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Leave Rules -

Earned leave/Half Pay leave, etc.
grant of -

GOVERNMENT OF MAHARASHTRA

Finance Department.

Circular No. LVE-2477/CR-5/SER-9.

Mantralaya, Bombay-400 032, Dated the 8th March 1977.

CR1977030801

C I R C U L A R

Instructions have been issued in the past to the Heads of Departments/Offices that leave should be granted to staff members working under them liberally at regular intervals not only in the interest of the Government servant concerned but also the efficiency of Government administration. The scheme of encashment of earned leave has been introduced with a view to enabling Government employees to avail themselves of leave periodically so that they may keep themselves healthy and refreshed and thereby keep maintaining efficiency in the Government Administration. It has also been directed that the Heads of Departments/Offices should draw up a regular leave forecast each year and regulate the grant of leave throughout the year in such a way that Government Servants are able to avail of the benefit of the surrender of earned leave without detriment to the efficiency of the concerned department/office. Despite these instructions, it has been noticed that Government Servants are not being granted leave on administrative grounds although there is sufficient leave to their credit. It has also been noticed that the Heads of Departments/Offices unilaterally change the nature of leave applied for by the staff members working under them. Government is, therefore, once again pleased to direct that the Heads of Departments/Offices should grant leave due and admissible to their subordinates liberally at regular intervals save in exigencies of public service. Government is further pleased to direct that action taken by the authority competent to sanction leave to alter the nature of the leave due and applied by a Government Servant offends the provisions under Note 1 below, Bombay Civil Services Rule 619. They are, therefore, advised to refrain themselves from doing so. These instructions should be scrupulously followed by all the Heads of Departments/Offices.

By order and in the name of the Governor of Maharashtra,

M.N. KAMTIKAR,
Desk Officer.
Finance Department.

To

The Accountant General, Maharashtra I, Bombay,
The Accountant General, Maharashtra II, Nagpur,

P.T.O.

GCP.ROTA/F.D.-H-1314(4,500+5-3-77)

The Pay and Accounts Officer, Bombay,
 The Resident Audit Officer, Bombay,
 The Chief Auditor, Local Fund Accounts, Maharashtra, Bombay,
 *The Secretary, Maharashtra Public Service Commission, Bombay,
 *The Secretary, Maharashtra Legislature Secretariat, Bombay,
 *The Prothonotary and Senior Master, Maharashtra High Court, Bombay,
 *The Registrar, Maharashtra High Court of Judicature, Appellate Side, Bombay,
 *The Registrar, Office of the Lokayukta and Upa-Lokayukta, Bombay,
 The Chief Executive Officers of all Zilla Parishads,
 The Secretary to Governor,
 The Secretary to the Chief Minister,
 The Personal Assistants to all Ministers, Ministers for State and Deputy Ministers,
 All Departments of the Mantralaya,
 All Heads of Departments and Heads of Offices under the various Departments of the Mantralaya,
 All Desks/Branches in Finance Department.

*By letter.

No. E-44

of 1977. Pune di 30-3-77

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cc for SC&DCR 25/3

RESPONSE
30/3/77