admissible in case of transfer on own request. Leave may be granted in continuance of JT before or after.

Foreign Service (Chapter XII)

Conditions for Transfer to Foreign Service

The Government servant should be willing except it to a body incorporated or not, which is wholly owned or controlled by the Government and an Autonomous Council.

It should be sanctioned by the competent authority on accepted terms and conditions in respect of pay and allowances and other admissibility.

Duties in Foreign Service should be such as are required to be performed by the Government servant.

Terms should not be so excessive as to make foreign service more attractive.

About the Author

Shri Narendra Nath Bora, BSc (AFS, Rtd) joined Assam Financial Services in 1982 as a Treasury Officer. He also served as Senior Finance and Accounts Officer (FAO) in Forest, PN&RD, Agriculture Deptt. ,Chief Accounts Officer Guwahati Municipal Corporation, Senior Financial Adviser in Personal, Chief Minister, Home Deptt. Assam Secretariat, Financial Adviser in the Governor's Secretariat, Comptroller of Accounts, Assam Agriculture University, Jorhat.

As Director of Audit (LF), he rationalized the Audit Department and introduced Online Audit System. During his tenure as Director of Accounts & Treasury , he implemented NPS in Assam. He was re-Employed as Director e-Governance, Finance, and implemented & Rolled out PFMS in GoA. He also worked as Domain Expert (Treasury Operation) in World Bank aided ASPIRe FMIS project up to 2017 and now working as Faculty, AASC, Assam Judicial Academy, CTI, DoAT

He has also trained in International Monetary Fund Training in NIBM Pune, Public Finance in Administrative Staff College of India, Pune

Special activities :i) Enquired Dima Hasaw Scam as Secretary, High Level Expert Committee formed under by Guwahati High Court ii) Enquiry Officer of Ghost Employee Case in Police Battalion. Iii) LOC Scam of Vety. Deptt.

