

CR1979080401

Cash payment in lieu of unutilised
earned leave on the date of retirement. 284

GOVERNMENT OF MAHARASHTRA
Finance Department.

Circular No. LVE-2479/CR-86/SER-9.
Mantralaya, Bombay-400 032, Dated 4th August 1979.

- READ:-** (i) Government Resolution, Finance Department,
No. LVE-2477/CR-1397/SER-9, dated 25th April 1978.
(ii) Government Resolution, Finance Department,
No. LVE-2478/CR-646/SER-9, dated 27th February 1979.

CIRCULAR:- According to para 1(e) of Government Resolution,
Finance Department, No. LVE-2477/CR-1397/SER-9, dated the 25th
April 1978, the authority competent to grant leave shall suo-motu
issue orders granting cash equivalent of leave salary in respect of
the unutilised earned leave at the credit of the Government servant
on the date of retirement on superannuation. It has, however, been
brought to the notice of Government that considerable time elapses
between the date of retirement on superannuation of a Government
servant and that of payment of cash equivalent of leave salary in
respect of the unutilised earned leave. With a view to enabling the
retiring Government servant to receive cash equivalent of leave salary
in respect of the unutilised earned leave without delay, Government
is pleased to direct as under:-

- (a) A Government servant nearing the date of retirement on
superannuation should inform the authority competent to sanction
him leave, in writing, three months in advance of the date of
retirement, if he desires to avail of the facility of drawal of
cash equivalent of leave salary in respect of the unutilised earned
leave at his credit on the date of his superannuation.
- (b) (i) The competent authority should within 15 days of
receipt of such an intimation from a gazetted officer move the
Accountant General/Pay and Accounts Officer, Bombay, to communicate
to him the amount of earned leave to the credit of the concerned
Government servant on the date of retirement on superannuation.
- (b) (ii) The Accountant General/Pay and Accounts Officer
should communicate the title to earned leave due and admissible as
on the date of retirement on superannuation to the competent
authority at least a fortnight before the date of retirement of the
Government servant.
- (b) (iii) While reporting the title to the earned leave at
the credit of the retiring gazetted officer, the Audit Office/Pay
and Accounts Office will authorise the cash equivalent of leave
salary in respect of the unutilised earned leave due and admissible
subject to the following conditions -
- (i) The amount authorised is not payable before the
date of retirement.
- (ii) The officer does not avail of any earned leave
subsequent to the date of report of the title to
leave by the Audit Office.

(c) In the case of a non-gazetted Government servant, the
competent authority should within 15 days of receipt of intimation
from the concerned Government servant himself arrange to have
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ascertained the amount of earned leave due and admissible to the credit of the Government servant on the date of retirement on superannuation.

(d) The competent authority should after satisfying himself that earned leave, if any, availed of by the concerned Government servant, gazetted or non-gazetted, after receipt of his written intimation as in (a) above is actually deducted from the earned leave due and admissible as on the date of superannuation as reported by the Audit/his office arrange to issue necessary orders sanctioning cash equivalent of leave salary in respect of the unutilised earned leave. This should be done within a week of the date of retirement of the concerned Government servant.

(e) Thereafter, the competent authority should, within 15 days of the date of retirement, prefer a bill claiming the cash equivalent of leave salary in respect of the unutilised earned leave to the Pay and Accounts Office / Treasury as the case may be.

(f) Payment of cash equivalent of leave salary in respect of the unutilised earned leave at the credit of the Government servant retiring on superannuation, should be made irrespective of whether or not 'No Demand Certificate' from the Audit Office/Department concerned is received.

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

S.M. PISAL,
Deputy Secretary to Government,
Finance Department.

To

The Accountant General, Maharashtra I, Bombay,
The Accountant General, Maharashtra II, Nagpur,
The Pay and Accounts Officer, Bombay,
The Resident Audit Officer, Bombay,
The Chief Auditor, Local Fund Accounts, Bombay,
The Director of Accounts and Treasuries, Bombay,
All District Treasury Officers/Sub-Treasury Officers,
The Secretary to Chief Minister,
All Private Secretaries of the Ministers and Ministers of State,
*The Prothonotary and Senior Master, High Court, Bombay,
*The Registrar, High Court, Appellate Side, Bombay,
*The Secretary, Maharashtra Public Service Commission, Bombay,
*The Secretary, Maharashtra Legislature Secretariat, Bombay,
*The Registrar, Office of the Lokayukta and Upa-Lokayukta, Bombay,
All Departments of the Mantralaya,
All Heads of Departments and Offices under the various Departments of the Mantralaya,
All Chief Executive Officers of Zilla Parishads,
All Desks in Finance Department,
Select File, Finance Department, Desk SER-9.

*By letter.

NO A-317 (CR-1558/A3) 80
Pune 5-7-80

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Attn: Mr. N. S. for information

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2 Desk Officer-A-3

H-624(7,500+5-8-79)-a.