



WELCOME TO SESSIONS
ON

CCS LEAVE RULES, 1972

INTRODUCTION

- ▶ THE CENTRAL CIVIL SERVICES (LEAVE) RULES, 1972 CAME INTO FORCE WITH EFFECT FROM JUNE 01, 1972.
- ▶ IT CONTAINS 7 CHAPTERS AND TWO SCHEDULES
- ▶ SCHEDULE I CONTAINS AUTHORITY COMPETENT TO GRANT LEAVE
- ▶ SCHEDULE II CONTAINS FORMS FOR LEAVE, MEDICAL, FITNESS, ETC.

To Whom do the rules apply?

Rule -2

- ▶ SHALL APPLY TO THE CIVIL SERVICES AND POSTS IN CONNECTION WITH THE AFFAIRS OF THE UNION
- ▶ NOT APPLY TO
 - ❖ THOSE WHO HAVE OTHER RULES.
 - ❖ RAILWAYS, AIS
 - ❖ CASUAL OR DAILY RATED OR PART TIME, ON CONTRACT
 - ❖ WORK CHARGED ESTABLISHMENTS
 - ❖ FOR WHOM SPECIAL PROVISIONS HAVE BEEN MADE UNDER THE CONSTITUTION
 - ❖ PEOPLE ON DEPUTATION FROM THE STATE GOVT. OR OTHERS

General Conditions

- NOT A MATTER OF RIGHT [7 (1)]
- MAY BE REFUSED, CURTAILED OR REVOKED [7(2)]
- NOT TO BE DENIED DURING LAST 10 YEARS OF SERVICE
 - OM NO. 14028/19/86-ESTT(LEAVE) DATED 29.9.86
- TO BE ENCOURAGED TO TAKE LEAVE- TO FRESHEN UP
- KIND OF LEAVE APPLIED FOR CAN NOT ORDINARILY BE ALTERED
- MAXIMUM PERIOD OF LEAVE IS 5 YEARS
- CEASES ON IMPOSITION OF MAJOR PENALTY

Kinds of Leave

COMMON

SITUATION SPECIFIC

- EARNED LEAVE
- HALF-PAY LEAVE
- COMMUTED LEAVE
- LEAVE NOT DUE
- EXTRA ORDINARY LEAVE
- MATERNITY LEAVE
- CHILD CARE LEAVE
- PATERNITY LEAVE
- STUDY LEAVE

Other kinds of leave

- ▶ THEY ARE NOT REGULAR KINDS OF LEAVE AND ARE NOT GOVERNED BY THE CCS (LEAVE RULES), 1972 ONLY BY EXECUTIVE INSTRUCTIONS
- ▶ CASUAL LEAVE (CL)
- ▶ RESTRICTED HOLIDAY (RH)
- ▶ COMPENSATORY OFF
- ▶ SPECIAL CASUAL LEAVE

▶ **CL** -8 DAYS LEAVE AVAILABLE IN A YEAR FOR NORMAL AND

▶ **CL- 12(INCLUDING 4 AS SCL) FOR DIFFERENTLY ABLE PERSON**

- ❖ NOT TREATED AS ABSENCE FROM DUTY
- ❖ ONLY ABSENCE FOR ½ DAY ALSO. LUNCH IS DIVIDING LINE
- ❖ IF AVAILED FOR FORENOON MUST JOIN DUTY BY 1.30PM
- ❖ NORMALLY NOT MORE THAN 5 DAYS.
- ❖ ½ DAY TO BE DEBITED FOR LATE ATTENDANCE(UPTO AN HOUR AND NOT MORE THAN TWO OCCASIONS CAN BE CONDONED)

▶ **RH** –LIST BY GOVT. CAN BE COMBINED

▶ **COMPENSATORY OFF** – AVAILED WITHIN A MONTH IN LIEU OF WORKING ON A HOLIDAY WITHOUT REMUNERATION NO LIMIT. IF AFTER A MONTH MAXIMUM TWO WITH SPECIAL PERMISSION OF JS.

IN ANY ONE CALENDAR YEAR SPECIAL CASUAL LEAVE CAN BE AVAILED OF AS FOLLOWS-

1. SPECIFIC SPORTS RELATED ACTIVITIES.-MAX 30 D
2. INJURIES DURING SPORTS EVENT. -MAX 30 D.
3. CULTURAL ACTIVITIES. -MAX 30 D.
4. MOUNTAINEERING EXPEDITIONS. -MAX 30 D.
5. FAMILY PLANNING REASONS
 1. 6 D FOR MEN & 14 D FOR WOMEN(CAN BE EXTENDED)
 2. 7 D IF WIFE UNDERGOES AND 1 D IF HUSBAND UNDERGOES
6. FOR TAKING UP DEPARTMENTAL EXAMINATIONS.
7. ASSOCIATION/UNION MEETINGS/COOPERATIVE SOCIETY ACTIVITIES.
8. BANDHS, NATURAL CALAMITIES, IF RESIDENCE IS BEYOND 8 KMS.
9. ELECTIONS.
10. HOME GUARD TRAINING, TERRITORIAL ARMY CAMPS, BLOOD DONATIONS.

New for spl. CL

- ▶ SPL CL MAY BE GRANTED FOR- APHERESIS (BLOOD COMPONENTS SUCH AS RED CELL, PLATELETS, PLASMA ETC) DONATIONS ALSO.
- ▶ IF IT IS DONE ON A WORKING DAY- FOR THAT DAY ONLY.
- ▶ TOTAL 4 TIMES IN A YEAR – ON PRODUCTION OF VALID PROOF OF DONATION.

Combination [Rule 11]

- NO PROBLEM WITH RH AND COMPENSATORY OFF, MAY BE COMBINED WITH OTHER LEAVE OR CL BUT NOT BOTH.
- PRODUCTION OF MC CAN BE WAIVED (MAX 3 DAYS)
- **CL CAN NOT BE COMBINED. ½ DAY'S CL MAY BE COMBINED WITH REGULAR LEAVE IF NO FURTHER CL IS IN CREDIT AND ABSENCE IS DUE TO SICKNESS THE NEXT DAY OR SOME OTHER COMPELLING REASONS.[OM NO. 60/45/65-ESTS.(A) DATED 4.2.66**
- ½ DAY CL CAN NOT BE GRANTED TO OFFICER IN COMBINATION OF LEAVE ALREADY APPLIED FOR.

RETROSPECTIVE CONVERSION

CONDITIONS:

- ▶ KIND OF LEAVE FOR WHICH CONVERSION IS APPLIED FOR SHOULD BE DUE AND ADMISSIBLE TO A GS AT THE TIME OF ORIGINAL SANCTION OF THE LEAVE.
- ▶ GS HAS TO APPLY WITHIN 30 DAYS OF HIS HER JOINING WITH A FORMAL APPLICATION
- ▶ CAN NOT BE CONVERTED AFTER RETIREMENT

LEAVE NOT TO BE GRANTED TO:

- ▶ A GOVERNMENT SERVANT ON SUSPENSION
- ▶ TO WHOM A PENALTY OF DISMISSAL OR REMOVAL OR COMPULSORY RETIREMENT HAS BEEN IMPOSED

EARNED LEAVE

- ▶ CREDIT: 15 DAYS ADVANCE CREDIT IN JANUARY AND JULY
- ▶ CEILING: 300 DAYS +15
- ▶ CREDIT RATE: 2.5 DAYS/PER COMPLETE MONTH

- ▶ CREDIT WILL BE REDUCED BY 1/10TH OF EOL AVAILABLE AND/OR THE PERIOD OF DIES NON DURING THE PREVIOUS HALF YEAR, SUBJECT TO A MAXIMUM OF 15 DAYS AND TO THE EXTENT OF SUCH CREDIT ONLY.

Credit of EL during relevant half year on:

- ▶ (a) Appointment
 - ▶ Retirement/Resignation
 - ▶ death
 - ▶ Dismissal/ Removal
- ▶ 2 ½ days per completed calendar month (PCCM)
 - ▶ 2 ½ days PCCM up to date of retirement/ resignation
 - ▶ 2 ½ days PCCM up to date of death
 - ▶ 2 ½ days PCCM up to the end of preceding calendar month in which dismissed or removed

Contd...

- DEDUCTION RATE: 1/10TH OF THE PERIOD OF EOL/PERIOD OF ABSENCE TREATED AS DIES NON IN THE SUBSEQUENT HALF YEAR TO THE EXTENT OF SUCH CREDIT ONLY
 - MAXIMUM CARRY FORWARD: 300DAYS
 - SANCTION: MAX 180 DAYS AT ONE TIME
- FOR GR A AND B EL UPTO 300 DAYS MAY BE SANCTIONED AT ANY ONE TIME IF AT LEAST THE PERIOD OVER 180 DAYS IS SPENT OUTSIDE INDIA , BANGLADESH, PAKISTAN, SRI LANKA, NEPAL, BHUTAN AND BURMA.
- ACCOUNT BALANCE WORKED OUT AT THE END OF EACH HALF-YEAR. NO. OF DAYS OF UN AVAILED JT CAN BE ADDED TO BALANCE (MAX 300)

HALF PAY LEAVE - credit

- (a) Appointment
- Retirement/Resignation
- death
- Dismissal/ Removal
- 5/3 days per completed calendar month (PCCM)
- 5/3 days PCCM up to date of retirement/ resignation
- 5/3 days PCCM up to date of death
- 5/3days PCCM up to the end of preceding calendar month in which dismissed or removed

HALF PAY LEAVE – contd..

- **debit**
 - one eighteenth of dies-non
 - twice of commuted leave
 - leave not due
- **with or without m.c.**
- **leave salary**

COMMUTED LEAVE

- ⦿ not more than half of HPL
- ⦿ deduct- double the amount from HPL
- ⦿ granted with Medical Certificate generally
 - exceptions**
 - 60 days in continuation of maternity leave
 - 60 days in continuation of child adoption leave
 - 90 days for higher studies may apply upto 180 days HPL
- ⦿ quits service
 - convert into HPL
 - recover excess payment
 - not in case of ill health and death

LEAVE NOT DUE

- ◉ permanent govt servants on MC limited to 360 days in entire service, if no hpl at credit.
- ◉ temp g.s. – on TB, leprosy, cancer or mental illness-conditions-----
 - put in 1 year service
 - supported by MC
- ◉ without MC
 - exceptions**
 - in continuation of maternity and child adoption leave
- ◉ limited to HPL likely to earn
- ◉ debited against future HPL
- ◉ resigns
 - cancel LND
 - effective from date of LND
 - leave salary recovered
- ◉ not granted as LPR

EXTRA ORDINARY LEAVE

- **If there is no other leave**
- **Otherwise also, if applied for**
- **With or without M.C.**
- **No limit for pt. G.S.**
- **Conditional for temp. G.S.**
 - **3 months on one occasion**
 - **6 months on M.C. if one yr's continuous service rendered after expiry of earlier leave or above leave.**
 - **1 yr service - 18 months if undergoing treatment for T.B or pleurisy in a sanatorium or home under specialist**
 - **24 months for higher Studies if 3 yrs cont. service- after previous leave or 3 months Eol**
- **Not to run with notice period**

MATERNITY LEAVE

- ◉ **For married and unmarried**
- ◉ **Female govt employees**
- ◉ **Pregnancy – 180 days less than two surviving children**
- ◉ **MTP -- 45 days one stretch/spells**
- ◉ **With full pay**
- ◉ **Not debitible**
- ◉ **Qualifies for pension & increment**
- ◉ **60 days comm. Leave L.N.D. Leave without M.C. upto two years (11-9-2008)**
- ◉ **Not admissible for threatened abortion**

SPECIAL MATERNITY LEAVE

- ◉ **A SPECIAL MATERNITY LEAVE IS GRANTED TO A FEMALE GOVERNMENT SERVANT IN CASE OF DEATH OF A CHILD SOON AFTER BIRTH/STILLBIRTH.**
- ◉ **DURATION: 60 DAYS FROM THE DATE OF EXPIRY OF CHILD SOON AFTER BIRTH/ STILL BIRTH**
- ◉ **THE CONDITION DEATH OF A CHILD SOON AFTER BIRTH MAY BE DEFINED UP TO 28 DAYS AFTER BIRTH. A BABY BORN WITH NO SIGNS OF LIFE AT OR AFTER 28 WEEKS OF GESTATION MAY BE DEFINED AS STILL BIRTH**

PATERNITY LEAVE

- ⦿ Male govt. Employees less than 2 children
- ⦿ 15 days during wife's confinement
- ⦿ To be applied up to 15 days before or 6 months from date of delivery
- ⦿ With full pay
- ⦿ Qualifies for pension & increment
- ⦿ Not to be refused normally
- ⦿ 15 days for adoption of a child less than 1 yr old within a period of 6 months from the date of adoption

CHILD ADOPTION LEAVE

- ◉ For female govt employees with less than 2 surviving children
- ◉ Adopting child less than one yr
- ◉ 180 days (Since 22.7.2009)
- ◉ With full pay
- ◉ Not debitable
- ◉ Qualifies for pension & increment
- ◉ Combine with other leave upto one year
- ◉ 60 days comm. Leave and L.N.D.without M.C.
- ◉ To male govt. servant as 15 days paternity leave (since 22.7.2009)

CHILD CARE LEAVE

- Women employees having minor children
- Prior approval is necessary
- Up to 730 days in the entire service career
- Care of up to 2 children
- Can't be claimed as right
- To be treated like EL
- Maximum three spells in a year
- Separate Performa to be kept along with service record

New addn. to CCL

- ▶ AN EMPLOYEE ON CCL MAY BE PERMITTED TO LEAVE HQ WITH THE PRIOR APPROVAL OF COMPETENT AUTHORITY.
- ▶ LTC MAY BE AVAILED WHILE ON CCL
- ▶ AN EMPLOYEE ON CCL MAY PROCEED ON FOREIGN TRAVEL PROVIDED APPROVAL TAKEN FROM COMPETENT AUTHORITY IN ADVANCE.

(OM No. 13018/6/2013-Estt.(L)dt. 03.04.2018)

COMPTENT AUTHORITY CAN RELAX UP TO A MAXIMUM OF THREE SPELLS BEYOND THE EXISTING THREE SPELLS OF CCL IN A YEAR IN CASE THE CHILD IS ADMITTED TO THE HOSPITAL AS INPATIENT.

OM NO.A.24011/5/2024-ESTT.-LEAVE DATED 29.7.2024

New addn. to CCL

- ▶ RULE 43-C OF CCS (LEAVE) RULES 1972 HAS BEEN AMENDED BY- LIMIT OF 22 YEARS- DISABLED CHILDREN- FOR CCL HAS BEEN REMOVED.
- ▶ CCL MAY NOT BE GRANTED FOR < 5 DAYS
(OM No. 13018/6/2013-Estt.(L)dt. 22.06.2018)

STUDY LEAVE

PURPOSE & CRITERIA

- **STUDY MAY BE IN INDIA OR OUTSIDE**
- **ABROAD IF NOT AVAILABLE IN INDIA**
- **FOR SPL COURSE OF STUDY CONSISTING OF HIGHER STUDIES OR**
- **SPECIALISED TRAINING IN A PROFESSIONAL OR TECHNICAL SUBJECT**
- **HAVING A DIRECT AND CLOSE CONNECTION WITH THE SPHERE OF DUTY**

PURPOSE & CRITERIA CONTD---

- Could be for a course of training or Study tour in which attending academic or semi-academic course may not be Necessary
 - But certified to be of definite advantage to govt
 - In public interest
 - Related to sphere of duties
- Studies connected with the framework or background of public administration
 - Should be approved by competent authority
 - On return GS to submit a full report

PURPOSE & CRITERIA CONTD---

- ◎ Also for studies not closely and directly related to sphere of duties but, capable of widening mind to improve capabilities as civil servant

SANCTIONING AUTHORITY

◎ **STUDY LEAVE CAN BE SANCTIONED BY THE FOLLOWING AUTHORITIES AS THE CASE MAY BE:-**

- MINISTRY/DEPARTMENT(SECTTY)**
- ADMINISTRATOR**
- C & AG**

ELIGIBILITY

- ⦿ **PERMANENT GOVT SERVANT**
- ⦿ **COMPLETED PROBATION**
- ⦿ **CONTINUOUS SERVICE OF 5 YRS**
- ⦿ **EXECUTES BOND TO SERVE FOR 3 YRS**
- ⦿ **NOT TO RETIRE WITHIN 3 YRS ON EXPIRY**

QUANTUM

- ◉ **Maximum period is 36 months for Central Health Service Officers and 24 months for others**
- ◉ **24 months in entire service :**
 - **at a stretch or in spells**
- ◉ **Can be combined with other leave**
- ◉ **If combined not to exceed 28 months**
- ◉ **36 Months if leads to ph. D. Degree**
- ◉ **Entire period- Fellowship by the following:**
Jawharlal Nehuru, K.K.Birla, IIM, MDI-Gurugram, LN Jayaprakash Narayan Nat. Inst. Of Criminology and Forensic Sc.

CONDITIONS

- CERTIFIED TO BE IN PUBLIC INTEREST
 - GS TO EXECUTE THE REQUISITE BOND
 - G.S. TO SUBMIT COMPLETION REPORT
 - NOT WITH SUCH FREQUENCY TO KEEP G.S. AWAY FROM HIS REGULAR WORK
 - SUBJECT OF STUDY NOT TO BE LITERARY OR ACADEMIC
- EXCEPTIONS:

PH.D. FOR IES/ISS OFFICERS

P.G. FOR A MEDICAL OFFICER

P.G. FOR A SPECIALIST OR TECH.

CONDITIONS CONTD-----

◎ **THE ABOVE EXCEPTIONS COULD BE WITH A VIEW TO :**

- KEEP HIM ABREAST WITH THE LATEST IN THE FIELD**
- IMPROVE HIS TECHNICAL STANDARD AND COMPETENCE**
- SUBSTANTIAL BENEFIT TO THE DEPARTMENT**

LEAVE SALARY

- ▶ **PAY DRAWN BEFORE PROCEEDING**
- ▶ **INCLUDING HRA, DA**
- ▶ **REDUCED BY AMOUNT OF STIPEND/SCHOLARSHIP IF RECEIVED**
- ▶ **NET SALARY NOT TO BE LESS THAN SALARY ADMISSIBLE DURING HPL**
- ▶ **NO STUDY ALLOWANCE DURING STUDY LEAVE FOR A COURSE IN INDIA**

T.A. & FEE

▶ NO TRAVELLING ALLOWANCE

- PRESIDENT MAY GRANT T.A. IN EXCEPTIONAL CIRCUMSTANCES
- C & AG MAY GRANT T.A. IN EXCEPTIONAL CIRCUMSTANCES TO INDIAN AUDIT A/C SERVICE

▶ G.S. TO MEET THE COST OF FEE FOR STUDY

- PRESIDENT MAY GRANT FEE IN EXCEPTIONAL CIRCUMSTANCES
- C & AG MAY GRANT FEE IN EXCEPTIONAL CIRCUMSTANCES TO INDIAN AUDIT A/C SERVICE

NON-COMPLETION / RESIGNS

▶ if a govt.servant

- fails to complete study
- resigns without returning
- returns & resigs within 3 yrs

all the expenses incurred by govt and leave salary will be recovered

▶ no recovery if permitted to resign on medical ground or absorbed in autonomous / statutory body but,

- study leave is converted into leave due and admissible and excess salary is recovered

ALLOWANCES DURING LEAVE

- ▶ **D.A.** :On the amount of Leave Salary
- ▶ **HRA**
Upto 180 Days – Same rate before proceeding on leave
Over 180 Days - Subject to furnishing of Certificate
- ▶ **Conveyance allowance** - Not Admissible During Leave + Holidays Prefixed/Suffixed To Leave
- ▶ **Transport All.** Not admissible during leave overlapping a calendar month

LEAVE PREPARATORY TO RETIREMENT

- ▶ LEAVE PREPARATORY TO RETIREMENT
- ▶ TO THE EXTENT EL DUE NOT EXCEEDING 300 DAYS TOGETHER WITH HPL
- ▶ SHALL NOT INCLUDE EOL
- ▶ IF IN FOREIGN SERVICE, WITH APPROVAL OF PARENT ORGANIZATION
- ▶ MUST INCLUDE DAY OF RETIREMENT

Leave Salary

- ▶ EL : EQUAL TO LAST PAY DRAWN
- ▶ HPL : HALF OF LAST PAY DRAWN
- ▶ COMMUTED LEAVE: EQUAL TO LAST PAY DRAWN
- ▶ LND : SAME AS HPL
- ▶ EOL : NO LEAVE SALARY (LEAVE WITHOUT PAY)
- ▶ L.P.R. : AS ADMISSIBLE FOR EL/HPL
- ▶ MATERNITY LEAVE: EQUAL TO LAST PAY DRAWN
- ▶ PATERNITY LEAVE: -- DO --
- ▶ CCL: -- DO -- (1ST YR.) (80% 2ND YR.)



THANK YOU

ANY QUESTIONS