

Leave Management:

Leave Categories:

Sl. No.	Category	Conditions	Maximum Permissible Period
1	Casual Leave	NA	Maximum 12 days in 1 application (including Saturday, Sunday, Government Holiday up to a total of 12 days at any one time) Total 14 days in a calendar year (for state officers) Total 16 days in a calendar year (Regional Officers and Teachers / Non-Teachers)
2	Earned Leave	NA	Of the period spent on duty (for State Office & Regional Office) for government servants. Total 14 days in a calendar year (for teachers. Maximum 180 days in one application. For maximum 300 days accumulation in total service period.
3	Leave on Half Pay	NA	Total 20 days in a calendar year.
4	Commutated Leave	In Medical cases only	Total 180 days in service.
5	Compensatory Leave	Application within 1 year on earning leave	Maximum 12 days (casual holidays/Saturdays/Sundays/ Total maximum of 12 days at any one-time including Sunday/official holidays). Total of 20 days in a calendar year.
6	Detention Leave	NA	Maximum 21 days in a calendar year
7	Special casual Leave	Only for women employees	Total 2 days leave in a month (only for women Government servants)
8	Maternity Leave	Only for 2 children From 6 months from the birth of the child to 6 months after the birth	Maximum of 180 days in 1 application (only for 2 children)
9	Paternity Leave	Only for 2 children From 15 days before the birth of the child to 6 months after the birth	Maximum 15 days in 1 application (only for 2 children)

10	Extra Ordinary Leave	In exceptional circumstances when no other leave is available	Maximum 180 days in 1 application
11	Study Leave	Course certified by the Government of India, which is related to work of a Government Servant	Total 24 months in service
12	Medical Leave	In the event of illness / injury which occurs in the course of the official duty of the Government servant	Maximum 180 days in 1 application. Total 360 days in service period
13	Special Disability Leave	Disability resulting from injury / trauma/ accident sustained in the course of the official duty of the Government servant	Maximum 3 months in 1 application. Total 6 months in service Total 28 months in service if leave is taken due to medical reasons
14	Leave not due	When no other leave is available. Is deducted from the leave account	Total 24 months in service

Leave Sanctioning Authority – at :

Sl. No.	Leave Applicant	Leave Sanctioning Authority	Conditions
At the Directorate of Secondary Education			
1	Regional Joint Director of Education	Director, Secondary Education	Leave of all categories (it is mandatory to give information to the Divisional Commissioner by RDSO)
At the Directorate of Primary Education			
2	Deputy Director, Secondary Education	Director, Secondary Education	All categories of leave
3	Deputy Director, Elementary Education	Director, Elementary Education	All categories of leave
At the District / Sub-Division and Block Level			
4	District Education Officer	Deputy Commissioner	Casual Leave, Compensatory Leave, Detention Leave, Special Casual Leave
		Director, Secondary Education	All other categories of leave other than above
5	District Superintendent of Education	Deputy Commissioner	Casual Leave, Compensatory Leave, Detention Leave, Special Casual Leave
		Director, Elementary Education	All other categories of leave other than above
6	Area Education Officer	District Education Officer	Leave of all categories
7	Block Education Extension Officer	Area Education Officer	Casual Leave, Compensatory Leave, Detention Leave, Special Casual Leave

		District Superintendent of Education	All categories of leave other than above
8	Group C & D Government servant	Concerned District Superintendent of Education / District Education Officer	Leave of all categories
At School Level – for Teaching and Non-Teaching Staff			
9	Headmaster (+2 / Secondary School)	District Education Officer	Casual Leave, Compensatory Leave, Detention Leave, Special Casual Leave, Maternity Leave
			For other leave categories for a period of up to 30 days
		Regional Joint Director of Education	For other leave categories for a period of more than 30 days
10	Teacher (TGT / PGT/ Lab. Assistant) (+2 / Secondary School)	Headmaster	Casual Leave, Compensatory Leave, Detention Leave, Special Casual Leave, Maternity Leave
		District Education Officer	Leave for all categories other than above
11	Non-Teaching Staff	Headmaster	Casual Leave, Compensatory Leave, Detention Leave, Special Casual Leave, Maternity Leave
			For other leave categories for a period of more than 30 days
		District Education Officer	For other leave categories for a period of more than 30 days
12	Teacher (Middle School)	Headmaster	Casual Leave, Compensatory Leave, Detention Leave, Special Casual Leave, Maternity Leave
		Area Education Officer	For other leave categories for a period up to 60 days
		District Superintendent of Education	For other leave categories for a period exceeding 60 days
13	Teacher (Primary School)	In-Charge Headmaster / Headmaster	Casual Leave, Compensatory Leave, Detention Leave, Special Casual Leave, Maternity Leave
		Area Education Officer	For other leave categories for a period up to 60 days
		District Superintendent of Education	For other leave categories for a period exceeding 60 days
14	In-Charge Headmaster / Headmaster (Primary School)	Block Education Extension Officer	Casual Leave, Compensatory Leave, Detention Leave, Special Casual Leave, Maternity Leave
			For other leave categories for a period up to 60 days
		District Superintendent of Education	For other leave categories for a period exceeding 60 days

Timeframe for Leave Sanction:

Sl. No.	Leave Category	Time Limit for sanction of leave, by leave sanctioning authority
1	Casual Leave	Up to the date of commencement of leave or within 2 days of submission of application, whichever is earlier
2	Compensation Leave	
3	Detention Leave	
4	Special Casual Leave	
5	Earner Leave	Up to 2 days of commencement of leave or within 7 days of submission of application, whichever is earlier
6	Leave on half pay	
7	Commuted Leave	
8	Maternity Leave	
9	Paternity Leave	Within 7 days of submission of application
10	Extra-ordinary Leave	
11	Study Leave	
12	Medical Leave	
13	Special disability Leave	
14	Leave not due	