

LEAVE

13.1 Provisions relating to leave in respect of central civil government servants are available in Central Civil Services (Leave) Rules, 1972 which have come into effect from 01.06.1972. The general conditions regarding grant of leave are given below:-

- (i) Leave can not be claimed as of right [Rule 7(1)].
- (ii) Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application made within 30 days of joining duty after leave, by the employee and at the discretion of the leave sanctioning authority subject to adjustment of leave salary (Rule 10 as amended vide DoPT Notification No. 14015/2/97-Estt(L) dated 31.12.1997). This facility can be availed only if the employee is in service and not after retirement^{1[1]}.
- (iii) If leave is applied on medical grounds, the employee should produce -
 - (a) In case of CGHS beneficiary and living in an area covered by the CGHS at the time of illness - a medical/fitness certificate in the prescribed proforma from a CGHS Doctor/Government Hospital.
 - (b) In case a government servant who is not a CGHS beneficiary/who has opted out of the CGHS/who though a CGHS card holder is not residing in an area covered by CGHS - a medical/fitness certificate from his Authorised Medical Attendant.
 - (c) In case of hospitalisation/indoor treatment for a particular disease (e.g. heart, cancer etc.) permitted in a recognised private hospital - a medical/fitness certificate from the authorised doctor of such hospital.
 - (d) In case of emergency where a non-gazetted government servant finds it difficult to obtain a medical certificate from CGHS/AMA, he may obtain a certificate from an RMP^{2[2]}.
- (iv) Leave sanctioning authority may -

^{1[1]}MHA DP&AR O.M. No. P/12025/2/81-Estt(L) dtd. 02.12.1981

^{2[2]} Effective from 01.09.2000 vide DoP&T O.M. No. 13015/3/2000-Estt(L) dtd. 24.08.2000

- (a) Refuse or revoke any kind of leave [Rule 7(2)].
 - (b) Commute retrospectively periods of absence without leave into extra ordinary leave [Rule 32(6)] and
 - (c) Secure second medical opinion, if needed, when leave is applied on medical grounds [Rule 19(3)].
- (v) Leave sanctioning authority cannot alter the kind of leave due and applied for [Rule 7(2)].
- (vi) Earned leave should not ordinarily be denied to any employee especially in the last 10 years of his career^{3[3]}.
- (vii) No leave of any kind can be granted for a continuous period exceeding 5 years except with the sanction of the President [Rule 12].
- (viii) Any kind of leave may be granted in combination with or in continuation of any other kind of leave except Casual Leave [Rule No. 11].
- (ix) When the period of leave is preceded or followed by holiday(s) /Sunday/ Saturday/Restricted Holiday then such holidays shall not be counted as leave. In other words, the employee shall be deemed to have been permitted on such holiday(s) without taking leave^{4[4]}.
- (x) An employee on leave (including leave preparatory to retirement) shall not return to duty during the period of leave except with the permission of the competent authority [Rule 24 (1) & (2)].
- (xi) An employee on leave should not take up any service or employment elsewhere without prior sanction from the competent authority [Rule 13].
- (xii) An employee on leave on medical ground will be allowed to return to duty only on production of medical certificate of fitness in accordance with (iii) above [Rule 24(3)].
- (xiii) If an employee overstay after leave without prior sanction-
 - (a) The period of overstay will be debited to half-pay leave account to the extent HPL is available and the balance period of overstay, if any, left out will be treated as EOL [Rule 25(1)].

^{3[3]}DoPT O.M. No. 14028/19/86-Estt.(Leave) dated 29.09.86

^{4[4]}MHA O.M. No. 20/37/60-PUB(i) dtd. 07.10.1960 and Rule 22

- (b) the entire period of overstay will not be counted for increment unless such period is commuted as Extra Ordinary Leave and the EOL is specially allowed to count for increment.
- (c) The employee will not be entitled for leave salary for the whole period of overstay.
- (xiv) Wilful absence from duty after the expiry of the leave may entail disciplinary action against the employee [Rule 25(2)].
- (xv) For the purpose of leave, persons re-employed after retirement shall be treated as if employed for the first time [Rule 34].
- (xvi) If the employee intends to go abroad during leave, the leave sanctioning authority shall take prior approval for permitting the officer to go abroad^{5[5]}.

13.2

Earned Leave

- (i) Credit to the EL account of the employee will be made as under:
 - (a) On entering the service 2.5 days per month for each completed calendar month from the date of joining to the immediately following 1st January /1st July rounding up to the nearest full day [Rule No. 27(1)].
 - (b) Thereafter, 15 days E.L. is credited on 1st July and 1st January every year i.e. 30 days E.L. for each completed year of service [Rule 26(1)(a)].
 - (c) On the date of retirement/removal from service/dismissal/death while in service @ 2.5 days per month for each completed calendar month in the relevant half year, rounding up to the nearest full day shall be credited [Rule 27(2)] and
 - (d) Whenever joining time is not fully utilised for the reasons that the employee is ordered to join the new post at a new place of posting without availing of full joining time to which he is entitled or the employee proceeds alone to the new station without availing full joining time and later takes his family within permissible time for claiming TA for the family, the joining time admissible subject to a maximum of 15 days, as reduced by the number of days actually availed shall be credited to E.L. account. However, the total credit of E.L. and unutilised joining time shall not exceed 300 days [26(1)(a)].

^{5[5]}CBI HO Circular No. DPWSU2003/00907/14/6/2003 dated 18.9.2003

The one day joining time for transfer in the same station if not utilised cannot be credited to E.L. Account.

- (ii) The E.L. to the credit of an employee at the end of previous half year shall be carried forward to the next half year and accumulated upto a maximum of 300 days [Rule 26(1)(b)].
- (iii) When the credit of E.L. at the start of any half year results in the total accumulation of E.L. being more than 300 days, the 15 days E.L. for that half year shall be kept separately and set off against the leave availed during that half year [Rule 26(1)(b) proviso].
- (iv) E.L. Account of the employee will be debited:
 - (a) To the extent E.L. is availed of.
 - (b) If a government servant has availed of extraordinary leave and/or some period of absence has been treated as dies non in a half-year, the credit to be afforded to his leave account at the commencement of the next half-year shall be reduced by one tenth of the period of such leave and/or dies non subject to maximum of 15 days. (Rule 27(3) r/w DP&AR UO No. 397-LO/80 dated 22.5.80).
- (v) E.L. can be availed upto:
 - (a) 180 days at any one time [Rule 26(2)].
 - (b) 300 days in case of leave preparatory to retirement [Rule 38(1)].
 - (c) 300 days in case of Group 'A' Officers if the entire leave or a portion of it is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan provided out of the leave so granted, the leave spent in India does not exceed 180 days [Rule 26(3)].
- (vi) Earned Leave (and half pay leave) to the credit of an employee who is dismissed or removed or who resigns from the service ceases from the date of such dismissal/removal or who resigns except in following circumstances:
 - (a) When an employee resigns from his post before taking up a new post under the Government of India.
 - (b) When an employee dismissed/removed from service is reinstated on appeal or revision.

(c) When an employee having retired on compensation or invalid pension or gratuity is re-employed [Rule 9].

- (vii) Leave salary for earned leave will be equal to pay for the period of leave based on pay drawn immediately before proceeding on leave [Rule 40(1)].

13.3

Half Pay Leave (HPL)

- (i) Credit to the HPL Account is made in advance as under:

(a) On entering the service 5/3 days per month for each completed calendar month from the date of joining to the immediately following 1st January/1st July rounding up to the nearest full day [Rule 29(2)(a)].

(b) Thereafter, 10 days on each 1st July and 1st January every year i.e. 20 days HPL for each completed year of service [Rule 29(1)] and

(c) On the date of retirement/ resignation/removal from service / dismissal/ death while in service @ 5/3 per month for each completed calendar month in the relevant half year rounding up to the nearest full day [Rule 29(2)(b)(c)].

- (ii) Debit to HPL Account is made:

(a) To the extent it is availed.

(b) When the commuted leave is availed - double the number of days so availed [Rule 30(1)(d)].

(c) When the employee avails leave not due [Rule 31(1)(c)].

(d) 1/18th of the period of dies non in a half year subject to a maximum of 10 days shall be reduced from the half pay leave to be credited for the next half of year (Rule 29(2)(d)).

(e) When the employee overstays after leave without prior sanction, number of days he so overstays [Rule 25].

- (iii) HPL can be -

(a) Availed with or without medical certificate [Rule 29(4)].

(b) Converted into full pay leave as commuted leave if leave applied for is on medical ground [Rule 30(1)] or

- (c) Converted into full pay leave as commuted leave upto a maximum of 180 days during the entire service to be utilised for approved study course [Rule 31(1)(a)].
- (iv) HPL to temporary employee can be granted on satisfaction of the sanctioning authority that the employee will return to duty on expiry of the leave. But this benefit is not available in case of an employee declared completely and permanently incapacitated for further service [Rule 29(5) proviso].
- (v) Leave salary will be half of the amount of leave salary on EL [Rule 40(3)].

13.4

Commutated Leave

- (i) Commuted leave can be taken -
 - (a) with medical certificate upto a maximum of one half of the amount of HPL due to an employee [Rule 30(1),
 - (b) without medical certificate:
 - upto a maximum of 180 days during the entire service for an approved course of study certified to be in public interest [Rule 31(1)(a)];
 - upto a maximum of 60 days by a female employee in continuation of maternity leave [Rule 43(4)(b)];
 - upto a maximum of 60 days by a female employee having less than 2 living children, on adoption of a child less than one year [Rule 43(A)].
- (ii) Commuted leave can be granted only when leave sanctioning authority is satisfied that the employee will return to duty after expiry of the leave [Rule 30(1)(a)].
- (iii) Commuted leave can be granted at the request of the employee even when EL is at the credit of the employee [Note to Rule 30].
- (iv) Commuted leave cannot be granted as leave preparatory to retirement.
- (v) When commuted leave is taken twice the number of days so taken is debited to HPL account [Rule 30(1)(d)].

- (vi) When an employee on commuted leave, resigns or retires voluntarily without returning to duty, commuted leave will be treated as HPL and the excess of leave salary, if any, will be recovered except when the employee retires due to ill-health incapacitating him for further service or dies [Rule 30(2)].
- (vii) Leave salary for the period of commuted leave will be equal to the pay drawn immediately before proceeding on leave [Rule 40(4)].

13.5 **Leave Not Due (LND)**

13.5.1 This is granted in the following situations:

- (a) Leave not due is normally granted to permanent employees.
- (b) LND may be granted to temporary employees in certain special cases.
- (c) It is granted when the employee has no HPL to his credit and requests for LND.
- (d) It is granted only if leave sanctioning authority is satisfied that there is reasonable prospect of the employee returning to duty after the leave [Rule 31(1)(a)].

13.5.2 **Conditions applicable for granting Leave not due (LND)**

The following conditions will be applicable:

- (i) Leave not due is granted only on production of medical certificate except in following cases [Rule 31(1)]:
 - (a) female employees applying for LND in continuation of maternity leave [Rule 43(4)];
 - (b) female employees with less than two living children applying for LND on adoption of a child less than one year [Rule 43(A)].
- (ii) The amount of LND shall be limited to -
 - (a) the HPL, the employee is likely to earn subsequently Rule [31(1) (b)]; and
 - (b) a maximum of 360 days in the entire service Rule [(31) (1)].

- (iii) LND shall be debited to the HPL account of the employee [Rule 31(1)(c)].
- (iv) LND should not be granted as leave preparatory to retirement [Rule 31(1)].
- (v) LND can be granted to temporary employees with a minimum of one year service and suffering from TB, Leprosy, Cancer or Mental illness, if the post from which the employee proceeds on leave is likely to last till his return from leave and on fulfillment of other conditions for grant of leave not due [Rule 31(1A)].
- (vi) Leave salary for leave not due will be half of the amount of leave salary on EL [Rule 40(3)].
- (vii) If an employee, on LND resigns/retires voluntarily without returning to duty -
 - (a) the LND will be cancelled,
 - (b) the retirement or resignation shall take effect from the date of commencement of leave
 - (c) leave salary paid, if any, will be recovered [Rule 31(2)(a)].
- (viii) If an employee having availed LND, returns to duty but resigns or retires before earning such leave, the leave salary paid for the days of leave not earned will be recovered [Rule 31(2)(b)].
- (ix) However, leave salary shall not be recovered if the employee retires due to ill health incapacitating him for further service or is compulsorily retired prematurely or dies [Proviso to Rule 31(2)].

13.6

Extra Ordinary Leave (EOL)

This can be granted under the following conditions:

- (a) EOL is granted when (i) no other leave is admissible; or (ii) other leave is admissible, but the employee requests for EOL in writing [Rule 32(1)].
- (b) EOL cannot be granted concurrently to run with the notice period in case of voluntary retirement.
- (c) EOL can be granted to apprentices as well [Rule 33(3)(b)].

- (d) The EOL granted in one occasion shall not exceed:
- (i) For permanent employees : Maximum 5 years for all kinds of leave. No separate limit for EOL [Rule 12].
 - (ii) For temporary employees:
 - 3 months* - general limit for all employees, whether with or without medical certificate [Rule 32(2)(a)].
 - 6 months* - for employees with minimum one year continuous service, against medical certificate for common ailments [Rule 32(2)(b)].
 - 18 months* - for employees with minimum one year continuous service undergoing treatment for pulmonary tuberculosis (TB) or pleurisy, TB of any other part of the body, leprosy, cancer or mental illness[Rule 32(2)(d)].
 - 24 months* - for an employee with minimum three years continuous service, for the purpose of prosecuting studies, certified to be in the public interest [Rule 32(2)(e)]. This period can be further extended. If the employee undertakes to return to duty after leave and work for at least another 3 years [Rule 32(3)].
 - (iii) For SC/ST employees : leave required for attending the Pre-Examination Training Course at the notified centres, without any limit [Rule 32(4)].
- (e) Two spells of EOL intervened by any other leave will be considered as one spell for applying limit as above [Rule 32(5)].
- (f) EOL can be granted to regularise periods of absence retrospectively [Rule 32(6)].
- (g) EOL without medical certificate will be counted for the purposes of promotion under Time Bound One Promotion (TBOP) Scheme.
- (h) No Leave salary is admissible for extraordinary leave [Rule 40(5)].

13.7 **Maternity Leave**

13.7.1 Maternity leave is admissible to married / unmarried female employees during:

- (i) pregnancy - maximum upto 135 days only to employees with less than two surviving children,
- (ii) admissible maximum of 45 days in the entire service in connection with miscarriage/abortion. The application for this purpose should be accompanied by a certificate from a Registered Medical Practitioner for NGOs and from AMA for GOs (Rule 43).

13.7.2 The maternity leave is not debited to the leave account. It is granted on full pay. It may be combined with any other kind of leave. Maternity leave is not admissible for threatened abortion (Rule 43 (2)(4)(5).

13.7.3 Any leave (including commuted leave upto 60 days and leave not due) may be taken without medical certificate upto one year in continuation of maternity leave (Rule 43(4).

13.7.4 Maternity leave counts as service for increment and pension [(FR 26 (b) & Rule 26 of CCS (Pension) Rules].

13.8 **Paternity Leave**

Paternity leave is admissible to male government servant with less than two surviving children for a maximum of 15 days during wife's confinement. This leave is not to be debited to the leave account. It may be combined with any kind of leave except casual leave. It should be applied upto 15 days before or upto 6 months from date of delivery^{6[6]}.

13.9 **Special Disability Leave**

13.9.1 It is admissible to all employees when (a) disability is caused by injury intentionally or accidentally inflicted or caused in, or in consequence of, the due performance of official duties or in consequence of the official position, (b) when disabled by illness incurred in the performance of any particular duty which has the effect of increasing liability to illness or injury beyond the ordinary risks attaching to the civil post held, under the same condition (Rule 45).

13.9.2 The disability as above should have manifested within three months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice. The leave sanctioning authority, if satisfied as to the cause of disability, may relax the condition and grant leave in case where disability has manifested more than three months after the occurrence of its cause. The disability under the above should be certified by an Authorised Medical Attendant to be directly due to the performance of the particular duty.

^{6[6]}Rule 43 GOI decision (b) & DP&T OM No. 13018/1/97-Estt. (Leave) dated 7.10.97

13.9.3 The period of leave will be certified by an Authorised Medical Attendant subject to a maximum of 24 months. It may be combined with any other kind of leave. It will count as service for pension. It will not be debited to the leave account (Rule 44(3)).

13.9.4 The leave salary for the first 120 days will be the pay last drawn and for the remaining period it will be equal to leave salary during half pay leave. The appointing authorities are competent to sanction special disability leave (Rule 44(7)).

13.10 **Hospital Leave**

13.10.1 Hospital leave is admissible to such Group - C employees whose duty involves handling of dangerous machinery, explosive material, poisonous drugs and the like, or the performance of hazardous task and also to Group - D employees while under medical treatment in a hospital or otherwise for illness or injury directly due to risks incurred in the course of official duty (Rule 46(1)).

13.10.2 Medical certificate from an Authorised Medical Attendant is necessary for the grant of this leave. It may be granted for such period as the authority granting the leave may consider it necessary [Rule 46 (2)(3)].

13.10.3 Hospital leave may be combined with any other kind of leave due and admissible provided the total period of leave does not exceed 28 months. The leave salary for the 120 days will be the pay last drawn and for remaining period it will be equal to leave salary during half pay leave. The Hospital Leave is not to be debited to the leave account (Rule 46(4)).

13.11 **Study Leave**

13.11.1 It is granted to a government servant who has satisfactorily completed period of probation and rendered not less than five years of regular continuous service including the period of probation for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties or being capable of widening his mind in a manner likely to improve his ability as a civil servant (Rule 50(1), (2) & (5)).

13.11.2 Ministry/Department of Central Government is the competent authority for sanctioning the study leave. The course for which the study leave is granted should be certified to be of definite advantage to government from the point of view of public interest. The official on his return should submit a full report on the work done during the study leave.

13.11.3 The study leave is not granted (i) for studies out of India if facilities for such studies exist in India, & (ii) to an official due to retire within three years of the return from the study leave. It may also not be granted to some officials with such frequency as to remove him from the contact with his regular work or causes cadre difficulty owing to his absence on leave (Rule 50(4)(5) & (6)).

13.11.4 The maximum period of study leave is 24 months in the entire service and may be granted at a stretch or in different spells. The study leave can be combined with any other leave due, but maximum period of continuous absence including vacation if any, but excluding extraordinary leave should not exceed 28 months generally, and 36 months for the courses leading to Ph.D. degree (Rule 51 & 54).

13.11.5 The leave salary in case of Study leave outside India is admissible as pay last drawn plus D.A., HRA, CCA and in addition study allowance admissible. In case of study leave in India, Study allowance is not admissible. HRA and CCA are payable for the first 180 days and beyond 180 days will be subject to the production of prescribed certificate for drawal.

13.12 **Casual Leave**

13.12.1 It is not a recognized form of leave and is not subject to any rule made by Government of India. An official on casual leave is not treated as absent from the duty and pay is not intermitted.

13.12.2 Casual Leave can be combined with Special Casual Leave but not with any other kind of leave. It cannot be combined with joining time. Sundays and holidays falling during a period of casual leave are not counted as part of casual leave. These holidays can be prefixed or suffixed with the casual leave. Casual leave can be taken while on tour, but no DA will be admissible for the period of casual leave availed on tour. LTC can also be availed during casual leave. Half a day's casual leave can also be availed of.

13.12.3 to a government servant is entitled Eight days casual leave during a calendar year. An individual appointed and joining duty during the middle of year may avail of casual leave proportionately or to the full extent at the discretion of the competent authority. Casual leave normally is not granted for more than 5 days at any one time except under special circumstances.

13.12.4 Half a day's casual leave availed of in the second half is also permitted to be combined with regular leave on certain compelling grounds [Rule 11 (GOD) (2)].

13.13 **Special Casual Leave**

13.13.1 In sports events admissible upto a maximum of 30 days in a calendar year for attending (a) coaching of training camps under Rajkumari Amrit Kaur Coaching Scheme or similar All India Coaching or training schemes; (b) coaching or training camps at the National Institute of Sports, Patiala; (c) coaching camps in sports organized by National Sports Federation/ Sports Boards recognized by government.

13.13.2 Admissible upto a maximum of 10 days in any one year for participating in Inter-Ministerial and Inter-Departmental tournaments and sporting events held in and outside Delhi. Special casual leave may also be granted to a sportsman getting seriously injured or being hospitalized during the sporting events subject to the overall ceiling of 30 days in a calendar year.

13.13.3 Special casual leave of 15 days in a calendar year is also admissible for taking part in cultural activities like dance, drama, music and also for taking part in dancing and singing competition at religious, national and international level organized by Government of India / Government sponsored bodies.

13.13.4 **Special Casual Leave for family planning:**

(a) Male Employees - admissible maximum of 6 working days for vasectomy operation. If he undergoes the said operation for a second time due to failure of the first, another 6 days will be admissible on the production of medical certificate. Maximum 21 days are admissible for undergoing recanalization operation. Maximum of 7 days if his wife under-goes tubectomy, laparoscopy or salpingectomy operation. The leave should follow the date of operation.

(b) Female employees - admissible maximum of 14 days for tubectomy/laparoscopy operation. If she undergoes the operation for a second time due to failure of the first, maximum of 14 days will be admissible for the second time. Maximum of 14 days admissible for salpingectomy operation after Medical Termination of Pregnancy (MTP). Maximum of 21 days admissible for undergoing recanalization operation. Admissible for one day on the day of operation when her husband undergoes vasectomy operation, and also for IUCD/IUD insertion/re-insertion.

13.13.5 **Extension/Additional Special Casual Leave** (i) admissible for the period of hospitalization if the concerned employee is hospitalized on

account of post-operational complications, (ii) Admissible for 7 days in case of vasectomy operation and 14 days in case of tubectomy operation if the employee does not remain hospitalized after sterilization operation but is not fit to resume duty.

13.13.6 Special Casual Leave for sterilization operation is not admissible to casual labourers with temporary status since the benefit is admissible to regular employees only.

13.14 **Powers for sanctioning of Leave in respect of CBI personnel:**

Leave except special casual leave to NGOs of all rank posted in a branch is sanctioned by the Supdt. of Police as Head of Office of the branch. Leave to Gazetted Officers (Group-B) is sanctioned by DIG and to (Group-A) of and above the rank of SP by Director, CBI.

13.15 **Encashment of Leave:**

The authority competent to sanction leave should automatically grant lump sum cash equivalent of leave salary admissible for the number of days of earned leave at the credit of the employee on the last day of his service, subject to a maximum of 300 days including the number of days, for which encashment was availed along with LTC [Rule 39(2)(b)] & [39(D), GID 17) :

- (i) Admissible on retirement attaining the age of superannuation;
- (ii) When the service is extended in public interest beyond superannuation, after extension;
- (iii) When an employee is invalid from service on medical grounds;
- (iv) When an employee resigns or quits service on his own accord, the lumpsum cash payment will be only to the extent of half of the earned leave at his credit subject to a maximum of 150 days including the number of days for which encashment was availed along with LTC, on the date of cessation from service;
- (v) On premature retirement under FR56(j) or (l) or Rule 48 of CCS (Pension) Rules;
- (vi) On voluntary retirement under FR 56(k) or (m) or Rule 48 or 48-A of CCS(Pension) Rules;

- (vii) On compulsory retirement as a measure of penalty when no reduction in pension is ordered.

13.16 **Encashment of Half Pay Leave:**

Officials covered by (i), (v) and (vi) above and those permanent/quasi-permanent employees retired on invalidation will also be entitled to cash equivalent to half pay leave at their credit. Encashment of earned leave up to 300 days (including the number of days for which encashment was availed along with LTC) should, as usual, be allowed in their cases, even if the period goes beyond their normal date of superannuation. If, however, the benefit of encashment of half pay leave is also availed of, the period of HPL plus EL should not extend beyond their normal date of superannuation. This restriction is not applicable to those retiring on superannuation. The cash equivalent for half pay leave is subject to reduction on account of pension, relief on pension and pension equivalent to Retirement Gratuity. If the cash equivalent to half pay leave falls short of the total of pension, pension equivalent to Retirement Gratuity and relief on pension, cash equivalent for the half pay leave is not payable [Rule 39(5)].

13.17 **Encashment of EL during LTC**

Encashment of EL while availing LTC will be admissible subject to the following conditions:

- (i) Limited to 10 days of EL on one occasion and 60 days in the entire service.
- (ii) Will be taken into account while computing the maximum admissibility for encashment at the time of quitting service.
- (iii) At least equal number of days of EL should be availed along with encashment.
- (iv) The balance at credit should be not less than 30 days after deducting the total of leave availed plus leave for which encashment was availed [Rule (39-D, GOD(17))].

13.18 **Amount payable for Encashment of Earned Leave:**

The lump sum will consist of (i) leave salary and (ii) DA (for the first 300 days only). It will not include HRA/CCA/Special Increment granted for promoting small family norm.