



Shahada Taluka Educational Society and Co-Operative Educational Society Limited's  
Affiliated To S.N.D.T. Women's University, Mumbai

**Senior Arts Mahila Mahavidyalaya, Shahada, Dist-Nandurbar.**  
(NAAC Reaccredited Grade B C.G.P.A. 2.07)

Phone No.- 02565-223232

College Code – B.A.- 070, B.C.A.- 269

Email: [artsshahada070@gmail.com](mailto:artsshahada070@gmail.com)

**Shri. Motilal F. Patil**  
(M. Sc. Agri.)  
Chairman

**Dr. Kailas R. Chavhan**  
(M.A. NET Ph. D.)  
Incharge Principal

O/W No. 2022-23

Date: 15/09/2022

**College Development Committee**  
**Academic Year – 2022-23**

(As Per Maharashtra Public University Act.2016,97/01)

Sr. No.	Name	Post	M.P.U.A.
1	Shri. Motilal Fakira Patil	Chairperson	97.(01) (a)
2	Shri. Ambalal Kashinath Patil	Management Secretary	97.(01) (b)
3	Smt. Mangal Sakharam Chaudhari	H.O.D. , I.Q.A.C coordinator & Ladies Teacher Representative	97.(01) (c) & 97.(01) (g)
4	Shri. Santosh Bhika Tamkhane	Teacher Representative	97.(01) (d)
5	Shri. Nilesh Pandit Patil	Non-Teacher Representative	97.(01) (e)
6	Shri. Kakaso Jalindar Anpat	Teacher Representative	97.(01) (d)
7	Shri. Devchand Punya Padvi	Teacher Representative	97.(01) (d)
8	Shri. Hari Dattu Patil	Management Representative	97.(01) (f)
9	Smt. Varshaben Hiralal Patel	Social Representative	97.(01) (f)
10	Shri. Abhijit Motilal Patil	Industrialist	97.(01) (f)
11	Smt. Pritiben Abhijit Patil	Social Representative	97.(01) (f)
12	Ku. Bhagyashree Sanjay Patil	Student Council	97.(01) (h)
13	Shri. Kailas Ratilal Chavhan	I/C Principal, & Secretary	97.(01) (i)

Copy to: All Members Concerned



**Principal**  
Shahada Taluka Educational Society and  
Co-Operative Education Society Limited's  
Sr. Arts Mahila Mahavidyalaya  
Tal- Shahada, Dist-Nandurbar



तमसो मा ज्योतिर्गमय

Shahada Taluka Educational Society and  
Co-Operative Educational Society Limited's  
Affiliated To S.N.D.T. Women's University, Mumbai  
**Senior Arts Mahila Mahavidyalaya,**  
**Shahada, Dist-Nandurbar.**



तमसो मा ज्योतिर्गमय

Shahada Taluka Educational Society and Co-Operative Educational Society Limited's  
**Senior Arts Mahila Mahavidyalaya, Shahada**

Kai.Dr.Vishramkaka Educational Campus, Dondaicha road, Shahada, Dist-Nandurbar Maharashtra

Phone No. 02565 – 223532

Email id- [artsshahada070@gmail.com](mailto:artsshahada070@gmail.com)



## Vision

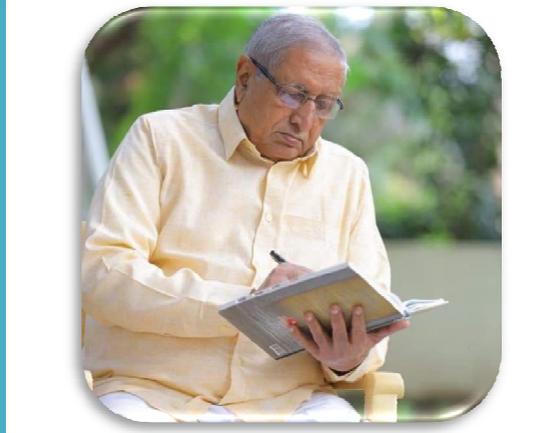
---

- *Commitment to Women's all round development*
  - *In this Rural and Tribal region has spearheaded our vision to address their needs in the field of their education and empowerment.*
- 

## Mission

---

- *To uplift the downtrodden, backward, tribal and weaker section of Shahada Block through higher education.*
  - *To empower the illiterate ignorant uneducated masses by educating them*
  - *and by creating in them the social, political and cultural awareness.*
  - *To give them confidence that they are the creators*
  - *and not the creatures of their fate.*
  - *To make them think that knowledge alone can help them in creating their futures.*
-



**The vision of Our Arts and Computer Application College, Senior Arts Mahila Mahavidyalaya has been to be an institution of Women's all round development in higher education.**

**Our College continuously improves in changing social, educational & professional truth by application of knowledge.**

**Our College inculcates the values of Advanced Moral, Best Career, Diligence and ethics amongst its students.**

**Our College creates society that promotes dignity, equality, social justice and scientific attitude.**

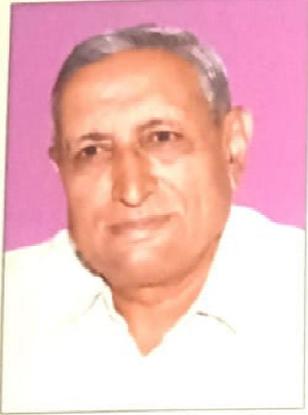
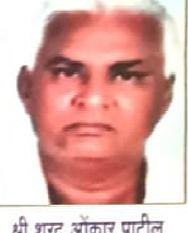
**I wish all the students a bright prospects and successful career opportunity ahead.**

**Honorable Chairman,  
Vanashree Shri. M. F. Patil.**

## Governance General Body S.T.E.S. & C.E.S.L.

# आमचे आश्रय दाते

### संचालक मंडळ

 <p>मा.श्री.मोतीलाल फकिरा पाटील चेअरमन</p>	 <p>श्री.हिरालाल नगीन पाटील व्हा.चेअरमन</p>	 <p>श्री.अंबालाल कशिनाथ पाटील मानद सचिव</p>	 <p>श्री.विश्वनाथ सोमजी पाटील मानद सहसचिव</p>	
 <p>श्री.डॉ.सखाराम रतिलाल चौधरी संचालक</p>	 <p>श्री.प्रकाश महारु पाटील संचालक</p>	 <p>श्री.विठ्ठल नथू पाटील संचालक</p>	 <p>श्री.अभिजीत मोतीलाल पाटील संचालक</p>	 <p>श्री.शरद ओंकार पाटील संचालक</p>
 <p>श्री.हरी दत्तू पाटील संचालक</p>	 <p>श्री.दत्तु नथू पाटील संचालक</p>	 <p>सौ.रंजना आनंदा पाटील संचालिका</p>	 <p>सौ.अनुराधा हिरालाल पाटील संचालिका</p>	 <p>श्री.हिरालाल बाबु पाटील संचालक</p>
 <p>श्री.विश्वनाथ दोहाण्या पावरा संचालक</p>	 <p>श्री.गजेंद्रगीर अर्जुनगीर गोसावी संचालक</p>	 <p>श्री.नरेंद्रकुमार नवनीतलाल शाह आजीव सदस्य</p>	 <p>कै.नवीनचंद्र गोरखलाल वाणी आजीव सदस्य</p>	 <p>श्री.नामदेव गुमानसिंग पटले तज्ञ सदस्य</p>

### **Governance General Body S.T.E.S. & C.E.S.L.**

The General body of the association shall consist of all persons who have obtained the membership of the association under the provisions of the association. The annual general meeting of the association shall be held once in every calendar year. The Chairman of the association shall preside over the annual general meeting.

### **Executive Council**

Executive Council of the **S.T.E.S. & C.E.S.L.** is the apex body of the college. There are 19 members in the executive council. The composition of Executive council is as follows: Chairman, Vice Chairman, Secretary, Joint Secretary and elected members from governing council and general body and one teacher representative.

### **The Governing Council**

The management and affairs of the association shall be administered, controlled and supervised by the Governing Council through the Hon. Secretary of the Association. It consists of members representing as follows: President of the Association, Vice -President of the Association, Secretary of the Association, Joint Secretary (Principal of the College) and other representatives.

### **Institutes Run by S.T.E.S. & C.E.S.L**

- 1) Professional Institute` : **01**
- 2) Regular College : **02**
- 3) Vocational Courses : **01**
- 4) Higher Secondary Schools : **04**
- 5) Secondary Schools : **05**
- 6) Primary Schools : **04**
- 7) Self Financed English Medium School : **03**

### **Administration of the College:**

**S.T.E.S. & C.E.S.L's Senior Arts Mahila Mahavidyalaya** was established by Shahada Taluka Education Society in the year **1952**.

The administration of the college is as follows:

College Development Committee (Formerly Local Management Committee): The College Development Committee (CDC) was constituted in place of local management committee (LMC) through Maharashtra Public Universities Act, 2016 to monitor the entire academic and administrative functioning of the college thereby replacing local management committee.

The composition of the CDC is as follows:

- (a) Chairperson of the management or his nominee ex-officio Chairperson;
- (b) Secretary of the management or his nominee;
- (c) Principal of the college or head of the institution;
- (d) One head of department, to be nominated by the Principal;
- (e) Three teachers in the college, elected by the full-time amongst themselves out of whom at least one shall be woman;
- (f) One non-teaching employee, elected by regular non-teaching staff from amongst themselves;

(g) four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;

(h) Co-coordinator, Internal Quality Assurance Committee of the college;

(i) President and Secretary of the College Students' Council;

The College Development Committee shall meet at least four times in a year.

• The College Development Committee shall,

(1) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;

(2) Decide about the overall teaching programmes or annual calendar of the college;

(3) Decide about introducing new academic courses and the creation of additional teaching and administrative posts;

(4) Take review of the self-financing courses in the college and make recommendations for their improvement;

(5) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;

(6) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;

(7) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;

(8) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;

(9) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;

(10) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);

(11) Make recommendations regarding the students' and employees' welfare activities in the college or institution;

(12) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;

(13) Frame suitable admissions procedure for different programmes by following the statutory norms;

(14) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.;

(15) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;

(16) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;

(17) Recommend the distribution of different prizes, medals and awards to the students.

(18) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;

(19) Perform such other duties and exercise such other powers as may be entrusted by the management and the university

### Internal Quality Assurance Committee

(1) Internal Quality Assurance Committee (IQAC) in the college is responsible for planning, guiding and monitoring quality assurance and quality enhancement in the academic activities of the college.

(2) IQAC plays a catalytic role in the overall quality initiatives and general administration of the college.

(3) IQAC has been constituted and functions as per the guidelines of the UGC, NAAC and State Government/university.

(4) The Annual Quality Assurance Report gets approved by the CDC for the follow up action for the necessary quality enhancement measures. The college regularly submits the Annual Quality Assurance Report to the National Assessment and Accreditation Council.

(5) The affiliating university monitors the functioning of Internal Quality Assurance Committees in the colleges and recognized institutions within its jurisdiction.

#### The IQAC Coordinator is responsible for the

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College
- Dissemination of information on the various quality parameters of higher education
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes / activities leading to quality improvement.
- Acting as a nodal agency of the institution for quality-related activities/NIRF/AISHE
- Preparation of the Annual Quality Assurance Report (AQAR) in coordination with criteria heads to be submitted to NAAC based on the quality parameters.

### Principal

The Principal of the college is the head of the institution and always caters to offer essential direction to the system. The Principal controls and directs the activities of the college and its staff and has responsibility through the different committees for the efficient and proper management and administration of the college. The Principal is entitled to be a member of every committee. He is the link between the Management and the College.

The Principal ensures that the values and relevant strategic plans are reflected in the mission, vision and quality assurance system of the College. The Principal of the College performs an important role by imparting smooth functioning of administrative and academic activities. For smooth functioning of administrative, co- curricular and extracurricular activities, he forms different committees and appoints a chairman and members from the staff. The committees coordinate and execute the activities assigned to them and report to the Principal.

The Principal coordinates with the external agencies like the University, the UGC, Joint director office and other government bodies to comply necessary regulations. He safe- guards the interests of teachers/non-teaching staff members and the management.

The Principal observes and implements directives issued by Government authorities viz. Director of Education / Higher Education / University and other concerned authorities.

The Principal also performs any other work relating to the College as may be assigned to him by the Management from time to time.

### **Administrative Staff - Head & Senior clerk and Junior clerk**

Administrative Staff comprises of Head clerk, senior clerk, junior clerk and manual staff who works under the guidance of the Principal plays the role of office superintendent and the Registrar.

### **Head of the Departments**

The Heads of the departments act as frontrunners of their departments. They monitor activities of the departments and report directly to the Principal.

- They are responsible for the overall management of the department(s).
- Manage the day-to-day functioning of the department
- Propose and administer the development of new courses/programs, add on courses etc.
- Organize the periodic review of courses.
- Coordinate the academic and administrative staff within the department.
- Coordinate the examination schedule.
- To liaise with National Bodies and external agencies where appropriate (such as linkages and MoUs).
- To ensure the effectively curriculum delivery and enhancement of standards and quality.

### **Librarian**

The College Librarian ensures the monitoring of the following functions of the college Library.

- Allocation of budget of the library in consultation with Library Advisory Committee to each department as per the norms.
- Inviting list of text books, reference books/ e-books, Journals/e-journals, competitive exams Books etc from each department and after the approval from the parent institution, sending it to the vendor appointed by STES & CESL.
- Besides ordering, cataloging, assembling and indexing databases of library materials, helping students and the staff to locate the information that they need.
- He holds Book Exhibition annually and invites dealers to display their latest collection.
- Monitoring the Book Bank Scheme.
- Organizing various quality related workshops to train and educate the students on the effective use of online resources.

### **Physical Director**

The Physical Director has the following responsibilities for the Sports and the Gymkhana section (indoor and outdoor).

- Training students for various sports and forming teams.
- Monitoring student's coaching, ground preparation, purchasing sports materials and scheduling of the games.
- Implementing a mechanism for motivating the students for participation in games and sports activities and organizing inter-departmental, inter-collegiate sports and games events.
  - Making arrangements for the participation of students at university tournaments, regional/state/national level sports events.
  - Executing any other activity related to sports.

### **College Committees**

The various Statutory, Academic and non-academic committees constituted, monitor and comply to key Academic policies, Extension activities and recommend, suggest and take actions related to their respective committees. Each committee is headed by a Committee Coordinator who works with the assistance of the members taken from teaching and administration staff. Following is the list of the committees that are operative during 2020-21 for monitoring and governing various activities: -

- 1) Internal Quality Assurance Cell (IQAC)
- 2) Examination Committee
- 3) Academic Calendar & Time table Committee/ Feedback Committee
- 4) Staff Development / Staff Academy/ Research/Project/Seminar Committee
- 5) Placement / Training Cell
- 6) College Campus Development and beautification Committee/ Construction Committee / Environment awareness Committee
- 7) College Magazine/Publication / Advertisement/ Publicity Committee
- 8) Library Committee
- 9) Women Redressal Cell / Sexual Harrashment Committee / VISHAKHA/ Internal Complaint Committee (ICC)/ Anti-harassment committee for women/ Equal Opportunity Cell
- 10) Website / ICT Committee
- 11) Admission Committee / Students' Counseling
- 12) Sports/ Gymkhana Committee
- 13) Students Grievances Redressal Cell/ Grievance Committee
- 14) Campus Discipline Committee
- 15) Parent-Teacher Association
- 16) Alumni Committee
- 17) Anti Ragging Committee
- 18) N.S.S. Committee / Yuvati Sabha / Medical Camp Committee
- 19) Student Development Committee  
Avishkar / Youth Festival Committee / Marathi (Elocution Committee/ Language and Literature) Association/ Economics Association/ History Association / Art Circle/Cultural Activities/ Student Welfare Committee/Attendance Committee.
- 20) Students Council
- 21) R.T.I. Committee / UGC proposal and planning.

### **Performance Appraisal System- Teaching Staff**

The "Performance Based Assessment System" (PBAS) is monitored by the institute. It's a three tier report whereby the teacher has to fill up the form containing the information of

1. Teaching -Learning and evaluation
2. Curricular and extra-curricular activities, and
3. Research. After evaluating the form, the head of the department forwards it to the IQAC.

The IQAC of the college assesses and validates the report submitted by the faculty and validates the scores. This report is given to the Principal. The performance appraisal is also used for Career Advancement Scheme (CAS)

### **Performance Appraisal System- Non Teaching Staff**

The performance appraisal system for Non-Teaching is channelized through confidential report. Every member of the Administrative staff has to fill this form and hand it over to the Head clerk /Registrar of the college. Head Clerk/ Registrar add his own observations and comments and forwards it to the Principal for the final remark. After the Principal's remark it is advanced to the parent institution for further scrutiny and assessment. Action is taken accordingly. Thus the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvisation of the standards of the staff members

Governing council

## Governance General Body S.T.E.S. & C.E.S.L.

**शहादा तालुका एज्युकेशनल सोसायटी अँड  
को-ऑपरेटीव्ह एज्युकेशन सोसायटी लि. शहादा जि. नंदुरबार**

**● संचालक मंडळ ●**

सत्र २०१५-१६ ते २०२०-२१ करिता

अ.नं.	नांव	हुषा	गांव	फोन/मोबाईल नंबर
१	श्री. पाटील मोतीलाल फकिरा (एच.एस्.सी. अंती.)	चेअरमन	नांदरखेडा	९४२२७८७७०६
२	श्री. पाटील हिसलाल नगीन (बी.ई.इके.)	व्हा. चेअरमन	शहादा	९६३७८०४६११
३	श्री. डॉ. चौधरी सखाराम रतिलाल (बी.ए.एस्.एस्.)	सदस्य	प्रकाशा	९८५०२४८०१६
४	श्री. पाटील प्रकाश महारु	सदस्य	डामरखेडा	९९२९०३४२८७
५	श्री. पाटील विठ्ठल नथु	सदस्य	वडाळिल	९४२९५३५४४०
६	श्री. पाटील अभिजीत मोतीलाल (एच.एस्. एच.बी.ए. (यु.एस्.ए.))	सदस्य	नांदरखेडा	९८८९४२३००
७	श्री. पाटील शरद ओंकार	सदस्य	डामरखेडा	८६००६९६०४२
८	श्री. पाटील हरी दत्तु (बी.ए.)	सदस्य	प्रकाशा	९८२२२९९७७४
९	श्री. पाटील दत्तु नथु	सदस्य	कहाटूळ	९४२२३६९९४९
१०	सौ. पाटील रंजनाबेन आनंदा	सदस्या	शहादा	९४२२७९२२५९
११	सौ. पाटील अनुराधा हिसलाल	सदस्या	जवखेडा	९४२२२५३८३०
१२	श्री. पाटील हिसलाल बाबु	सदस्य	म्हसावद	९७६३३९२९५५
१३	श्री. पावरा विश्वनाथ दोहाण्या (एच.ए. सी.ई.ड.)	सदस्य	शहादा	९४०३७५८६५९
१४	श्री. गोसावी गजेंद्रगीर अर्जुनगीर	सदस्य	वडाळी	७७९८६५५३५३
१५	श्री. शाह नरेंद्रकुमार नवनीतलाल	आजीव सदस्य	गांधी चौक, शहादा	९४२३९९४४७४
१६	श्री. वाणी नवीनचंद्र गोरखलाल	आजीव सदस्य	प्रकाशा	०२५६५-२७०२५०
१७	श्री. पटले नामदेव गुमानसिंग	तज्ञ संचालक	शहादा	९४२३९९७७७८
१८	श्री. पटले अंबालाल काशिनाथ (एच.एस्.सी. बी.एस्.)	मानद सचिव	गोगापुर	९९२३४९४२३२

## Governance General Body S.T.E.S. & C.E.S.L.

# आमचे आश्रय दाते

### संचालक मंडळ

 <p>मा.श्री.मोतीलाल फकिरा पाटील चेअरमन</p>	 <p>श्री.हिरालाल नगीन पाटील व्हा.चेअरमन</p>	 <p>श्री.अंबालाल काशिनाथ पाटील मानद सचिव</p>	 <p>श्री.विश्वनाथ सोमजी पाटील मानद सहसचिव</p>	
 <p>श्री.डॉ.सखाराम रतिलाल चौपरी संचालक</p>	 <p>श्री.प्रकाश महारु पाटील संचालक</p>	 <p>श्री.विठ्ठल नथ्यू पाटील संचालक</p>	 <p>श्री.अभिजीत मोतीलाल पाटील संचालक</p>	 <p>श्री.शरद अंकार पाटील संचालक</p>
 <p>श्री.हरी दतू पाटील संचालक</p>	 <p>श्री.दतु नथ्यू पाटील संचालक</p>	 <p>सौ.रंजना आनंदा पाटील संचालिका</p>	 <p>सौ.अनुराधा हिरालाल पाटील संचालिका</p>	 <p>श्री.हिरालाल बाबु पाटील संचालक</p>
 <p>श्री.विश्वनाथ दोहाण्या पावरा संचालक</p>	 <p>श्री.गजेंद्रगीर अर्जुनगीर गोसावी संचालक</p>	 <p>श्री.नरेंद्रकुमार नवनीतलाल शाह आजीव सदस्य</p>	 <p>श्री.नवीनचंद्र गोरखलाल वाणी आजीव सदस्य</p>	 <p>श्री.नामदेव गुमानसिंग पटले तज्ञ सदस्य</p>



GOVERNMENT OF MAHARASHTRA  
FINANCE DEPARTMENT

**MAHARASHTRA CIVIL SERVICES**  
( LEAVE )  
**RULES, 1981**

FINANCIAL PUBLICATION OF THE  
GOVERNMENT OF MAHARASHTRA No. III

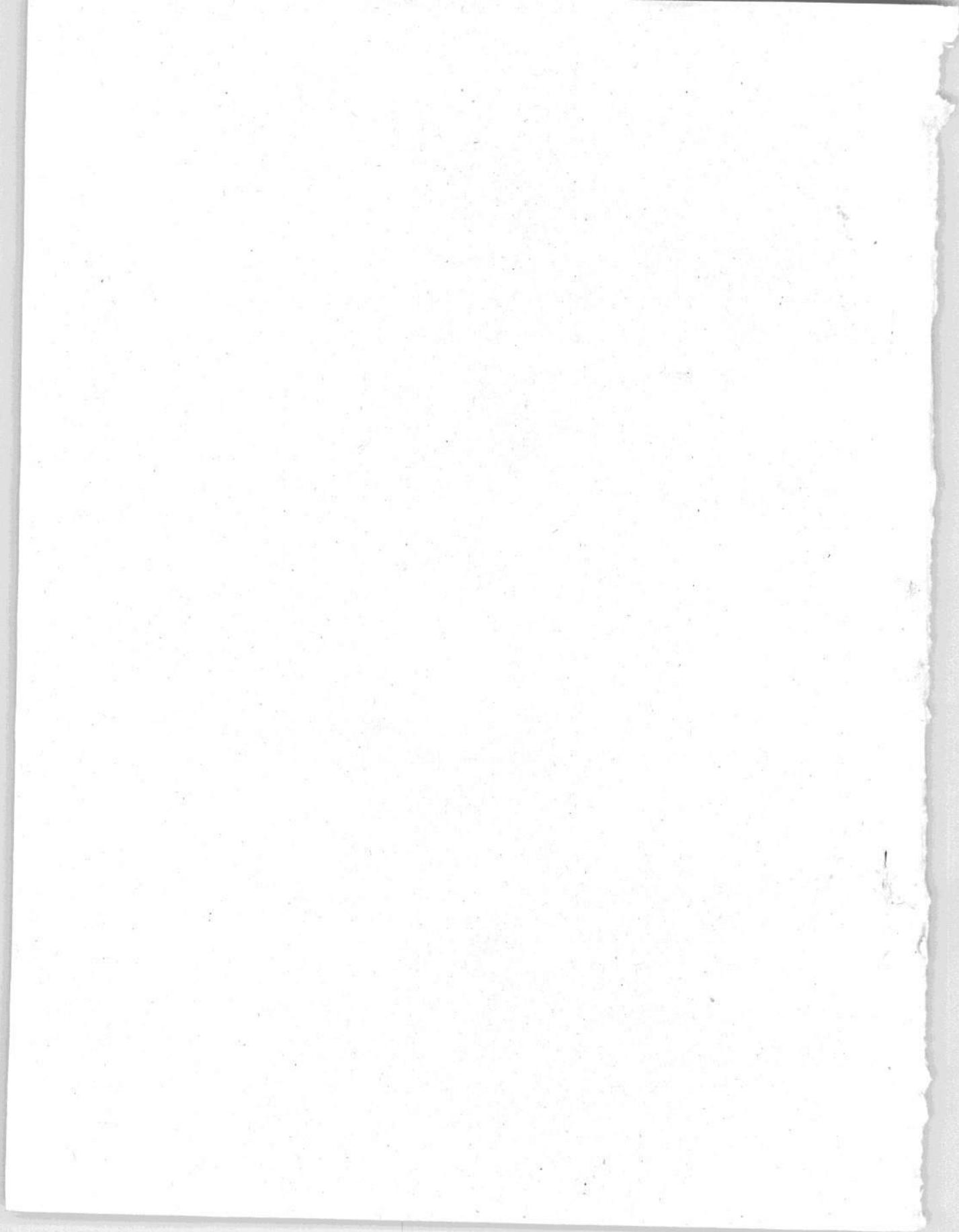
*SECOND EDITION (Re-print)*



PRINTED AT THE GOVERNMENT CENTRAL PRESS, MUMBAI

2010

[ Price : Rs. 55.00 ]





GOVERNMENT OF MAHARASHTRA  
FINANCE DEPARTMENT

**MAHARASHTRA CIVIL SERVICES**  
( LEAVE )  
**RULES, 1981**

FINANCIAL PUBLICATION OF THE  
GOVERNMENT OF MAHARASHTRA No. III

*SECOND EDITION (Re-print)*



## PREFACE

The First Edition of the Bombay Civil Services Rules, 1959, in Volumes I and II, was printed in 1959 after the reorganisation of States in 1956. Various developments have taken place since then i.e., the Reorganisation of the Bilingual Bombay State into the two States of Maharashtra and Gujarat as also changes have been made in the Rules through numerous amendments issued from time to time, during the last several years. As a result, a good deal of difficulty was being experienced in practice in understanding and applying these rules properly. The need to have revised and simplified Service Rules was being acutely felt. Government, therefore, has decided to publish the following self-contained subjectwise sets of Services Rules:—

- (1) Maharashtra Civil Services (General Conditions of Services) Rules.
- (2) Maharashtra Civil Services (Pay) Rules.
- (3) Maharashtra Civil Services (Joining Time, Foreign Service and Payments during Suspension, Dismissal and Removal) Rules.
- (4) Maharashtra Civil Services (Leave) Rules.
- (5) Maharashtra Civil Services (Pension) Rules.
- (6) Maharashtra Civil Services (Honoraria, Fees, Compensatory Local and House Rent Allowances) Rules.
- (7) Maharashtra Civil Services (Occupation of Government Residences) Rules.
- (8) Maharashtra Civil Services (Travelling Allowances) Rules.

These sets of rules seek to codify the provisions of existing rules in the Bombay Civil Services Rules subjectwise and the various orders issued by Government with such rewording as have become necessary to put them in the form of statutory rules.

2. The first four sets of rules [S. Nos. (1) to (4)] have been framed by the Governor of Maharashtra under proviso to article 309 of the Constitution of India. These rules which have been issued under Government Notification, Finance Department, No. MSC-1081/4/MCSR-Cell, dated the 23rd July, 1981, come into force with effect from the 15th August 1981. The remaining sets of rules will be issued later on.

(2)

3. To make each set of rules as self-contained as possible, the relevant delegation of powers, Appendices and the relevant forms pertaining to a particular subject, have also been included therein.

4. This set of rules pertains to admissibility of leave to employees of the Maharashtra Government. The Marathi version will be published separately.

5. For facility of reference a comparative table has been appended to this set of rules at the end indicating the numbers of these rules and the corresponding provisions of the Bombay Civil Services Rules, 1959. The table also indicates the provisions of the Bombay Civil Services Rules, 1959, which have been deleted from this set of rules.

6. Omissions or inaccuracies, if any, in this set of rules, may please be brought to the notice of the Finance Department.

Dated 23rd July 1981.  
Finance Department,  
Mantralaya, Bombay 400 032.

V. PRABHAKAR  
Special Secretary to Government,  
Finance Department.

## CONTENTS

Rule No.	Title	Page No.
<b>CHAPTER I</b>		
<b>General</b>		
1	Short title and commencement .. .. .	1
2	Extent of application .. .. .	1
3	Right to interpret .. .. .	2
4	Power of relaxation .. .. .	2
5	Persons for whom special provisions made .. .. .	2
6	Regulation of the claim to leave .. .. .	2
7	Exercise and delegation of powers under these rules .. .. .	2
8	Reasons for concessions to be communicated to Audit Officer .. .. .	2
<b>CHAPTER II</b>		
<b>Definitions</b>		
9	Definitions .. .. .	3
<b>CHAPTER III</b>		
<b>General Conditions</b>		
10	Right to leave .. .. .	8
11	Considerations for sanctioning of leave on application .. .. .	8
12	Grant of leave should not unduly deplete cadre .. .. .	8
13	Duties of Government servant absent on leave to be discharged by another Government servant ordinarily from same station or district. .. .. .	8
14	Commutation of one kind of leave into another .. .. .	9
15	Combination of different kinds of leave .. .. .	9
16	Maximum amount of continuous leave .. .. .	9
17	Formal joining of duty at the end of leave with the intention of taking leave again not permitted. .. .. .	9
18	Application of rules while on temporary transfer to other Government or on foreign service. .. .. .	9
19	Admissibility of leave while in foreign service to be certified by Audit Officer. .. .. .	10
20	Acceptance of service or employment while on leave .. .. .	10
21	Carry-forward of leave of temporary Government servant with one year's continuous service if appointed within 6 days of relinquishment of the first appointment. .. .. .	12
22	Leave at credit to cease on removal or resignation .. .. .	12
23	Transfer to industrial establishment .. .. .	13

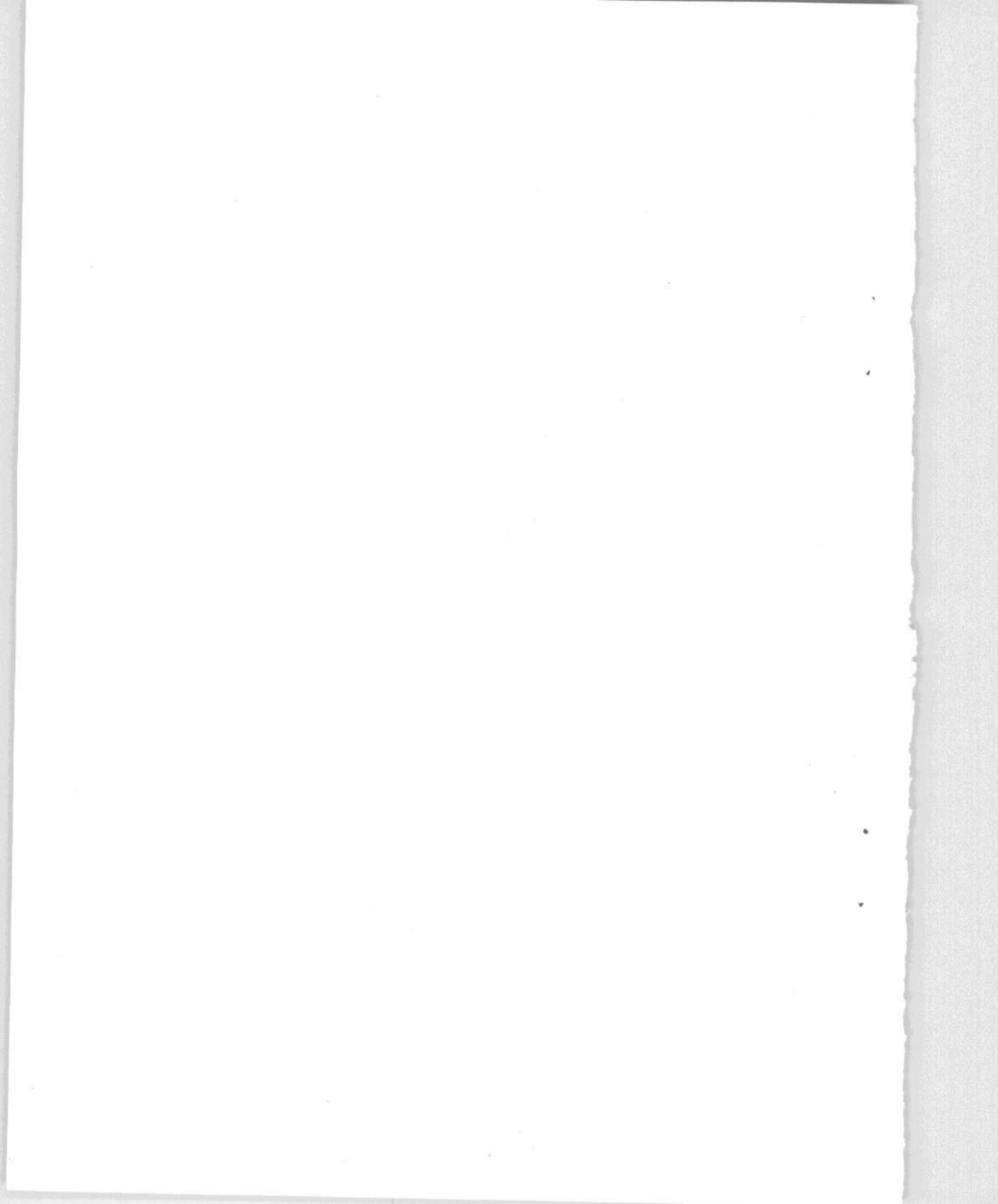
## CONTENTS

Rule No.	Title	Page No.
<b>CHAPTER IV</b>		
<b>Grant of and Return from Leave</b>		
24	Application for leave .. .. .	14
25	Leave account .. .. .	14
26	Verification of title to leave .. .. .	14
27	Authority competent to grant leave to Non-gazetted Government servants.	14
28	Final sanction of leave to Gazetted Officer only when admissibility certified by Audit Officer.	15
29	Grant of leave to a Gazetted Government servant .. .. .	15
30	Grant of leave and payment of leave salary to a Government servant transferred from one Department/Office to another while on leave.	15
31	Leave not to be granted in certain circumstances .. .. .	16
32	Repeated grants of leave on medical certificate within short intervals.	16
33	Production of medical certificate does not confer a right to leave which is not admissible.	16
34	Appearance before Medical Board .. .. .	16
35	Appearance of a Government servant serving outside the limits of Greater Bombay before a Medical Board.	16
36	Medical Board to consist of .. .. .	16
37	Arrangement for assembly of Medical Board .. .. .	17
38	Grant of leave to a Gazetted Government servant outside district Headquarters on medical certificate of a Registered Medical Practitioner.	17
39	No medical certificate to be submitted for counter-signature without the cognisance of Head of Office.	17
40	Grant of leave on medical grounds to Gazetted Government servants.	17
41	Grant of leave on medical grounds to Non-gazetted Government servants.	19
42	Grant of leave on medical grounds to a Class IV Government servant.	20
43	Leave to a Government servant who is unlikely to be fit to return to duty.	20
44	Commencement and termination of leave .. .. .	21
45	Combination of holidays with leave .. .. .	21
46	Recall to duty before expiry of leave .. .. .	21
47	Return from leave .. .. .	22
48	Absence after expiry of leave .. .. .	23
49	Leave intervening treated as over-stayal .. .. .	23

Rule No	Title	Page No.
<b>CHAPTER V</b>		
<b>Kinds of Leave due and Admissible</b>		
50	Earned leave for Government servants serving in Departments other than Vacation Department.	24
51	Calculation of earned leave .. .. .	24
52	Vacation Department .. .. .	25
53	Government servants holding two appointments .. .. .	25
54	Earned leave for persons serving in Vacation Departments ..	25
55	Government servant in Vacation Department liable to be recalled at his own expense.	26
56	Furnishing of certificate to Audit of non-availment of vacation ..	26
57	Government servant precluded from enjoying a part of vacation etc.	26
58	Termination of period of service on transfer from Vacation Department to Non-vacation Department.	26
59	Government servant in Vacation Department not entitled to pay if he resigns without previous intimation.	26
60	Half pay leave .. .. .	27
61	Commutated leave .. .. .	27
62	Leave not due .. .. .	28
63	Extraordinary leave .. .. .	29
64	Leave to a probationer, a person on probation and an apprentice ..	30
65	Person re-employed after retirement. .. .. .	31
66	Leave preparatory to retirement .. .. .	31
67	Leave beyond the date of compulsory retirement or quitting of service.	32
68	Cash equivalent of leave salary in respect of earned leave at the credit at the time of retirement on superannuation.	33
69	Cash equivalent of leave salary in case of death while in service ..	34
70	Leave salary .. .. .	34
71	Drawal of leave salary .. .. .	35
72	Advance of leave salary .. .. .	35
73	Surrender of earned leave .. .. .	35
<b>CHAPTER VI</b>		
<b>Special Kinds of Leave other than Study Leave</b>		
74	Maternity leave .. .. .	38
75	Special disability leave for injury intentionally inflicted ..	39
76	Special disability leave for accidental injury.. .. .	40
77	Hospital leave .. .. .	41
78	Seamen's sick leave .. .. .	42
79	T. B./Cancer/Leprosy/Paralysis leave .. .. .	42

Rule No.	Title	Page No.
<b>CHAPTER VII</b>		
<b>Study Leave</b>		
80	Conditions for grant of study leave .. .. .	43
81	Maximum amount of study leave .. .. .	44
82	Applications for study leave .. .. .	44
83	Sanction of study leave .. .. .	45
84	Accounting of study leave and combination with leave of other kinds.	45
85	Regulation of study leave extending beyond course of study ..	46
86	Leave salary during study leave .. .. .	46
87	Conditions for grant of study allowance .. .. .	47
88	Rates of study allowance .. .. .	48
89	Procedure for payment of study allowance .. .. .	48
90	Admissibility of allowances in addition to study allowances ..	49
91	Travelling allowance during study leave .. .. .	49
92	Cost of fees for study .. .. .	49
93	Resignation or retirement after study leave .. .. .	49
<b>CHAPTER VIII</b>		
<b>Miscellaneous</b>		
94	Temporary and officiating service taken into account for leave purposes.	51
95	Grant of leave to Government servants remunerated partly by fixed pay and partly by honoraria.	51
96	Leave to Boring Mechanics, Mukadams and Trained Coolies ..	51
<b>CHAPTER IX</b>		
<b>Repeal and Saving</b>		
97	Repeal and Saving .. .. .	52

Rule No.	Title	Page No.
APPENDICES		
I	Authorities to whom powers under Maharashtra Civil Services (Leave) Rules, 1981, have been delegated by Government. (See rule 7)	54
II	List of Government servants serving in Vacation/Non-vacation Department. (See rule 52)	60
III	Rules regarding grant of concessions to Government servants suffering from T. B./Cancer/Leprosy or Paralysis. (See rule 79)	65
IV	Rules regulating the grant of leave to Government servants in non-continuous and part-time service. (See rule 95)	76
V	Forms—	
1	Application for leave or for extension of leave (See rule 24)	78
2	Form of leave account (See rule 25)	80
3	Medical certificate for Gazetted Officers recommended leave or extension of leave or commutation of leave. (See rule 40)	82
4	Medical certificate for Non-gazetted Officers recommended leave or extension of leave or commutation of leave. (See rule 41)	83
5	Medical certificate of fitness to return to duty. (See rule 47)	84
6	Bond for temporary Government servants granted extraordinary leave in relaxation of rule 63 (3) (a) for study leave in India or abroad. (See rule 63)	85
7	Bond to be executed by a Government servant in permanent employ when proceeding on study leave. (See rule 83)	88
8	Bond to be executed by a Government servant in permanent employ when granted extension of study leave. (See rule 83)	90
9	Bond to be executed by a Government servant not in permanent employ, when proceeding on study leave. (See rule 83)	92
10	Bond to be executed by a Government servant not in permanent employ when granted extension of study leave. (See rule 83)	94
COMPARATIVE TABLE		
	Comparative Table showing the rules from the Maharashtra Civil Services (Leave) Rules, 1981 and corresponding rules in the Bombay Civil Services Rules, 1959.	97



GOVERNMENT OF MAHARASHTRA

FINANCE DEPARTMENT

Mantralaya, Bombay-400 032 BR, dated 23rd July 1981

NOTIFICATION

CONSTITUTION OF INDIA

No. MSC 1081/4/MCSR-Cell.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Maharashtra is hereby pleased to make the following Rules, namely:—

CHAPTER I—GENERAL

1. Short title and commencement

(1) These Rules may be called the Maharashtra Civil Services (Leave) Rules, 1981.

(2) They shall come into force on the 15th day of August 1981.

2. Extent of application

(1) Save as otherwise provided in these rules, these rules shall apply to all Government servants whose conditions of service the Government of Maharashtra are competent to prescribe.

*Note 1.*—The amount of leave to Government servants of the former States of Saurashtra, Kutch, Madhya Pradesh and Hyderabad allocated to the State of Bombay who have opted to be governed by the rules of the former States applicable to them before the 1st November 1956, in accordance with Government Resolution, Finance Department, No. INT-1056-S-8, dated the 7th January 1957, as modified from time to time, shall be governed by those rules.

*Note 2.*—The option for leave rules exercised by the Government servants of the former States of Saurashtra, Kutch, Madhya Pradesh and Hyderabad allocated to the State of Bombay covers also three types of leave, viz., Special Disability Leave, Maternity Leave and Hospital Leave and also the Pilgrimage Leave in the case of the allocated Government servants from the former State of Hyderabad only, admissible under Article 180-A, Appendix XXI, Volume II of the Hyderabad Civil Services Rules, but in the case of Study Leave they are all governed by these rules.

*Note 3.*—Persons transferred to Government service from a Local Fund which is not administered by Government will be treated as joining a first post under Government and their previous service shall not count as service performed under Government. Government may, however, allow previous service in such cases to count as service performed on such terms as it thinks fit.

(2) Unless it be otherwise provided in these rules, a permanent Government servant to whom these rules do not apply—

(a) when transferred temporarily to a service or post to which these rules apply, shall remain subject to the leave rules which were applicable to him before such transfer; and

(b) when appointed substantively to a permanent post to which these rules apply, shall become subject to these rules from the date of such appointment in which case the leave at his credit under the rules previously applicable to him shall be carried forward subject to the maximum limits of accumulation as laid down in rule 50. The leave so carried forward shall first be exhausted before the leave earned under these rules is availed of. The leave salary in respect of the leave carried forward shall be borne by the Government from which the Government servant is transferred.

### **3. Right to interpret**

Government reserve to themselves the right of interpreting these rules.

### **4. Power of relaxation**

Where Government is satisfied that the operation of any of these rules causes or is likely to cause undue hardship in the case of any Government servant or class of Government servants, it may, by an order in writing, exempt any such Government servant or class of Government servants from any provisions of these rules or may direct that such provisions shall apply to such Government servants or class of Government servants with such modifications not affecting the substance thereof as may be specified in such order.

### **5. Persons for whom special provisions made**

Persons in respect of whom special provisions regarding leave have been made shall be governed by such special provisions.

### **6. Regulation of claim to leave**

A Government servant's claim to leave is regulated by the rules in force at the time the leave is applied for and granted.

### **7. Exercise and delegation of powers under these rules**

No powers may be exercised or delegated under these rules except after consultation with the Finance Department. It shall be open to that Department to prescribe, by general or special order, cases in which its consent may be presumed to have been given.

*Note.*—For powers delegated under these rules see Appendix I.

### **8. Reasons for concessions to be communicated to Audit Officer**

When a competent authority, other than Government, communicates to the Audit Officer an order granting any concessions under these rules to any Government servant in cases in which it is prescribed that the reasons therefor should be recorded, he should at the same time forward to him a copy of his reasons.

---

## CHAPTER II—DEFINITIONS

[The definitions given below are reproduced from Chapter II of the Maharashtra Civil Services (General Conditions of Services) Rules, 1981 and are only those definitions which are relevant for the purpose of the subject-matter contained in this set of rules.]

9. Unless the context otherwise requires, the terms defined in this chapter are used in the various sets of the Maharashtra Civil Services Rules, in the sense here explained :—

(3) **Apprentice** means a person deputed for training in a trade or business with a view to employment in Government service, who is paid at monthly rates by Government during such training but is not employed in or against a substantive vacancy in the cadre of a department.

(4) **Audit Officer** means an Audit Officer, appointed by the Comptroller and Auditor General of India whatever his official designation, in whose circle of audit a public servant is serving, or (in respect to verification of service) has served.

(5) **Cadre** means the strength of a service or a part of a service sanctioned as a separate unit.

(8) **Compensatory allowance** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes different types of travelling allowances.

(9) **Competent authority**, in relation to the exercise of any power, means Government, or any authority to which the power is delegated by or under these rules.

(12) **Date of first appointment** means the date the Government servant assumes the duties of his first post in Government service, or, if this be earlier, the date of his assumption of any duty which is treated, as service counting for pension.

(13) **Day** means the period beginning from one midnight and ending with the next midnight.

(18) **First appointment** means the appointment of a person who is not holding any appointment under Government, even though he may have previously held such an appointment.

(19) **Foreign service** means service in which a Government servant receives his pay with the sanction of Government from any source other than the Consolidated Fund of India or of a State, or of a Union Territory.

(20) **A Gazetted Government servant** is one who is a member of an All India or State Service or a person appointed in accordance with the terms of a contract or agreement and whose appointment is

gazetted by Government. Members of the Subordinate Civil Services, whose appointments are gazetted by Heads of Departments are Non-gazetted Government servants. Notifications investing Government servants with powers under different Acts, in order that the Courts may take judicial cognizance of them, do not constitute the persons invested with such powers as Gazetted Government servants within the meaning of this sub-rule.

*Exception.*—Officers whose appointments to Class II services or posts are made by the Heads of Departments or Heads of Offices subordinate to them and are not published in the Gazette should be treated as Gazetted Government servants.

(21) **Government**, unless there is anything repugnant in the subject or context, as respects anything done or to be done after the commencement of the Constitution, shall mean the Governor of Maharashtra.

(22) **Heads of Departments**. This term includes the officers mentioned in Appendix II of Maharashtra Civil Services (General Conditions of Services) Rules, 1981 and any others whom Government may from time to time declare to be Heads of Departments.

(23) **Holiday** means—

(a) a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act, 1881; and

(b) in relation to any particular office, a day on which such office is ordered by Government, or by a duly constituted authority, by notification in the Gazette or otherwise, to be closed for the transaction of Government business without reserve or qualification.

(26) **Class IV service** means service performed by a Government servant in a post specifically classified as Class IV and such other unclassified Non-gazetted posts the maximum of the scale of which is equal to or less than Rs. 435.

(27) **Joining time** means the time allowed to a Government servant to join a new post or to travel to or from a station to which he is posted.

(28) **Leave** means permission to remain absent from duty granted by a competent authority under the Maharashtra Civil Services (Leave) Rules, 1981.

(29) **Leave-salary** means the monthly amount paid by Government to a Government servant on leave.

(30) **Lien** means the title of a Government servant to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.

(34) **Month** means a calendar month. In calculating a period expressed in terms of months and days complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently,

*Instruction.*—Calculations of period expressed in terms of months and days should be made as under:—

(a) To calculate 3 months and 20 days on and from the 25th January, the following method should be adopted:—

	Y.	m.	d.
25th January to 31st January .. .. .	0	0	7
February to April .. .. .	0	3	0
1st May to 13th May .. .. .	0	0	13
	<hr/>		
	0	3	20

(b) The period commencing on 30th January, and ending with 2nd March should be deemed as 1 month and 4 days, as indicated below:—

	Y.	m.	d.
30th January to 31st January .. .. .	0	0	2
February .. .. .	0	1	0
1st March to 2nd March .. .. .	0	0	2
	<hr/>		
	0	1	4

(35) **Officiate.** A Government servant officiates in a post when he performs the duties of a post on which another person holds a lien. A competent authority may, if it thinks fit, appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien.

(36) **Pay** means the amount drawn monthly by a Government servant as—

(i) the pay (including special dearness pay) which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre; and

(ii) personal pay, and special pay; and

(iii) any other emoluments which may be specially classed as pay by Government.

(40) **Permanent post** means a post carrying a definite rate of pay sanctioned without limit of time.

(41) **Personal pay** means additional pay granted to a Government servant—

(a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or due to any reduction of such substantive pay otherwise than as a disciplinary measure; or

(b) in exceptional circumstances, on other personal considerations.

(42) **Presumptive pay** of a post, when used with reference to any particular Government servant, means the pay to which he would be entitled if he held the said post and were performing its duties; but it does not include special pay unless the Government servant performs or discharges the work or responsibility, in consideration of which special pay was sanctioned.

(43) **Probationer** means a Government servant employed on probation in or against a substantive or temporary vacancy in the cadre of a department.

*Note 1.*—No person appointed substantively to a permanent post in a cadre is a probationer, unless definite conditions of probation have been attached to his appointment, such as the condition that he must remain on probation pending the passing of certain examination.

*Note 2.*—A Government servant (other than one who holds substantively a permanent post) appointed on promotion to a temporary post will be treated for all purposes as a temporary Government servant.

*Note 3.*—The status of a probationer is to be considered as having the attributes of a substantive status except where the rules prescribe otherwise.

(46) **Registered medical practitioner** means a medical practitioner registered under the Maharashtra Medical Council Act, LXVI of 1965, or the Maharashtra Medical Practitioners Act, XXVIII of 1961, or a practitioner registered under Part A or Part B of the Register maintained under the Maharashtra Homoeopathic and Biochemic Practitioners Act, XII of 1960, or any other law corresponding thereto and in force in the State of Maharashtra, or the respective Medical Registration Acts of the several State Governments.

(48) **Special pay** means an addition, of the nature of pay, to the emoluments of a post or of a Government servant granted in consideration of—

- (a) the specially arduous nature of the duties;
- (b) a specific addition to the work or responsibility.

(51) **Substantive pay** means the pay other than special pay, personal pay or emoluments classed as pay by Government under sub-rule 36 (iii) to which a Government servant is entitled on account of a post to which he has been appointed substantively or by reasons of his substantive position in a cadre.

(53) **Temporary post** means a post carrying a definite rate of pay sanctioned for a limited time.

*Note.*—Substantive appointments to temporary posts should be made in a limited number of cases only, as for example, when posts are, to all intents and purposes, quasi-permanent or when they have been sanctioned for a period of not less than, or there is reason to believe that they will not terminate within a period of three years. In all other cases, appointments in temporary posts should be made in an officiating capacity only.

*Instruction.*—The benefit of substantive appointments to temporary posts contemplated in the above note should not be allowed to be enjoyed by more than one person simultaneously. Therefore, where a Government servant has already been appointed substantively to a temporary post and there is a temporary interruption in his tenure of the post, it would not be proper to appoint another Government servant substantively to the post during such temporary interruption. For this purpose, interruptions which are likely to last for less than 3 years may be treated as temporary. It follows, therefore, that where a Government servant is already appointed substantively to a temporary post, a second Government servant should not be appointed substantively to it unless the previous holder of the post has been transferred from it permanently or unless he has been transferred temporarily and there is reason to believe that he will remain absent from the post for a period of not less than three years.

(54) **Tenure post** means a permanent post which an individual Government servant may not hold, for more than a limited period without reappointment.

*Note.*—The following posts in State and Class I services have been declared by Government to be tenure posts :—

	Period of tenure (Years)
(1) Under Secretary to Government (when held by persons other than those promoted from the Subordinate Secretariat Service).	3
(2) Deputy Secretary (Criminal Law) in the Law & Judiciary Department.	5
(3) Solicitor (Mofussil Litigation) .. .. .	5
(4) Three posts of Assistant Directors of Social Welfare .. .. .	3

(56) **Transfer** means the movement of a Government servant from one headquarter station in which he is employed to another such station, either—

- (a) to take up the duties of a new post; or
- (b) in consequence of a change of his headquarters.

(57) **Transit time** means the actual time required to reach the destination of tour from the headquarters or from one outstation to another outstation by the ordinary mode of travel.

## CHAPTER III--GENERAL CONDITIONS

**10. Right to leave**

(1) Leave is permission granted by a competent authority at its discretion to remain absent from duty.

(2) Leave cannot be claimed as of right.

(3) When the exigencies of public service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to that authority to alter the kind of leave due and applied for except at the written request of the Government servant.

**11. Considerations for sanctioning of leave on application**

Where all applications for leave cannot in the interest of public service be granted, an authority competent to grant leave should in deciding which application should be granted take into account the following considerations:—

(a) the Government servant who can for the time being best be spared.

(b) the amount of leave due to the various applicants.

(c) the amount and character of the service rendered by each applicant since he last returned from leave.

(d) the fact that any such applicant was compulsorily re-called from his last leave.

(e) the fact that any such applicant has been refused leave in the public interest.

**12. Grant of leave should not unduly deplete cadre**

Leave should not be granted to an extent which would deplete the strength of a service or Department available for duty below the essential minimum.

**13. Duties of Government servant absent on leave to be discharged by another Government servant ordinarily from same station or district**

As a general rule, the duties of a Government servant absent on leave for a period not exceeding 120 days should be discharged by another Government servant in the same station or district. Only in exceptional cases, where there is no Government servant available on the spot, the transfer of a Government servant from another station or district to officiate in consequence of a Government servant being on leave, not exceeding 120 days can be allowed. In the case of posts held by members of the All India Services, if a member of that

service is not available on the spot, a State Service Officer should be placed in charge of the vacant post.

#### **14. Commutation of one kind of leave into another**

(1) At the request of a Government servant, the authority which granted him leave may commute it retrospectively into leave of a different kind which was due and admissible to him at the time the leave was granted, but the Government servant cannot claim such commutation as a matter of right.

(2) The commutation of one kind of leave into another shall be subject to adjustment of leave salary on the basis of leave finally granted to the Government servant, that is to say, any amount paid to him in excess shall be recovered or any arrears due to him shall be paid.

*Note.*—Extraordinary leave granted on medical certificate or otherwise may be commuted retrospectively into leave not due subject to the provisions of rule 62.

#### **15. Combination of different kinds of leave**

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.

*Explanation.*—Casual leave which is not recognised as leave under these rules shall not be combined with any other kind of leave admissible under these rules.

#### **16. Maximum amount of continuous leave**

Unless Government in view of the exceptional circumstances of the case otherwise determines, no Government servant shall be granted leave of any kind for a continuous period exceeding five years.

#### **17. Formal joining of duty at the end of leave with the intention of taking leave again not permitted**

Formal joining of duty at the end of leave with the intention of taking leave again within a few days should not be permitted. The principle on which the requirements of this rule should be enforced is that no deliberate or intentional evasion of the rule should be permitted; but so long as this condition is satisfied, it is left to the discretion of the authority competent to grant the leave, to grant or refuse it, as may seem proper in each case.

#### **18. Application of rules while on temporary transfer to other Government or on foreign service**

(1) Government servants to whom these rules apply shall continue to be governed by these rules while on temporary transfer to the Central Government or any other State Government or while on foreign service within India.

(2) A Government servant in foreign service in India should submit his application for leave for a period not exceeding 120 days to his employer through the Audit Officer concerned. If the period is in excess of 120 days, he should submit the application through his employer to the authority, competent to grant the leave along with the Audit Officer's report thereon.

(3) A Government servant in foreign service in India may be granted by his employer leave for a period not exceeding 120 days, provided that it is certified by the Audit Officer to be admissible. Leave of longer duration may be granted by the authority which sanctions the transfer.

(4) In the case of Government servants on foreign service outside India (including service with U.N. agencies within or outside India) or on temporary transfer to the Armed Forces of the Union, these rules shall apply only to the extent provided in the terms and conditions of foreign service or temporary transfer, as the case may be.

**19. Admissibility of leave while in foreign service to be certified by Audit Officer**

In the case of a Government servant on foreign service leave should not be sanctioned until the Audit Officer who is responsible for the recovery of the leave and pension contributions has certified the amount of leave and the leave salary admissible.

**20. Acceptance of service or employment while on leave**

(1) A Government servant (other than a Government servant who has been permitted a limited amount of private practice or who has been permitted to undertake casual literary work or service as an examiner or similar employment) while on leave (including leave preparatory to retirement or leave granted beyond the date of retirement or quitting service) shall not take up any service or employment elsewhere, including the setting up of a private professional practice as Accountant, Consultant or Legal or Medical Practitioner, without obtaining the previous sanction of—

(a) Government if the proposed service or employment lies elsewhere than in India; or

(b) the authority empowered to appoint him, if the proposed service or employment lies in India.

(2) (a) No Government servant while on leave, other than leave preparatory to retirement or leave granted beyond the date of retirement, shall ordinarily be permitted to take up any other service or employment.

(b) If grant of such permission is considered desirable in any exceptional case, the Government servant may have his services transferred temporarily from his parent office to the office in which he

is permitted to take up service or employment or may be required to resign his appointment before taking up any other service or employment.

(3) (a) In case a Government servant who has proceeded on leave preparatory to retirement is required, before the date of compulsory retirement, for employment during such leave in any post under the State Government in or outside India and is agreeable to return to duty, the unexpired portion of the leave from the date of rejoining shall be cancelled.

(b) The leave so cancelled under clause (a) shall be treated as leave refused and subject to the provisions of rule 67 it may be granted from the date of compulsory retirement of the Government servant.

(c) Such recall to duty before expiry of leave shall be treated as optional for the purpose of rule 46.

(d) No leave shall be earned in respect of any period of employment during leave preparatory to retirement.

(e) In case a Government servant is employed in any post under the Government of Maharashtra while he is on leave referred to in rule 67 he may continue to enjoy his leave concurrently with such employment, but his leave salary which may be drawn in addition to pay of the post in which he is employed will be restricted to the amount of leave salary admissible in respect of leave on half pay. During such employment he may be granted dearness allowance and compensatory allowance, if any admissible on the basis of pay. These allowances will neither be admissible on leave salary nor will the leave salary be taken into account in calculating these allowances.

(4) Government servant on leave preparatory to retirement desiring to take up employment under Government will be given the option of retiring forthwith, or of remaining on leave until he has exhausted the leave admissible to him on condition that so long as he is employed under the Government, leave salary will be restricted to the amount of the pension *plus* pension equivalent of death-cum-retirement-gratuity, admissible to him, on retirement. The expression 'employment under Government' includes employment in any office under the Government whether under a State Government or the Central Government.

(5) (a) Where a Government servant is on leave beyond the date of compulsory retirement as provided in rule 67 and is employed during such leave in any post under the State Government or under a local body referred to in clause (a) of sub-rule (3) of rule 66 he may, if he so desires, continue to enjoy his leave concurrently with such employment subject to the maximum limit of 180 days as prescribed in rule 50.

(b) Where a Government servant is on leave preparatory to retirement as provided in rule 66 and is permitted in such leave to take up employment under any other State Government or under the Central Government or under a private employer or an employment payable from a Local Fund or an employment in any independent profession, trade or business such as setting up of practice as a Consultant, Accountant, Lawyer or Doctor, his leave salary should be restricted to the amount of leave salary admissible in respect of leave on half pay. No dearness allowance shall be admissible on leave salary.

(6) Re-employment of a Government servant, in a post other than in his parent department or office is to be treated as involving a "contracting out" of the Government servant's normal conditions of service and such an employment does not, therefore, attract the protection afforded by rule 27 of Maharashtra Civil Services (General Conditions of Services) Rules, 1981.

**21. Carry-forward of leave of temporary Government servant with one year's continuous service if appointed within six days of relinquishment of the first appointment**

Whenever a temporary Government servant with at least one year's continuous service is appointed to another permanent or temporary post under Government and the interruption in service between relinquishment of the first appointment and joining the second appointment does not exceed six days, all kinds of leave (earned leave, half pay leave, etc.) at his credit in the old post should be credited to his leave account in the new post. The service rendered by him in the old post and in the new post is not to be treated as continuous and cannot therefore be taken into account for any purpose.

**22. Leave at credit to cease on removal or resignation**

(1) Except as provided in rule 67 and this rule, any claim to leave to the credit of a Government servant, who is dismissed or removed or who resigns from Government service, ceases from the date of such dismissal or removal or resignation, as the case may be.

(2) Where a Government servant applies for another post under the Government but outside his parent office or department and if such application is forwarded through proper channel and the applicant is required to resign his post before taking up the new one, such resignation shall not be a resignation of public service provided that there is no physical break or if there be any, it does not exceed the joining time admissible under the rule, and shall not result in the lapse of the leave to his credit.

(3) A Government servant, who is dismissed or removed from service but is re-instated on appeal or revision, shall be entitled to count for leave his service prior to dismissal or removal, as the case may be.

(4) A Government servant, who having retired on compensation, or invalid pension or gratuity is re-employed and allowed to count his past service for pension, shall be entitled to count his former service towards leave.

**23. Transfer to industrial establishment**

If a Government servant governed by these rules is appointed in an industrial establishment wherein his leave terms are governed by the Factories Act, 1948 (63 of 1948), the balance of the leave at his credit on the date of such appointment shall be allowed to be availed of as terminal leave or may lapse, subject to revival as and when he is transferred back to a service or post to which these rules apply.

---

**CHAPTER IV—GRANT OF AND RETURN FROM LEAVE****24. Application for leave**

An application for leave or for extension of leave shall be made in Form 1 in Appendix V to the authority competent to grant leave.

**25. Leave account**

(1) A leave account in Form 2 in Appendix V shall be maintained by the Audit Officer in respect of all Gazetted Government servants except such Government servants whose pay and allowances are drawn by the Heads of Offices on establishment bills.

(2) In respect of Non-gazetted Government servants and such Gazetted Government servants whose pay and allowances are drawn by means of establishment pay bills, the leave account in Form 2 shall be maintained by the Head of Office.

**26. Verification of title to leave**

(1) No leave shall be granted to a Government servant until a report regarding its admissibility has been obtained from the authority maintaining the leave account.

(2) The authority competent to sanction leave to a Government servant shall indicate in the orders sanctioning earned leave/half pay leave, the balance of such leave to his credit.

(3) (a) Where there is reason to believe that the obtaining of admissibility report will be unduly delayed, the authority competent to grant leave may calculate, on the basis of available information, the amount of leave admissible to the Government servant and issue provisional sanction of leave for a period not exceeding sixty days.

(b) The grant of leave under this sub-rule shall be subject to verification by the authority maintaining the leave account and modified sanction for the period of leave may be issued where necessary.

(c) In the case of Gazetted Government servants, the Audit Officer may, at the request of the authority competent to grant leave, issue a provisional leave-salary slip for a period not exceeding sixty days.

*Note.*—In the case of leave preparatory to retirement or refused leave, an undertaking for recovery of the leave salary, if any, paid in excess shall be taken from the Government servant.

**27. Authority competent to grant leave to Non-gazetted Government servants**

Except as provided in rule 43 any leave, other than special disability leave, admissible under these rules may be granted to a Non-gazetted Government servant by the authority whose duty it

would be to fill up his post if it were vacant or by any other competent authority.

**28. Final sanction of leave to Gazetted officer only when admissibility certified by Audit Officer**

In cases of emergency, a Gazetted Government servant may be allowed to proceed on leave by the authority competent to grant him leave, but leave may not be finally sanctioned to him until a report as to the admissibility of the leave has been obtained from the Audit Officer.

**29. Grant of leave to a Gazetted Government servant**

Except as provided in rule 43 any leave, other than special disability leave, admissible under these rules may be granted to a Gazetted Government servant by a competent authority on receipt of the report referred to in rule 28.

**30. Grant of leave and payment of leave salary to a Government servant transferred from one Department/Office to another while on leave.**

The grant of leave or extension of leave and payment of leave salary to a Government servant transferred from one Department/Office to another while he is already on leave or in transit from one department to another, shall be regulated as follows:—

(a) in cases where a period of leave has already been sanctioned by a Department/Office and the Government servant concerned is transferred to another Department/Office where he has to join on expiry of the leave, the issue of formal orders sanctioning leave and the payment of leave salary shall devolve on the Department/Office from which he is transferred.

(b) in cases where extension of leave applied for in continuation of the leave already granted to him by the Department/Office from which he is transferred, the issue of formal orders sanctioning extension of leave and the payment of leave salary shall devolve on—

(i) the Department/Office where he is to report for duty, if the transfer or reversion of the Government servant to such Department/Office is to take effect from the date of expiry of the original spell of leave, or

(ii) the Department/Office from which he is transferred, if the transfer or reversion is to take effect from the date of expiry of extension of the leave applied for.

(c) in cases where the leave is applied for by a Government servant during the period of transit from one Department/Office to another, the leave should be sanctioned by the Department/Office where he has to report for duty and that Department/Office should also make suitable administrative arrangements incumbent on the sanctioning of leave.

**31. Leave not to be granted in certain circumstances**

Leave shall not be granted to a Government servant whom a competent punishing authority has decided to dismiss, remove or compulsorily retire from Government service.

**32. Repeated grants of leave on medical certificate within short intervals**

When a Government servant applies for repeated grants of leave on medical certificates within short intervals, the attention of the Medical Board/Government Medical Officer should be drawn to his case with a view to their/his carefully considering the term of absence necessary for his complete recovery.

**33. Production of medical certificate does not confer a right to leave which is not admissible**

Every certificate of a Medical Board or a Medical Officer recommending the grant of leave to a Government servant must contain a proviso that no recommendation contained in it, shall be deemed to be evidence of a claim to any leave not admissible to the Government servant under the rules to which he is subject.

**34. Appearance before Medical Board**

There shall be a Standing Medical Board, for each Revenue Division except Bombay Division, meeting at Pune, Aurangabad and Nagpur. For Bombay Division, there shall be two Standing Medical Boards, meeting at the J. J. Group of Hospitals, Bombay and the St. George's Hospital, Bombay or G. T. Hospital, Bombay.

**35. Appearance of a Government servant serving outside the limits of Greater Bombay before a Medical Board**

(1) A Government servant serving outside the limits of Greater Bombay shall normally be required to appear before the Medical Board constituted under rule 34 for the Revenue Division in which he is serving, but, when the authority competent to grant leave is satisfied that it will be more convenient, either to Government or the Government servant, that the latter should appear before the Board constituted for another Division or for Bombay, he may request the Civil Surgeon of the concerned district or the Superintendent of St. George's or J. J. Hospitals, Bombay, respectively to convene a Board.

(2) A Government servant serving in Bombay, or within the limits of the Greater Bombay, shall be required to appear before one of the Boards constituted for Greater Bombay.

**36. Medical Board to consist of**

The Board referred to in rule 34 for the Revenue Divisions, other than Bombay Division, shall consist of three qualified medical men, of whom one shall be the Civil Surgeon at the Divisional headquarters station, who shall also be the Chairman. The two standing

Medical Boards for Bombay Division shall be constituted as indicated in paragraph 648 of the Bombay Civil Medical Code, Part I.

**37. Arrangement for assembly of Medical Board**

On receipt of intimation from authority competent to grant leave that a Government servant requires to be examined by the Medical Board, the Civil Surgeon or Superintendent/Dean of St. George's Hospital or Dean of J. J. Hospitals shall arrange for the assembly of the Medical Board.

**38. Grant of leave to Gazetted Government servant outside district headquarters on medical certificate of a Registered Medical Practitioner**

A Gazetted Government servant serving in places outside district headquarters may be granted leave on medical certificate on the strength of a certificate of a Registered Medical Practitioner countersigned by the Civil Surgeon or the District Medical Officer, who may visit the patient if for any reason he considers this course advisable. This rule will only apply when the Government servant requiring leave is too ill, or unable for other reasons regarded as sufficient by his immediate superior, to come to headquarters to undergo examination by the Civil Surgeon or the District Medical Officer.

**39. No medical certificate to be submitted for countersignature without the cognisance of Head of Office**

No certificate should be submitted for countersignature without the cognisance of the Head of the Office in which the applicant is serving.

**40. Grant of leave on medical grounds to Gazetted Government servants**

(1) Where leave of any kind (together with extension of leave, if any) is asked for on medical grounds, the competent authority may, if he considers it necessary to have a medical opinion, follow the following procedure:—

(a) if the leave together with extension of leave (if any) asked for is of 2 months' duration or less, he may be asked to obtain a certificate in Form 3<sub>2</sub> in Appendix V from his Authorised Medical Attendant; or Medical Officer of equal status.

(b) if the leave together with extension of leave (if any) asked for is for more than two months, or if the certificate obtained under clause (a) above so recommends, he may be asked to appear before a Medical Board.

(2) If according to (1) (b) above, appearance before a Medical Board is required, the authority competent to grant leave, shall request the Civil Surgeon of the district in which the Government servant is serving or in which he falls ill or to which he proceeds

for treatment to set up a Medical Board. The Government servant shall present himself before the Medical Board with two copies of the statement of his case.

(3) The Medical Board may give the Government servant a certificate to the following effect, namely:—

“ We do hereby certify that, according to the best of our professional judgement and after careful personal examination of the case, we consider the health of Shri/Shrimati/Kumari .....  
.....to be such as to render leave  
of absence for a period of .....  
absolutely necessary for his/her recovery.”

*Note.*—Where the leave recommended is for more than three months or where the leave for three months or less is extended beyond three months, the Medical Board shall state, at the time of giving this certificate, whether the Government servant should or need not appear before another Medical Board for obtaining the certificate of fitness for return to duty.

(4) Where the Medical Board entertain a doubt, it may, before giving the certificate under sub-rule (3), provide for the keeping of the applicant under professional observation for a period not exceeding fourteen days and give him a certificate to the following effect, namely:—

“ Shri/Shrimati/Kumari ..... having applied to us for a medical certificate recommending the grant to him/her of leave, we consider it expedient, before granting or refusing such certificate, to keep Shri/Shrimati/Kumari .....  
..... under professional observation for ..... days.”

(5) If the state of health of the applicant is certified by the Civil Surgeon or District Medical Officer to be such as to make it impracticable for the applicant, for a specified period, to present himself/herself at the place where a Board can be assembled, the authority competent to grant the leave may, in lieu of the certificate prescribed in sub-rule (3), accept a certificate signed by any two Medical Officers, not below the rank of a Civil Surgeon.

(6) Notwithstanding anything contained in sub-rule (5) the authority competent to grant leave may dispense with the procedure laid down in sub-rules (2) and (3) when the applicant is undergoing treatment in a hospital as an indoor patient and the leave is recommended by the Medical Officer-in-charge of the case in the hospital not below the rank of a Civil Surgeon for the period of hospitalisation or convalescence.

(7) A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government servant concerned will ever be fit to resume his duties and in such case, the opinion that the Government servant is permanently unfit for Government service shall be recorded in the medical certificate.

(8) The grant of a medical certificate under this rule does not in itself confer upon the Government servant concerned any right to leave, the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.

*Note 1.*—In Greater Bombay, certificates from the Police Surgeon, Bombay, and the Superintendents/Dean of St. George's, J. J. and G. T. Hospitals, and those signed by the Honorary Medical Staff of these institutions and countersigned by the Superintendents/Dean may be accepted for purposes of this rule. The Superintendents/Dean of the above Hospitals are empowered to countersign medical certificates from other Registered Medical Practitioners in Greater Bombay or require the applicant to present himself before him for medical examination before countersignature.

*Instruction.*—In case the leave is for sixty days or less, the last sentence of the medical certificate in Form 3 should be modified by scoring out the irrelevant words. In case the leave is for more than sixty days, the last sentence of the medical certificate should be completely scored out.

*Note 2.*—Certificates signed by the Medical Officer-in-charge, Cama and Albless Hospitals, Bombay, may be accepted for purposes of this rule so far as female Government servants of Gazetted rank in Greater Bombay are concerned.

*Note 3.*—Certificate signed by the Assistant to the Civil Surgeon, Pune, provided he is an officer of Class I of the Maharashtra Medical and Health Services, may be accepted for the purposes of this rule.

#### **41. Grant of leave on medical grounds to Non-gazetted Government servants**

(1) An application for leave on medical grounds made by a Non-gazetted Government servant, shall be accompanied by a medical certificate in Form 4 in Appendix V given by an Authorised Medical Attendant or a Registered Medical Practitioner, defining as clearly as possible the nature and probable duration of the illness.

(2) A Medical Officer shall not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Government servant concerned will ever be fit to resume his duties and in such case, the opinion that the Government servant is permanently unfit for Government service shall be recorded in the medical certificate.

(3) The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Government Medical Officer not below the rank of a Civil Surgeon, to have the applicant medically examined on the earliest possible date. Non-Gazetted female Government servant in Greater Bombay may be examined by the Medical Officer in-charge Cama and Albless Hospitals, Bombay.

(4) It shall be the duty of the Government Medical Officer referred to in sub-rule (3) to express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended and for that purpose he may either require the applicant to appear before himself or before a Medical Officer nominated by himself.

(5) The grant of a medical certificate under this rule does not in itself confer upon the Government servant concerned any right to leave; the medical certificate shall be forwarded to the authority competent to grant leave and orders of that authority awaited.

(6) The authority competent to grant leave may, in its discretion, waive the production of a medical certificate in Form 4 in case of an application for leave for a period not exceeding three days at a time. Such leave shall not be treated as commuted leave and shall be debited against leave other than commuted leave.

**42. Grant of leave on medical grounds to a Class IV Government servant**

In support of an application for leave, or for an extension of leave, on medical grounds from a Government servant in Class IV service, the authority competent to grant the leave may accept such certificate as it may deem sufficient.

**43. Leave to a Government servant who is unlikely to be fit to return to duty**

(1) (a) When a medical authority has reported that there is no reasonable prospect that the Government servant will ever be fit to return to duty, leave shall not necessarily be refused to such Government servant.

(b) The leave may be granted, if due, by the authority competent to grant leave on the following conditions :—

(i) if the medical authority is unable to say with certainty that the Government servant will never again be fit for service, leave not exceeding twelve months in all may be granted and such leave shall not be extended without further reference to a medical authority,

(ii) if a Government servant is declared by a medical authority to be completely and permanently incapacitated for further service, leave or an extension of leave may be granted to him after the report of the medical authority has been received, provided the amount of leave as debited to the leave account together with any period of duty beyond the date of the report of the medical authority does not exceed six months.

(2) A Government servant who is declared by a medical authority to be completely and permanently incapacitated for further service shall,—

(a) if he is on duty, be invalided from service from the date of relief of his duties, which should be arranged without delay on receipt of the report of the medical authority; if, however, he is granted leave under sub-rule (1) he shall be invalided from service on the expiry of such leave,

(b) if he is already on leave, be invalided from service on the expiry of that leave or extension of leave, if any, granted to him under sub-rule (1).

**44. Commencement and termination of leave**

Except as provided in rule 45, leave ordinarily begins on the day on which the transfer of charge is effected and ends on the day preceding that on which the charge is resumed.

**45. Combination of holidays with leave**

(1) When the day, immediately preceding the day on which a Government servant's leave begins or immediately following the day on which his leave expires, is a holiday or one of a series of holidays, the Government servant may be permitted to leave his station at the close of the day before, or return to it on the day following such holiday or series of holidays:

Provided that—

(a) his transfer or assumption of charge does not involve the handing or taking over of securities or of moneys other than a permanent advance,

(b) his early departure does not entail a correspondingly early transfer from another station of a Government servant to perform his duties, and

(c) the delay in his return does not involve a corresponding delay in the transfer to another station of the Government servant who was performing his duties during his absence or in the discharge from Government service of a person temporarily appointed to it.

(2) On condition that the departing Government servant remains responsible for the moneys in his charge, the Head of Department may, in any particular case, waive the application of clause (a) of the proviso to sub-rule (1).

(3) Unless the authority competent to grant leave in any case otherwise directs—

(a) if holidays are prefixed to leave, the leave and any consequent rearrangement of pay and allowances take effect from the day after the holidays; and

(b) if holidays are suffixed to leave, the leave is treated as having terminated and any consequent rearrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been suffixed.

*Note 1.*—A compensatory leave granted in lieu of duty performed by a Government servant on Sunday or a holiday for a full day may be treated as a holiday for the above purpose.

*Note 2.*—A Government servant who has availed of half days casual leave and then proceeds on leave from the next day shall be allowed to prefix half days casual leave to the leave.

**46. Recall to duty before expiry of leave**

(1) All orders recalling a Government servant to duty before the expiry of his leave shall state whether the return to duty is optional or compulsory.

(2) Where the return to duty is optional the Government servant shall not be entitled to any concession.

(3) Where the return to duty is compulsory, the Government servant shall be entitled—

(a) if the leave from which he is recalled is in India, to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw—

(i) travelling allowance under rules made in this behalf for the journey; and

(ii) leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

(b) If the leave from which he is recalled is out of India, to count the time spent on the voyage to India as duty for purposes of calculating leave, and to receive—

(i) leave salary, during the voyage to India and for the period from the date of landing in India to the date of joining his post, at the same rate at which he would have drawn it but for recall to duty,

(ii) a free passage to India,

(iii) refund of his passage from India if he has not completed half the period of his leave by the date of leaving for India on recall, or three months, whichever is shorter,

(iv) travelling allowance, under the rules for the time being in force, for travel from the place of landing in India to the place of duty.

*Note.*—Orders recalling a Government servant from leave out of India should be communicated to him officially through the High Commissioner for India. The orders of recall should state clearly whether the return is optional or compulsory.

#### 47. Return from leave

(1) A Government servant on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.

(2) Notwithstanding anything contained in sub-rule (1), a Government servant on leave preparatory to retirement shall be precluded from returning to duty, save with the consent of the authority competent to appoint him to the post from which he proceeded on leave preparatory to retirement.

(3) (a) A Government servant who has been granted leave on medical grounds may not return to duty until he has produced a medical certificate of fitness in Form 5 in Appendix V.

(b) If the Government servant is a Gazetted Officer, the certificate under clause (a) shall be obtained from a Medical Board except in the following cases :—

(i) cases in which the leave is for not more than three months.

(ii) cases in which leave is for more than three months or leave for three months or less is extended beyond three months, and the Medical Board states, at the time of granting the original certificate or the certificate for extension, that the Government servant need not appear before another Medical Board for obtaining the certificate of fitness.

(c) In cases falling under clause (b), the certificate may be obtained from the Authorised Medical Attendant or a Medical Officer of equivalent status.

(d) In the case of a Non-gazetted Government servant, the authority under whom the Government servant is employed on return from leave may, at his discretion, accept a certificate signed by a Registered Medical Practitioner.

(4) (a) A Government servant returning from leave is not entitled, in the absence of specific orders to that effect, to resume as a matter of course the post which he held before going on leave.

(b) Such Government servant shall report his return to duty to the authority which granted him leave or to the authority, if any, specified in the order granting him the leave and await orders.

*Note 1.*—A Government servant who had been suffering from tuberculosis may be allowed to resume duty on the basis of fitness certificate which recommends light work for him.

*Note 2.*—The competent authority should provide for the expected return of Government servants from leave by seeing that the Government servants to be relieved are at headquarters in due time to give over charge.

#### 48. Absence after expiry of leave

(1) Unless the authority competent to grant leave extends the leave, a Government servant who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.

(2) Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.

#### 49. Leave intervening treated as over-stayal

The entire period (excluding Sundays and holidays) intervening between the day on which the leave expires and the day on which the Government servant resumes duty shall be treated as over-stayal.

## CHAPTER V—KINDS OF LEAVE DUE AND ADMISSIBLE

**50. Earned leave for Government servants serving in Departments other than Vacation Department**

(1) (a) A Government servant who is serving in a Department other than a Vacation Department shall be entitled to earned leave at the rate of one-eleventh of the period spent on duty.

(b) The Government servant shall cease to earn such leave under clause (a) when the earned leave due amounts to 180 days.

(c) Where a Government servant not in permanent employ is appointed without interruption of service substantively to a permanent post his leave account shall be credited with the earned leave which would have been admissible if his previous duty had been rendered as a Government servant in permanent employ.

*Note.*—The provisions of this clause shall apply to Government servant whose first year of service or any part thereof in temporary capacity was rendered before 1st October 1974, when rate of earning such leave used to be 1/22nd of period spent on duty.

(d) A period spent in foreign service shall count as duty for purposes of this rule, if contribution towards leave salary is paid on account of such period.

(2) Subject to the provisions of rule 10 and sub-rules (1) and (3) of this rule, the maximum earned leave that may be granted at a time shall be 120 days.

(3) Earned leave may be granted to a Government servant in Class I or Class II service for a period exceeding 120 days but not exceeding 180 days, if the entire leave so granted or any portion thereof is spent outside India, Bangladesh, Bhutan, Burma, Srilanka, Nepal and Pakistan:

Provided that where earned leave for a period exceeding 120 days is granted under this sub-rule, the period of such leave spent in India shall not in the aggregate exceed the aforesaid limits.

*Exception.*—When earned leave admissible under these rules is combined with special types of leave, such as T. B. leave or hospital leave, the whole spell of such leave terminating in superannuation (or invalidation) shall not be treated as leave preparatory to retirement for the application of the limits of earned leave admissible under this rule.

**51. Calculation of earned leave**

(1) In calculating earned leave referred to in sub-rule (1) of rule 50 the actual number of days of duty performed shall first be counted and then multiplied by 1/11th and the product expressed in days and fraction of day.

(2) In case there is a change in the rate of earning of leave, the fraction in the earned leave shall be rounded off to the nearest day, that is fraction below half shall be ignored and half or more shall be reckoned as one day.

#### 52. Vacation Department

A Vacation Department is, subject to the exceptions and to the extent stated in Appendix II, a department or part of a department to which regular vacations are allowed, during which a Government servant serving in the department is permitted to be absent from duty.

#### 53. Government servant holding two appointments

A Government servant holding two appointments, of which one is in a Vacation Department and one is not, will not be deemed to serve in a Vacation Department.

#### 54. Earned leave for persons serving in Vacation Departments

(1) A Government servant serving in a Vacation Department shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.

(2) (a) In respect of any year in which a Government servant avails himself of a portion of the vacation, he shall be entitled to earned leave in such proportion of 30 days, as the number of days of vacation not taken bears to the full vacation :

Provided that no such leave shall be admissible to a Government servant not in permanent employ in respect of the first year of his service.

(b) If, in any year, the Government servant does not avail himself of any vacation, earned leave shall be admissible to him in respect of that year under rule 50.

*Explanation.*—For the purposes of this rule, the term “year” shall be construed as meaning not calendar year but twelve months actual duty in a Vacation Department.

*Note 1.*—A Government servant entitled to vacation shall be considered to have availed himself of a vacation or a portion of a vacation unless he has been required by general or special order of a higher authority to forgo such vacation or portion of a vacation; provided that if he has been prevented by such order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation.

*Note 2.*—When a Government servant serving in a Vacation Department proceeds on leave before completing a full year of duty, the earned leave admissible to him shall be calculated not with reference to the vacations which fall during the period of actual duty rendered before proceeding on leave but with reference to the vacations that fall during the year commencing from the date on which he completed the previous year of duty.

(3) Vacation may be taken in combination with or in continuation of any kind of leave under these rules :

Provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed

the amount of earned leave due and admissible to the Government servant at a time under rule 50 :

Provided further that the total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed 240 days.

**55. Government servant in Vacation Department liable to be recalled at his own expense**

A Government servant serving in a Vacation Department, who leaves his place of duty during vacation, is liable to be recalled thereto at his own expense, except when such Government servant had been granted leave with permission to prefix or suffix vacation to his leave.

**56. Furnishing of certificate to Audit of non-availment of vacation**

It is the duty of the Government servant concerned to furnish a certificate to the Audit Officer, along with a copy of the order of the head of his department, that he has not availed himself of a vacation or portion thereof unless he comes under one or other of the general classes specified below.

*Note.*—The following Government servants are required by general order of Government to perform duties throughout the vacations, viz.—

- (i) Judicial officers under training;
- (ii) Head Clerk, Sheristedar or Nazir of a District Court.

**57. Government servant precluded from enjoying a part of vacation etc.**

In the case of a Government servant who is precluded from enjoying a part of the vacation by reason of his transfer, the time actually spent in travelling from one station to another and not the full joining time admissible under the rules should be added to the period by which he has been prevented from enjoying a vacation by reason of his transfer.

**58. Termination of period of service on transfer from Vacation Department to Non-vacation Department**

(1) When a Government servant is transferred from a Vacation Department to a Non-vacation Department, his period of service in the former will be considered to have terminated with effect from the close of the last vacation enjoyed by him.

(2) When a Government servant is transferred from a Non-vacation Department to a Vacation Department his period of service in the latter will be held to have commenced from the date of his joining the Vacation Department.

*Note.*—In the case of a Government servant transferred to a Non-vacation Department during the period of vacation the words "last vacation enjoyed by him" occurring in sub-rule (1) of this rule should be interpreted as referring to the last vacation fully or partly enjoyed by him.

**59. Government servant in Vacation Department not entitled to pay if he resigns without previous intimation**

(1) A Government servant serving in a department to which regular vacations are allowed, who holds only an acting appointment is

not entitled to any pay for the period of vacation, if he resigns the appointment without any previous intimation from the day his office reopens for business after the vacation. Similarly a Government servant serving in a department to which regular vacations are allowed, who joins his appointment from extraordinary leave only a day or two previous to the beginning of the vacation, is not entitled to pay for the period of vacation if he goes again on extraordinary leave without returning to duty on the reopening of his office after vacation.

(2) A teacher in a Government Secondary School or an Assistant Lecturer in a Government College officiating in, or holding a temporary post created against a post substantively vacant, may be granted pay for the period of a vacation provided his services are dispensed with just before the commencement of the vacation and he has already put in service, of not less than eight months during the academic year concerned.

#### 60. Half pay leave

(1) (a) A Government servant shall be entitled to half pay leave of 20 days in respect of each completed year of service.

(b) The leave due under clause (a) above may be granted on medical certificate or on private affairs :

Provided that in the case of a Government servant not in permanent employ, no half pay leave may be granted unless the authority competent to grant leave has reason to believe that the Government servant will return to duty on its expiry except in the case of a Government servant who has been declared completely and permanently incapacitated for further service by a medical authority.

(2) If a Government servant is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty. The period of suspension when treated as such i.e., as suspension should be excluded for counting completed years of service for the purpose of half pay leave.

#### 61. Commuted leave

(1) Commuted leave not exceeding half the amount of half pay leave due may be granted on medical certificate to a Government servant subject to the following conditions :—

(a) the authority competent to grant leave is satisfied that there is reasonable prospect of the Government servant returning to duty on its expiry;

(b) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;

(c) the authority competent to grant leave obtains an undertaking from the Government servant that in the event of his

resignation or retiring voluntarily from service he shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.

(2) Commuted leave upto a maximum of 90 days may be allowed during the entire service (without production of medical certificate) where such leave is utilised for an approved course of study whether full time or part time certified to be in the public interest by the leave sanctioning authority and also for the preparation of the final examination.

(3) Where a Government servant who has been granted commuted leave resigns from service or at his request is permitted to retire voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered :

Provided that no such recovery shall be made if the retirement is by reason of ill-health incapacitating the Government servant for further service or in the event of his death.

*Note.*—Commuted leave may be granted at the request of the Government servant even though earned leave is due to him.

### 62. Leave not due

(1) Save in the case of leave preparatory to retirement, leave not due may be granted to a Government servant in permanent employ subject to the following conditions:—

(a) the authority competent to grant leave is satisfied that there is reasonable prospect of the Government servant returning to duty on its expiry;

(b) leave not due shall be limited to the half pay leave he is likely to earn thereafter;

(c) leave not due during the entire service shall be limited to a maximum of 360 days out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate;

(d) leave not due shall be debited against the half pay leave the Government servant may earn subsequently;

(e) the authority competent to grant leave obtains an undertaking from the Government servant that in the event of his resigning or retiring voluntarily from service without returning to duty, he shall refund the leave salary paid to him.

(2) (a) Where a Government servant who has been granted leave not due resigns from service or at his request permitted to retire voluntarily without returning to duty, the leave not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered.

(b) Where a Government servant who having availed himself of leave not due returns to duty but resigns or retires from service

before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently:

Provided that no leave salary shall be recovered under clause (a) or clause (b) if the retirement is by reason of ill-health incapacitating the Government servant for further service or compulsory on attaining the age of 50/55 years or in the event of his death.

### 63. Extraordinary leave

(1) Extraordinary leave may be granted to a Government servant in special circumstances—

(a) when no other leave is admissible;

(b) when other leave is admissible but the Government servant applies in writing for the grant of extraordinary leave.

(2) Unless Government in view of the exceptional circumstances of the case otherwise determines, no Government servant who is not in permanent employ shall be granted extraordinary leave on any one occasion in excess of the following limits:—

(a) three months;

(b) six months, where the Government servant has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a) and his request for such leave is supported by a medical certificate as required by these rules;

(c) twelve months, in the case of a Government servant who has completed five years' continuous service on the date of expiry of leave due and admissible under the rules including extraordinary leave under (a) and (b) of sub-rule (2) above, if the extraordinary leave is required on account of illness of the Government servant as certified by a Civil Surgeon or Superintendent of Government Hospital, as the case may be;

(d) twelve months, where the Government servant who has completed one year's continuous service is undergoing treatment for cancer, or for mental illness, in an institution recognised for the treatment of such disease or under a Civil Surgeon or a Specialist in such disease;

(e) eighteen months, where the Government servant who has completed one year's continuous service is undergoing treatment for—

(i) pulmonary tuberculosis or pleurisy of tubercular origin, in a recognised sanatorium;

*Note.*—The concession of extraordinary leave upto eighteen months shall be admissible also to a Government servant suffering from pulmonary tuberculosis or pleurisy of tubercular origin who receives treatment at his residence as such by the State Administrative Medical Officer concerned and produces a certificate signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

(ii) tuberculosis of any other part of the body by a qualified tuberculosis specialist or a Civil Surgeon, or

(iii) leprosy in a recognised leprosy institution or by a Civil Surgeon or a specialist in leprosy hospital recognised as such by the Director of Health Services;

(f) twenty-four months, where the leave is required for the purpose of prosecuting studies certified to be in the public interest, provided the Government servant concerned has completed three years continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a) of sub-rule (2) above.

(3) (a) Where a Government servant is granted extraordinary leave in relaxation of the provisions contained in clause (f) of sub-rule (2), he shall be required to execute a bond in Form 6 in Appendix V, undertaking to refund to the Government the actual amount of expenditure incurred by the Government during such leave plus that incurred by any other agency with interest thereon in the event of his not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.

(b) The bond shall be supported by sureties from two permanent Government servants having a status comparable to or higher than that of the Government servant.

(4) Government servants belonging to the Scheduled Castes or the Scheduled Tribes may, for the purpose of attending the Pre-Examination Training Course at the centres notified by the Government from time to time, be granted extraordinary leave by Head of Department in relaxation of the provisions of sub-rule (2).

(5) Two spells of extraordinary leave, if intervened by a spell of vacation or by any other kind of leave, shall be treated as one continuous spell of extraordinary leave for the purposes of sub-rule (2).

(6) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

**64. Leave to a probationer, a person on probation and an apprentice**

(1) (a) A probationer shall be entitled to leave under these rules as if he had held his post substantively otherwise than on probation.

(b) If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend—

(i) beyond the date on which the probationary period as already sanctioned or extended expires, or

(ii) beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

(2) A person appointed to a post on probation shall be entitled to leave under these rules.

*Note.*—The probationers in the Registration Department for Sub-Registrar's posts are not eligible for any leave but the period of probation will count as duty if the probationers are subsequently confirmed.

(3) An apprentice shall be entitled to—

(a) leave, on medical ground on leave salary equivalent to half pay for a period not exceeding 30 days in any year of apprenticeship;

(b) extraordinary leave under rule 63.

*Note.*—Leave at the credit of a Government servant on the date of his appointment as an apprentice under any Department may be allowed to be carried forward on his appointment to any post on the expiry of the period of apprenticeship.

#### 65. Person re-employed after retirement

(1) In the case of a person re-employed after retirement, the provisions of these rules shall apply as if he had entered Government service for the first time on the date of his re-employment.

(2) Earned leave due and admissible may be granted to a re-employed pensioner prior to cessation of his duties.

#### 66. Leave preparatory to retirement

(1) A Government servant may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 180 days together with half pay leave due, subject to the condition that the total period of leave should not exceed 28 months or such leave does not extend beyond the date of compulsory retirement.

(2) A Government servant, who has given notice of retirement after attaining the age of 50 years in the case of Gazetted or 55 years in the case of Non-gazetted or to whom notice has been given by the appropriate authority after attaining the age of 50/55 years, as the case may be, may be granted leave due and admissible to him not extending beyond the date of compulsory retirement, even though such leave extends beyond the date of expiry of the notice:

Provided that a Government servant, who is retired by the appropriate authority by giving him pay and allowances in lieu of notice, may apply for leave within the period for which such pay and allowances were given, and where he is granted leave, the leave salary shall be allowed only for the period of leave excluding that period for which pay and allowances, in lieu of notice have been allowed.

*Note.*—The leave granted as leave preparatory to retirement shall not include extraordinary leave.

(3) (a) Where a Government servant who is on foreign service in or under any local authority or a corporation or company wholly or substantially owned or controlled by the Government (referred

to as the local body) applies for leave preparatory to retirement, the decision to grant or refuse such leave shall be taken by foreign employer with the concurrence of the lending authority under the State Government.

(b) In case the leave is so refused to the Government servant in public interest, it may be availed of by him to the extent admissible under rule 67 from the date of his quitting service.

(c) In case the lending authority under Government is not agreeable to the refusal of leave preparatory to retirement, it shall be granted to the Government servant and if the foreign employer needs the services of the officer during that period, the Government servant may be re-employed by that employer concurrently with leave preparatory to retirement and leave salary regulated in accordance with the provisions of sub-rule (5) of rule 70.

(4) Where a Government servant is on foreign service in or under a local body other than the one mentioned in clause (a) of sub-rule (3), leave preparatory to retirement shall be admissible to him only when he quits duty under the foreign employer:

Provided that where the Government servant continues in service under such foreign employer, the Government servant shall not be eligible for grant of refused leave under rule 67.

**67. Leave beyond the date of compulsory retirement or quitting of service**

(1) Except as provided hereinafter, no leave shall be granted to a Government servant beyond—

- (a) the date of his compulsory retirement, or
- (b) the date of his final cessation of duties, or
- (c) the date of his resignation from service.

(2) Where the service of a Government servant has been extended in the interest of public service beyond the date of his compulsory retirement, he may be granted earned leave, subject to a maximum of 180 days.

(3) Where the service of a Government servant, not in permanent employ is terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment, he may be granted earned leave to his credit, subject to a maximum of 120 days, even though such leave extends beyond the date on which he ceases to be in service. If the Government servant himself resigns or quits service, he may be granted earned leave to the extent of half of such leave to his credit subject to a maximum of 60 days:

Provided that the leave so granted to such Government servant, other than a Government servant re-employed after attaining the age of compulsory retirement, does not extend beyond the date on which he attains the age of compulsory retirement.

**68. Cash equivalent of leave salary in respect of earned leave at the credit at the time of retirement on superannuation**

(1) The authority competent to grant leave shall *suo-motu* sanction to a Government servant who retires on attaining the age of superannuation, the cash equivalent of leave salary in respect of the period of earned leave at his credit on the date of his superannuation, subject to a maximum of 180 days.

(2) The cash equivalent of leave salary payable under sub-rule (1) above, shall also include dearness allowance admissible on the leave salary at the rates in force on the date of retirement and it shall be paid in one lumpsum, as a one-time settlement.

(3) The compensatory local allowance and house rent allowance shall not be included in calculating the cash equivalent of the leave salary under this rule.

(4) From the cash equivalent so worked out, no deduction shall be made on account of pension and pensionary equivalent of other retirement benefits.

(5) A Government servant who retires from service on attaining the age of compulsory retirement while under suspension shall be paid cash equivalent of leave salary under sub-rule (1) above in respect of the period of earned leave at his credit on the date of his superannuation, provided that in the opinion of the authority competent to order reinstatement, the Government servant has been fully exonerated and the suspension was wholly unjustified.

*Note 1.*—A Government servant can also avail of as leave preparatory to retirement a part of earned leave at his credit. In that case, he shall be allowed payment of cash equivalent of leave salary for the balance of the earned leave that remains at his credit on the date of retirement in accordance with sub-rule (1) above.

*Note 2.*—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, the following procedure shall be followed:

- (a) A Government servant nearing the date of retirement on superannuation should inform in writing to the authority competent to sanction him leave, three months in advance of the date of retirement, if he desires to avail 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 Audit Officer to communicate to him the amount of earned leave to his credit on the date of his superannuation.
- (ii) The Audit Officer should communicate the title to earned leave due and admissible as on the date of superannuation to the competent authority at least a fortnight before the date of retirement of the Government servant, endorsing a copy to the concerned Gazetted Officer.
- (iii) While reporting the title to the earned leave at the credit of the retiring Gazetted Officer, the Audit Office will indicate the rate of cash equivalent of leave salary in respect of the unutilised earned leave due and admissible subject to the condition that the cash equivalent at

the rates indicated by the Audit is not payable before the date of retirement and that 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 ascertained the amount of earned leave due and admissible to the credit of the Government servant on the date of 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 after the date of retirement, prefer a bill claiming the cash equivalent of leave salary in respect of the unutilised earned leave to the Treasury.
- (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.

*Note 3.*—The cash payment for unutilised earned leave shall be made in the following manner :—

$$\text{Cash payment} = \frac{\text{Pay} + \text{Dearness Allowance admissible on date of retirement}}{30} \times \text{No. of unutilised days of earned leave at credit subject to a maximum of 180 days.}$$

#### 69. Cash equivalent of leave salary in case of death while in service

In case a Government servant dies while in service, the cash equivalent of the leave salary that the deceased employee should have got had he gone on earned leave that would have been due and admissible to him but for the death on the date immediately following the death and in any case, not exceeding leave salary for 180 days, shall be paid to his family without any reduction on account of pension and pension equivalent of death-cum-retirement gratuity.

*Note.*—In addition to the cash equivalent of leave salary admissible under this rule, the family of the deceased Government servant shall also be entitled to payment of dearness allowance only.

#### 70. Leave salary

(1) Except as provided in sub-rules (5) and (6), a Government servant who proceeds on earned leave is entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

*Note.*—In respect of any period spent on foreign service out of India, the pay which the Government servant would have drawn if on duty in India but for foreign service out of India shall be substituted for the pay actually drawn while calculating leave salary.

(2) A Government servant on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-rule (1) above.

(3) A Government servant on commuted leave is entitled to leave salary equal to the amount admissible under sub-rule (1) above.

(4) A Government servant on extraordinary leave is not entitled to any leave salary.

(5) A Government servant who is permitted during leave preparatory to retirement, to take up any other service or employment under an employer other than the State Government, his leave salary while on earned leave shall be restricted to the amount of leave salary admissible during half pay leave.

(6) (a) A Government servant who is granted leave beyond the date of compulsory retirement or quitting of service, as the case may be, as provided under rule 67, shall be entitled during such leave to leave salary as admissible under this rule.

(b) Where such a Government servant is re-employed during such leave he may continue to enjoy his leave concurrently with such employment but his leave salary which may be drawn in addition to pay of the post in which he is employed, shall be restricted to the amount of leave salary admissible while on half pay leave.

(c) A Government servant whose pension is drawn separately during re-employment and who proceeds on earned leave during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

(7) In the case of person to whom the Employees' State Insurance Act, 1948 (34 of 1948) applies, leave salary payable during leave, other than earned leave, shall be reduced by the amount of benefits payable under the said Act for the corresponding period.

#### **71. Drawal of leave salary**

The leave salary payable under these rules shall be drawn in rupees in India.

#### **72. Advance of leave salary**

A Government servant including a Government servant on foreign service, proceeding on leave for a period of not less than 30 days, may be allowed an advance in lieu of leave salary upto a month's pay and allowances admissible on that leave salary subject to deductions on account of Income Tax, Provident Fund, House Rent, recovery of advances etc.

#### **73. Surrender of earned leave**

(1) A Government servant shall be allowed to surrender earned leave at his option to the extent of 30 days in a financial year on

availment of not less than 30 days earned leave subject to the following conditions:—

(a) the surrender of earned leave shall not be allowed more than once in any financial year,

(b) the application for surrender of earned leave should be made alongwith the application for grant of leave,

(c) the number of days of earned leave surrendered under these rules should be reckoned as surrendered on the date of commencement of actual leave taken and deducted from the leave account of the Government servant on that date,

(d) the total of the earned leave actually availed of and the earned leave surrendered should not exceed the maximum leave admissible to the Government servant at any one time viz. 120 days,

(e) on return from earned leave the Government servant should serve the Government for a period of not less than that of the earned leave surrendered,

(f) in the case of a Government servant who is on the verge of retirement, the period of leave surrendered should not exceed the period of duty between the date of expiry of earned leave actually availed of and the date of compulsory retirement,

(g) the surrender of earned leave should not be allowed in the case of leave preparatory to retirement or refused leave,

(h) the surrender of earned leave shall not be admissible to a Government servant who resigns while on leave,

(i) a Government servant who is permitted to surrender leave should not ordinarily be permitted to rejoin duty before the expiry of the thirty days leave sanctioned to him,

(j) in case of compulsory recall to duty, the Government servant should be allowed to enjoy the balance of his earned leave before expiry of the period of six months from the date on which he proceeded on earned leave or before he again proceeds on earned leave with surrender of earned leave, whichever is earlier. The leave sanctioning authority shall grant leave to such a Government servant during the prescribed period if he applies for it. If, however, the Government servant concerned himself does not ask for being allowed to enjoy the balance of the earned leave, the balance of the earned leave shall lapse and the said period would be debited to his leave account as if he had enjoyed it.

(k) the concession shall be admissible to a Government servant who is on foreign service or on deputation to the Government of India or to any other State Government,

(l) if a Government servant during his deputation to Central Government or other State Government or at the end of it, surrenders earned leave at his credit and in consideration thereof becomes entitled to additional remuneration representing cash value of the leave surrendered, the liability for the payment of

additional remuneration including other compensatory allowances relatable to the cash value of leave surrendered, will devolve on the Government of Maharashtra,

(m) in the case of Government servant who is on foreign service, a term to the effect that the Government servant shall be entitled to the benefit of surrender of leave and the expenditure towards compensatory allowances including dearness allowance on the leave so surrendered while on foreign service, shall be borne by the foreign employer, should be incorporated in the terms and conditions.

(2) The authorities who are empowered to sanction earned leave shall be competent to accept surrender of earned leave.

(3) The leave salary and allowances admissible for the leave surrendered should be at the rate of leave salary and allowances admissible at the commencement of earned leave and shall include dearness allowance, compensatory local allowance and non-practising allowance but shall not include house rent allowance. For this purpose, a month should be reckoned as 30 days, irrespective of the month in which the leave is availed of.

(4) The amount of leave salary and allowances for the surrendered leave may be paid in advance but not earlier than six days before the commencement of leave and shall not be liable to deductions on account of any advances etc. The leave sanctioning authority should insert a clause in the sanctioning order itself to the effect that in case the leave had to be cancelled by the competent authority before the date from which the Government servant was to proceed on leave, the amount of leave salary and allowances for the surrendered leave will have to be refunded forthwith to Government by the Government servant in one instalment or adjusted in full in the first monthly pay/leave salary bill of the Government servant.

(5) (a) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered in the case of non-Gazetted Government servants and Gazetted Officers referred to in sub-rule (2) of rule 25 details of the surrendered leave should be noted in their service books and in their leave accounts when the leave salary is drawn. A certificate to the effect that the necessary entries have been made in the service book and the leave account, should be furnished by the disbursing officer in the bill in which the leave salary for the surrendered leave is drawn.

(b) In respect of Gazetted Officers other than those referred to in sub-rule (2) of rule 25, the Audit Officer who certifies the admissibility of earned leave, should debit in the leave account of the Gazetted Officer concerned, the amount of earned leave surrendered on receipt of orders accepting the surrender of leave from the competent authority.

---

CHAPTER VI—SPECIAL KINDS OF LEAVE  
OTHER THAN STUDY LEAVE

**74. Maternity leave**

(1) A competent authority may, subject to the provisions of this rule, grant to a female Government servant in permanent employ, who does not have three or more living children on the date of the application, maternity leave for a period of ninety days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Such leave shall not be debited to the leave account.

(2) A female Government servant not in permanent employ who has put in at least one year of continuous service shall also, subject to the provisions of this rule, be eligible for maternity leave referred to in sub-rule (1), subject to the condition that the leave salary admissible during the period of maternity leave shall be regulated as follows, that is to say:—

(a) In the case of a female Government servant who has put in two or more years' continuous service, the leave salary admissible shall be as provided in sub-rule (1) of rule 70 of these rules; and

(b) In the case of a female Government servant who has put in continuous service for a period exceeding one year, but less than two years, the leave salary admissible shall be as provided in sub-rule (2) of rule 70 of these rules.

(3) The application for maternity leave should invariably be supported by medical opinion as to the probable date of confinement, and an undertaking to the effect that the Government servant shall report the date of confinement supported by a medical certificate. In case of a Class IV Government servant in which insistence on a regular medical certificate is likely to cause hardship, the authority competent to grant leave may accept such certificate as it may deem sufficient.

(4) A female Government servant may be allowed leave of the kind due, including commuted leave, if she so desires, in continuation of the maternity leave, up to a maximum of 60 days without production of a medical certificate.

(5) Leave under this rule shall be admissible in a case of miscarriage or abortion, including abortion induced under the Medical Termination of Pregnancy Act, 1971, subject to the following conditions:—

(a) the leave does not exceed six weeks, and

(b) the application for the leave is supported by a medical certificate.

(6) Heads of Departments may subject to the provisions of this rule, grant to a female Government servant borne on the work-charged establishment or remunerated by piece rates or daily wages who does not have three or more living children on the date of application, maternity leave for 90 days from the date of its commencement, subject to the provisions of sub-rules (3) and (5) above, subject to the following further conditions:—

(a) She must have put in continuous service for at least 33 months (inclusive of any period of authorised leave) previous to the date of requiring the maternity leave and must furnish a guarantee with at least one security that she will return to duty for a period of at least 6 months after the expiry of the leave if her services are required.

(b) The leave salary admissible shall be equal to the emoluments drawn for the month immediately before proceeding on leave.

#### **75. Special disability leave for injury intentionally inflicted**

(1) The authority competent to grant leave may grant special disability leave to a Government servant (whether permanent or temporary) who is disabled by injury intentionally inflicted or caused in, or in consequence of, the due performance of his official duties or in consequence of his official position.

(2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the person disabled acted with the promptitude in bringing it to notice:

Provided that the authority competent to grant leave may, if it is satisfied as to the cause of the disability, permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(3) The period of leave granted shall be such as is certified by an Authorised Medical Attendant and shall in no case exceed 24 months.

(4) Special disability leave may be combined with leave of any other kind.

(5) Special disability leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.

(6) Special disability leave shall be counted as service qualifying for pension and shall not, except the leave granted under the proviso to clause (b) of sub-rule (7) be debited against the leave account.

(7) Leave salary during such leave shall—

(a) for the first 120 days of any period of such leave, including a period of such leave granted under sub-rule (5), be equal to leave salary while on earned leave, and

(b) for the remaining period of any such leave, be equal to leave salary during half pay leave:

Provided that a Government servant may, at his option, be allowed leave salary as in sub-rule (a) for a period not exceeding another 120 days, and in that event the period of such leave shall be debited to his half-pay leave account.

*Note.*—Leave salary in respect of special disability leave granted to a Government servant who has rendered service under more than one Government may be apportioned between the Governments in accordance with the normal rules.

(8) (a) In the case of a person to whom the Workmen's Compensation Act, 1923 (8 of 1923) applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under clause (d) of sub-section (1) of section 4 of the said Act.

(b) In the case of a person to whom the Employees' State Insurance Act, 1948 (34 of 1948) applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

(9) (a) The provisions of this rule shall apply—

(i) to a civil Government servant disabled in consequence of service with a military force, if he is discharged as unfit for further military service, but is not completely and permanently incapacitated for further civil service, and

(ii) to a civil servant not so discharged who suffers a disability which is certified by a medical board to be directly attributable to his service with military force.

(b) In either case, any period of leave granted to such a person under military rules in respect of that disability shall be reckoned as leave granted under this rule for the purpose of calculating the period admissible.

#### **76. Special disability leave for accidental injury**

(1) The provisions of rule 75 shall apply also to a Government servant, whether permanent or temporary, who is disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds.

(2) The grant of special disability leave in such case shall be subject to the further conditions:—

(a) that the disability, if due to disease, must be certified by an Authorised Medical Attendant to be directly due to the performance of the particular duty;

(b) that, if the Government servant has contracted such disability during service otherwise than with a military force, it must be, in the opinion of the authority competent to sanction leave exceptional in character; and

(c) that the period of absence recommended by an Authorised Medical Attendant may be covered in part, by leave under this rule and in part by any other kind of leave, and that the amount of special disability leave granted on leave salary equal to that admissible on earned leave shall not exceed 120 days.

#### 77. Hospital leave

(1) The authority competent to grant leave may grant hospital leave to—

(a) Class IV Government servants, and

(b) such Class III Government servants whose duties involve the handling of dangerous machinery, explosive materials, poisonous drugs and the like, or the performance of hazardous tasks, while under medical treatment in a hospital or otherwise, for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties.

*Exception.*—The hospital leave may also be granted on account of ill health to Government servants specified below whose duties expose them to special risk of accident or illness even though the illness or injury may not be directly due to risk incurred in the course of their official duties:—

(i) Police officers, including trainees of a rank not higher than that of Head Constable;

(ii) Government servants of the Prohibition and Excise Department other than clerical establishments;

(iii) Forest Subordinates, other than clerks in receipt of pay not exceeding Rs. 225.

(2) Hospital leave shall be granted on the production of medical certificate from an Authorised Medical Attendant.

(3) Hospital leave may be granted on leave salary equal to that admissible during earned leave or half pay leave and for such period as the authority granting it may consider necessary.

(4) Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible, provided the total period of leave, after such combination does not exceed 28 months.

(5) (a) In the case of a person to whom the Workmen's Compensation Act, 1923 (8 of 1923) applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under clause (d) of sub-section (1) of section 4 of the said Act.

(b) In the case of a person to whom the Employees' State Insurance Act, 1948 (34 of 1948) applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for the corresponding period.

#### 78. Seamen's sick leave

(1) A Government servant serving as an officer, warrant officer or petty officer on a Government vessel may, while undergoing medical treatment for sickness or injury, either on his vessel or in hospital, be granted leave, by an authority competent to grant leave, on leave salary equal to full pay for a period not exceeding six weeks:

Provided that such leave shall not be granted if a Government medical officer certifies that the Government servant is malingering or that his ill health is due to drunkenness or similar self-indulgence or to his own action in wilfully causing or aggravating the disease or injury.

(2) A seaman disabled in the exercise of his duty may be allowed leave on leave salary equal to full pay for a maximum period not exceeding three months, if the following conditions are fulfilled, namely:—

- (a) a Government medical officer must certify the disability;
- (b) the disability must not be due to the seaman's own carelessness or inexperience;
- (c) the vacancy caused by his absence must not be filled.

(3) Such leave is not debited to the leave account.

(4) (a) In the case of a person to whom the Workmen's Compensation Act, 1923 (8 of 1923) applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under clause (d) of sub-section (1) of section 4 of the said Act.

(b) In the case of a person to whom the Employees' State Insurance Act, 1948 (34 of 1948) applies, the amount of leave salary payable under this rule shall be reduced by the amount of benefit payable under the said Act for corresponding period.

#### 79. T.B./Cancer/Leprosy/Paralysis leave

Rules regarding grant of leave to Government servants suffering from T.B./Cancer/Leprosy/Paralysis have been incorporated in Appendix III.

---

## CHAPTER VII—STUDY LEAVE

## 80. Conditions for grant of study leave

(1) Subject to the conditions specified in this chapter, study leave may be granted to a Government servant with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies or specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

(2) Study leave may also be granted—

(a) for a course of training or study tour in which a Government servant may not attend a regular academic or semi-academic course if the course of training or the study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to sphere of duties of the Government servant; and

(b) for the purposes of studies connected with the frame work or back ground of public administration subject to the conditions that—

(i) the particular study or study tour should be approved by the authority competent to grant leave, and

(ii) the Government servant should be required to submit, on his return, a full report on the work done by him while on study leave;

(c) for the studies which may not be closely or directly connected with the work of a Government servant, but which are capable of widening his mind in a manner likely to improve his abilities as a civil servant and to equip him better to collaborate with those employed in other branches of the public service.

(3) Study leave shall not be granted unless—

(a) It is certified by the authority competent to grant leave that the proposed course of study or training shall be of definite advantage from the point of view of public interest;

(b) It is for prosecution of studies in subjects other than academic or literary subjects:

Provided that a Medical Officer may be granted study leave for prosecuting a course of post-graduate study in medical sciences, if the Director of Medical Education and Research certifies to the effect that such study shall be valuable in increasing the efficiency of such Medical Officer in the performance of his duties;

(c) the Department of Economic Affairs of the Ministry of Finance, Government of India agrees to the release of foreign exchange involved in the grant of study leave, if such leave is outside India.

(4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India or under any of the schemes administered by the Department of Economic Affairs of the Ministry of Finance or by the Ministry of Education, Government of India.

(5) Study leave shall not ordinarily be granted to a Government servant—

(a) who has rendered less than five years' service under the Government;

(b) who is due to retire, or has the option to retire, from the Government service within three years of the date on which he is expected to return to duty after the expiry of the leave;

(6) Study leave shall not be granted to a Government servant with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

*Note.*—Applications for study leave shall be considered on merits of each case in consultation with the General Administration Department and Finance Department.

### 81. Maximum amount of study leave

The maximum amount of study leave, which may be granted to a Government servant, shall be—

(a) ordinarily twelve months at any one time, and

(b) during his entire service, twenty-four months in all (inclusive of similar kind of leave for study or training granted under any other rules).

### 82. Applications for study leave

(1) (a) Every application for study leave shall be submitted through proper channel to the authority competent to grant leave.

(b) The course or courses of study contemplated by the Government servant and any examination which he proposes to undergo shall be clearly specified in such application.

(2) Where it is not possible for the Government servant to give full details in his application, or if, after leaving India he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Head of the Mission or the authority competent to grant leave, as the case may be and shall not, unless prepared to do so at his own risk, commence the course of study or incur any expenses in connection therewith until he receives the approval of the authority competent to grant the study leave for the course.

**83. Sanction of study leave**

(1) A report regarding the admissibility of the study leave shall be obtained from the Audit Officer:

Provided that the study leave, if any, already availed of by the Government servant shall be included in the report.

(2) Where a Government servant borne permanently on the cadre of one department or establishment is serving temporarily in another department or establishment, the grant of study leave to him shall be subject to the condition that the concurrence of the department or the establishment to which he is permanently attached is obtained before leave is granted.

(3) Where the study leave is granted for prosecution of studies abroad, the Head of the Mission concerned shall be informed of the fact by the authority granting the leave.

*Note.*—The Head of the Mission shall be contacted by the Government servant for issue of any letters of introduction or for other similar facilities that may be required.

(4) (a) Every Government servant in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a bond in Form 7 or Form 8, in Appendix V as the case may be, before the study leave or extension of such study leave granted to him commences.

(b) Every Government servant not in permanent employ who has been granted study leave or extension of such study leave shall be required to execute a bond in Form 9 or Form 10, in Appendix V as the case may be, before the study leave or extension of such study leave granted to him commences.

(c) The authority competent to grant leave shall send to the Audit Officer a certificate to the effect that the Government servant referred to in clause (a) or clause (b) has executed the requisite bond.

(5) (a) On completion of the course of study, the Government servant shall submit to the authority which granted him the study leave, the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in-charge of the course of study.

(b) If the study is undertaken in a country outside India where there is an Indian Mission, the certificates shall be submitted through the Head of the Mission concerned.

**84. Accounting of study leave and combination with leave of other kinds**

(1) Study leave shall not be debited against the leave account of the Government servant.

(2) Study leave may be combined with other kinds of leave, but in no case shall the grant of this leave in combination with leave, other than extraordinary leave, involve a total absence of more than twenty eight months from the regular duties of the Government servant.

*Explanation.*—The limit of twenty eight months of absence prescribed in this sub-rule includes the period of vacations.

(3) A Government servant granted study leave in combination with any other kind of leave may, if he so desires, undertake or commence a course of study during any other kind of leave and subject to other conditions laid down in rule 87 being satisfied, draw study allowance in respect thereof:

Provided that the period of such leave coinciding with the course of study shall not count as study leave.

#### **85. Regulation of study leave extending beyond course of study**

When the course of study falls short of study leave granted to a Government servant, he shall resume duty on the conclusion of the course of study, unless the previous sanction of the authority competent to grant leave has been obtained to treat the period of shortfall as ordinary leave.

#### **86. Leave salary during study leave**

(1) During study leave availed outside India, a Government servant shall draw leave salary equal to the pay (without allowances other than dearness allowance) that the Government servant drew while on duty with Government immediately before proceeding on such leave, in addition to the study allowance admissible in accordance with the provisions of rules 87 to 89.

(2) (a) During study leave availed in India, a Government servant shall draw leave salary equal to the pay (without allowances other than dearness allowance) that the Government servant drew while on duty with Government immediately before proceeding on such leave.

(b) Payment of leave salary at full rate under clause (a) shall be subject to furnishing of a certificate by the Government servant to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.

(c) The amount, if any, received by a Government servant during the period of study leave as scholarship, stipend or remuneration in respect of any part-time employment shall be adjusted against the leave salary payable under this sub-rule, subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half pay leave.

(d) No study allowance shall be paid during study leave for courses of study in India.

**87. Conditions for grant of study allowance**

(1) A study allowance shall be granted to a Government servant who has been granted study leave for studies outside India for the period spent in prosecuting a definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.

(2) Where a Government servant has been permitted to receive and retain, in addition to his leave salary, any scholarship or stipend that may be awarded to him from a Government or non-Government source, or any other remuneration in respect of any part-time employment—

(a) no study allowance shall be admissible in case the net amount of such scholarship or stipend or remuneration (arrived at by deducting the cost of fees, if any, paid by the Government servant, from the value of the scholarship or stipend or remuneration) exceeds the amount of study allowance otherwise admissible.

(b) in case the net amount of scholarship or stipend or remuneration is less than the study allowance otherwise admissible, the difference between the value of the net scholarship or stipend or any other remuneration in respect of any part-time employment and the study allowance may be granted by the authority competent to grant leave.

(3) Study allowance shall not be granted for any period during which a Government servant interrupts his course of study to suit his own convenience:

Provided that the authority competent to grant leave or the Head of Mission may authorise the grant of study allowance for a period not exceeding 14 days at a time during such interruption if it was due to sickness.

(4) Study allowance shall also be allowed for the entire period of vacation during the course of study subject to the conditions that—

(a) the Government servant attends during vacation any special course of study or practical training under the direction of the Government or the authority competent to grant leave, as the case may be; or

(b) in the absence of any such direction, he produces satisfactory evidence before the Head of the Mission or the authority competent to grant leave, as the case may be, that he has continued his studies during the vacation:

Provided that in respect of vacation falling at the end of the course of study it shall be allowed for a maximum period of 14 days.

(5) The period for which study allowance may be granted shall not exceed 24 months in all.

**88. Rates of study allowance**

(1) The rates of study allowance shall be as follows :—

Country	Study Allowance per dien
Australia .. .. .	£ 1.00 (Sterling).
Continent of Europe .. .. .	£ 1.65 (Sterling).
New Zealand .. .. .	£ 1.20 (Sterling).
United Kingdom .. .. .	£ 2.00 (Sterling).
United States of America .. .. .	£ 2.75 (Sterling).

(2) The rates of study allowance prescribed in sub-rule (1) may be revised by the Government from time to time.

(3) The rates of study allowance to be granted to a Government servant who takes study leave in any country other than those specified in sub-rule (1) shall be such as may be specially determined by Government in each case.

**89. Procedure for payment of study allowance**

(1) Payment of study allowance shall be subject to the furnishing of a certificate by the Government servant to the effect that he is not in receipt of any scholarship or stipend or any other remuneration in respect of any part-time employment.

(2) Study allowance shall be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Government servant that he would refund to the Government any overpayment consequent on his failure to produce the required certificate of attendance or on his failure to satisfy the authority competent to grant leave about the proper utilization of the time spent for which study allowance is claimed.

(3) (a) In the case of a definite course of study at a recognised institution, the study allowance shall be payable by the authority competent to grant leave, if the study leave availed of is in a country where there is no Indian Mission, and by the Head of the Mission in other cases, on claims submitted by the Government servant from time to time, supported by proper certificates of attendance.

(b) The certificate of attendance required to be submitted in support of the claims for study allowance shall be forwarded at the end of the term if the Government servant is undergoing study in an educational institution, or at intervals not exceeding three months if he is undergoing study at any other institution.

(4) (a) When the programme of study approved does not include, or does not consist entirely of, such a course of study, the Government servant shall submit to the authority competent to grant leave direct or through the Head of the Mission a diary showing how his time has been spent and a report indicating fully the nature of the

methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or operations to conditions obtaining in India.

(b) The authority competent to grant leave shall decide whether the diary and report show that the time of the Government servant was properly utilised and shall determine accordingly for what period study allowance may be granted.

**90. Admissibility of allowances in addition to study allowances**

No allowance of any kind other than the dearness allowance and study allowance shall be admissible to a Government servant in respect of the period of study leave granted to him.

**91. Travelling allowance during study leave**

A Government servant to whom study leave has been granted shall not ordinarily be paid travelling allowance but the Government may in exceptional circumstances sanction the payment of such allowance.

**92. Cost of fees for study**

A Government servant to whom study leave has been granted shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases, the Government may sanction the grant of such fees :

Provided that in no case shall the cost of fees be paid to a Government servant who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain, in addition to his leave salary, any remuneration in respect of part-time employment.

**93. Resignation or retirement after study leave**

(1) If a Government servant resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty, he shall be required to refund—

(a) the actual amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the Government, and

(b) the actual amount, if any, of the cost incurred by other agencies, such as foreign Governments, Foundations and Trusts in connection with the course of study,

together with interest thereon at rates for the time being in force on Government loans, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise:

Provided that nothing in this rule shall apply—

(i) to a Government servant who, after return to duty from study leave, is permitted to retire from service on medical grounds ; or

(ii) to a Government servant who, after return to duty from study leave, is deputed to serve in any statutory or autonomous body or institution under the control of the Government and is subsequently permitted to resign from service under the Government with a view to his permanent absorption in the said statutory or autonomous body or institution in the public interest.

(2) (a) The study leave availed of by such Government servant shall be converted into regular leave standing at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave.

(b) In addition to the amount to be refunded by the Government servant under sub-rule (1), he shall be required to refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(3) Notwithstanding anything contained in this rule, the Government may, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule (1) by the Government servant concerned or class of Government servants.

## CHAPTER VIII—MISCELLANEOUS

**94. Temporary and officiating service taken into account for leave purposes**

Temporary and officiating service, rendered under the Central Government or any State Government, will, if followed by confirmation under the Government of Maharashtra without interruption of duty, be taken into account for the purpose of the leave account provided that under the rules laid down by the other Government such service would have counted had the Government servant in question continued in the service of that Government without a break of service till confirmation and provided that the other Government treats in a similar manner temporary and officiating service rendered under the Government of Maharashtra.

**95. Grant of leave to Government servants remunerated partly by fixed pay and partly by honoraria**

(1) A Government servant who is remunerated partly by fixed pay and partly by honoraria may be granted such leave as the authority who appoints him may think fit to grant, provided that the authority is able to make satisfactory arrangements for the performance of the absentee's duties and that no extra expense is caused to Government. In such cases the Government servant may be permitted to draw leave salary equal to pay or part of the pay of his post, but the whole of the honoraria shall be paid to the person who officiates in the post.

(2) Rules regulating the grant of leave to Government servants in non-continuous and part time service are contained in Appendix IV.

**96. Leave to Boring Mechanics, Mukadams and Trained Coolies**

Boring mechanics, mukadams and trained coolies, employed in the Agricultural Department for boring work, may be granted:—

(1) leave up to one-eleventh of the period spent on duty, subject to a maximum of 60 days at a time, on monthly leave allowance equal to the earnings prior to proceeding on leave; and

(2) leave on medical certificate on half the above allowance for a further one-eleventh of the period spent on duty, provided that not less than five years' duty has been done by them.

CHAPTER IX—REPEAL AND SAVING

97. Repeal and Saving

The corresponding rules in the Bombay Civil Services Rules, 1959, as in force in the State of Maharashtra immediately before the commencement of these rules are hereby repealed in so far as they provide for any of the matters contained in these rules:

Provided that anything done or any action taken under the rules so repealed shall be deemed to have been done or taken under the corresponding provisions of these rules.

---

APPENDICES

---

APPENDIX—I  
(See rule 7)  
Authorities to whom powers under Maharashtra Civil Services (Leave) Rules, 1981, have been delegated by Government

Serial No. (1)	Number of Rule (2)	Nature of Power (3)	Authority to whom the power is delegated (4)	Scope (5)	Remarks (6)
1	9 (35)	Power to appoint a Government servant to officiate in a vacant post on which no other Government servant holds a lien.	(i) Any authority which has power to make substantive appointment to the post. (ii) Regional Directors of Technical Education.	Full powers.	
2	9 (35)	Power to— (a) make officiating appointments for four months of Class II Officers and General State Service Officers of equivalent rank; and (b) to transfer officers of the above category; (c) power to notify such orders in the <i>Maharashtra Government Gazette</i> .	All Heads of Departments excluding Regional Heads of Departments.	Full powers	Subject to the observance of following conditions— (i) appointments are made in accordance with the Select List approved by Government, (ii) transfers and appointments are intimated to Government within a <i>fortnight</i> of the issue of the orders, (iii) the transfers and appointments are approved by Government within a period of six months from the date of issue of orders.

(iv) if the appointments ordered by the Heads of Departments are not approved by Government within a period of six months from the date of issue of the orders, they would be automatically rendered invalid. The transfers would, however, continue to be effective, pending receipt of Government's approval,

(v) except in cases where the transfers do not involve change of headquarters, an officer who has put in less than two years service at the same station should not be transferred without obtaining the prior approval of Government giving special reasons for such transfer,

(vi) The appointments, transfers are duly notified in the *Maharashtra Government Gazette* by the Heads of Departments.

(1)	(2)	(3)	(4)	(5)	(6)
3 9 (35)	(2)	Power to promote permanent Junior Engineers/Supervisors as Officiating Deputy Engineers.	<p>(i) Chief Engineer, Koyna.  (ii) Chief Engineer (Electrical), Koyna.  (iii) Superintending Engineers, Koyna.  (iv) Electrical Engineers, to Government  (v) Chief Ports Officer, Maharashtra State.  (vi) Director, Maharashtra Engineering Research Institute.  (vii) Director of Minor Irrigation.</p>	For a period not exceeding three months.	
4 20		<p>(i) Power to grant permission to take up service or accept private employment during leave preparatory to retirement.  (ii) Power to grant permission to take up service or accept private employment during leave preparatory to retirement, in the case of a Government servant retrenched on reduction of establishment.</p>	Heads of Departments ..	In respect of Government servants whom they can themselves appoint.	.....
			Officer who would have had the power to make appointments to the post if it had not been abolished	.....	

5	27 Power to grant all kinds of leave except special disability leave and study leave to Non-gazetted Government servants.	(1) Authorities competent to make appointments.	(1) Full powers	The Administrative Departments of the Mantralaya and Heads of Departments may, subject to general orders issued by Government from time to time, redelegate the power to their subordinate Gazetted Officers subject to such conditions as they consider necessary provided the scope of powers so redelegated is the same in respect of all such subordinate officers of the same rank.
6	29 (i) Power to grant all kinds of leave except special disability leave and study leave to Gazetted Government servants.	(1) Heads of Departments.	Upto 120 days in respect of Class I and Class II Officers.	
		(2) Regional Heads	Upto 120 days in respect of Class II Officers subject to the condition that no substitute is appointed during the leave period.	
	(ii) Power to grant extension of leave upto one month to all Lecturers, Teachers and Registrars at the Medical Schools in the State of Maharashtra.	Director of Health Services.	Provided the persons to whom the leave is granted are not M. M. S. Officers.	

(1)	(2)	(3)	(4)	(5)	(6)
7	43	Power to grant leave to a Government servant who is declared by a Medical Authority to be completely and permanently incapacitated for further service.	Officer competent to sanction his pension.	Full powers	....
8	48	Power to extend leave of a Government servant who remains absent after the end of his leave.	The authority which granted the leave.	Full powers provided that the Government servant on leave will on his return be under the authority's administrative control.	
9	Note 1 below rule 54.	Power to issue detention orders during vacation.	(i) Director of Technical Education.	Full powers.	
			(ii) Principal, Government Engineering Colleges.		
			(iii) Principal, Government Polytechnics.		
			(iv) Principal, Government Institute of Printing and Technology.		
			(v) Principal, College of Pharmacy, Karad.		
			(vi) Principal, Technical Teachers' Training College, Pune.		

- 10 63(6) Power to commute retrospectively periods of absence without leave into extraordinary leave. Authorities competent to make appointments. (1) Full powers. (2) Limited to 90 days in respect of temporary Government servants and one year in respect of permanent Government servants.
- 11 74 Power to grant Maternity leave. Heads of Offices. Female pensionable Government servants employed by them.
- 12 75 & 76. Power to grant special disability leave for injury intentionally inflicted or for accidental injury. Secretaries of Departments. Full powers.
- 13 78 Power to grant leave on account of ill-health to officers on Government vessels while undergoing medical treatment. Any authority competent to grant leave under rule 27 or 29. Full powers.

## APPENDIX II

(See rule 52)

**List of Government servants serving in Vacation/Non-vacation Department**

The following classes of Government servants serve in Vacation Departments when the conditions of rule 52 are fulfilled:—

## 1. (a) Under the Directorate of Education—

(i) All Heads of Government Educational Institutions belonging to Class I, II and III.

(ii) Professors, Readers, Associate Professors, Research Assistants, Lecturers, Assistant Lecturers, Demonstrators, Tutors in Class I, II and III, as the case may be, in Government Arts, Science, Commerce and Law Colleges.

(iii) Professors, Lecturers, Co-ordinators, Assistant Lecturers etc. in Class I, II and III as the case may be, in Government Training Colleges:

(iv) Physical Instructors in Government Colleges and Secondary Schools.

(v) Laboratory Assistants, Laboratory Attendants in Government Colleges and Secondary Schools.

(vi) Lecturers or other teachers in Government Primary, Middle and Secondary Schools and in Primary Training Institutions and other special Institutions.

(vii) All other staff in Government Institutions excepting those mentioned as belonging to Non-vacation Department.

*Note.*—The following classes of Government servants should be treated as belonging to a Non-vacation Department:—

(i) Farm Superintendents in Multipurpose High Schools and Agriculture Teacher Supervisors in Agriculture High Schools or the incumbents of similar posts in Agriculture High Schools who are required to do supervision of Agriculture farms and Field Assistants, Field Attendants who are required to do farm work,

(ii) Clerks and other ministerial servants in all Educational Institutions including Colleges,

(iii) Librarians, Assistant Librarians in all Educational Institutions including Colleges,

(iv) Registrars of Government Colleges,

(v) Such Class IV servants as are attached to the Offices of the Educational Institutions,

(vi) The following Class IV servants paid from contingencies in Educational Institutions:—

(1) Library Hamals, (2) Laboratory Hamals, (3) Malis, (4) Watchmen, (5) Sweepers, (6) Kamathis or Hamals, (7) Pagis, (8) Farases.

(b) (i) All the posts borne on the Maharashtra Education Service, Class I, II and III under the Director of Technical Education requiring teaching instructions of its incumbents.

*Note 1.*—The Principals and Heads of Institutions under the Director of Technical Education belonging to the Maharashtra Educational Service, Class I, II, III should be treated as belonging to Non-vacation Department irrespective of the fact that the incumbents of these posts are also required to do some teaching work.

*Note 2.*—All the Maharashtra Educational Service, Class I, II, III posts, the incumbents of which are not required to do teaching instruction work, should be treated as belonging to Non-vacation Department.

(ii) All the members of the Class IV service attached to workshops/laboratories should be treated as belonging to Vacation Department.

*Note.*—The Class IV servants belonging to the Office of an institution and/or to the institution as a whole should be treated as belonging to Non-vacation Department.

(c) The following posts at Shasakiya Vidya Niketan, Pusegaon, Aurangabad, Dhulia and Amaravati:—

(i) Principal, Maharashtra Education Service, Class I (Administration Branch).

(ii) Warden, Maharashtra Education Service, Class II (Administration Branch).

(iii) Rector, Maharashtra Education Service, Class II (Administration Branch).

(iv) Teacher, Maharashtra Education Service, Class II (Administration Branch).

(v) Assistant Teacher, Maharashtra Education Service, Class III (Administration Branch).

(vi) Part-time Teacher, Maharashtra Education Service, Class III (Administration Branch).

(vii) Cook, Maharashtra Education Service, Class IV.

(viii) Assistant Cook, Maharashtra Education Service, Class IV.

(ix) Kitchen Servant, Maharashtra Education Service, Class IV, Metron, Kamathi, Sweeper, Watchman and Electrician-cum-Water-pump Operator.

(d) The following posts in Class III and Class IV services in the Institute of Science, Bombay, Nagpur, Aurangabad:—

*Class III*

- |                                |                                      |
|--------------------------------|--------------------------------------|
| (i) Demonstrators (full time)  | (xi) Harbarium Assistant             |
| (ii) Demonstrators (part-time) | (xii) Museum Assistants              |
| (iii) Research Assistants      | (xiii) Record Keeper                 |
| (iv) Foreman                   | (xiv) Artist-cum-Photographer        |
| (v) Senior Mechanic            | (xv) Photo Artist                    |
| (vi) Junior Mechanic           | (xvi) Senior Technician              |
| (vii) Carpenters               | (xvii) Technical Assistants.         |
| (viii) Glass Blower            | (xviii) Senior Technical Assistants. |
| (ix) Laboratory Assistants     | (xix) Laboratory Mechanic.           |
| (x) Field Collectors           |                                      |

*Class IV*

- |                                |                           |
|--------------------------------|---------------------------|
| (i) Animal Attendant           | (iv) Mazdoors in workshop |
| (ii) Animal Keeper             | (v) Laboratory Hamal.     |
| (iii) Mazdoors in Laboratories |                           |

*Note.*—The following posts in Class III and Class IV services (i.e. the entire staff of Office, Library and Store and Administrative Assistants of all Departments and Malies of the Botany Department) in the Institute of Science, Bombay, are treated as belonging to Non-vacation Department :—

*Class III*

- |   |                           |
|---|---------------------------|
| (i) Librarian                           | (vii) Assistant Librarian |
| (ii) Stores Officer                     | (viii) Store-keeper       |
| (iii) Higher Grade Stenographer         | (ix) Steno-typist         |
| (iv) Personal Assistant to the Director | (x) Junior Clerks         |
| (v) Senior Clerks                       | (xi) Driver.              |
| (vi) Administrative Assistants          |                           |

*Class IV*

- |                                 |                           |
|---------------------------------|---------------------------|
| (i) Naik                        | (vi) Watchman (Stores)    |
| (ii) Peons (Office and Library) | (vii) Sweepers (Stores)   |
| (iii) Liftman                   | (viii) Pump Operator      |
| (iv) Mali (Botany)              | (ix) Mazdoors in Library. |
| (v) Mazdoors in Stores          |                           |

**2. Under the Directorate of Medical Education and Research—**

(a) Full-time teaching staff working at Government Medical Colleges,

(*Except—*

- (i) Officer holding the post of Principal of the College,
- (ii) Professor of Pathology,
- (iii) Lecturer in Pathology,
- (iv) Lecturer in Bacteriology,
- (v) Senior-most Junior Lecturer in Pathology and
- (vi) Senior-most Junior Lecturer in Bacteriology at B. J. Medical College at Pune;)

and full-time teaching staff of the Grant Medical College, Bombay;

(*Except—*

- (i) Professor of Pathology, Grant Medical College and Pathologist, J. J. Group of Hospitals, Bombay,
- (ii) Lecturer in Pathology,
- (iii) Lecturer in Bacteriology and
- (iv) one Junior Lecturer in Pathology.)

*Note.*—The following full-time teaching staff appointed at Government Dental College and Hospital, Bombay, on or after 6th November 1950, should be treated as belonging to a Non-vacation Department:—

- (i) Professor of Dentistry and Dental Surgeon;
- (ii) Lecturer in Dentistry;
- (iii) Full-time Demonstrator in Dentistry.

(b) The staff appointed before 6th November 1950, will be governed by the provisions of rule 52.

### 3. Under the Directorate of Ayurveda—

(a) The following posts at Government Ayurvedic College, Nanded :—

- (i) Lecturer in Anatomy, Bacteriology and Hygiene.
- (ii) Lecturer in Dravyaguna and Rasashastra.
- (iii) Junior Lecturer in Rog-Nidan.
- (iv) Lecturer in Physics, Chemistry and Biology.
- (v) Demonstrator in Anatomy.
- (vi) Demonstrator in Physiology.
- (vii) Demonstrator in Pathology.
- (viii) Demonstrator in Dravyaguna and Rasashastra.
- (ix) Demonstrator in Physics, Chemistry and Biology.

Note.—The following posts at the Government Ayurvedic College, Nanded, should be treated as belonging to Non-vacation Department:—

- (i) Principal-cum-Superintendent.
- (ii) Professor in Physiology, Biochemistry and Pathology.
- (iii) Lecturer in Clinical Medicine, Pharmacology and Meteria Medica.
- (iv) Professor, Sharir and Shalya Shalakya.
- (v) Professor, Doshadhatu Mala Vidnyan and Rog Nidan.
- (vi) Professor, Dravyaguna and Rasashastra (Pharmacist).
- (vii) Professor in Kayachikitsa.
- (viii) Professor in Kaumar Bharitya.

(b) The following posts at the Ramvilas Anandilal Podar Medical College (Ayurvedic), Bombay:—

- (i) The Lecturers in Anatomy, Physiology and Dravyaguna and the in-charge of the Museum and Botanical Garden;
- (ii) Tutor in Anatomy and Lecturer in Sharir Rachana;
- (iii) Demonstrator in Physiology and Biochemistry;
- (iv) Demonstrator in Anatomy.

### 4. Under Judicial Department—

All Judicial Officers and their office establishments including Class IV Government servants except District and Sessions Judges, Assistant Judges holding appellate powers, Joint and Additional Sessions Judges and Principal Judge of the City Civil and Sessions Court, Bombay.

Note 1.—The Judges and staff of the Labour Courts should be treated as belonging to a Non-vacation Department.

Note 2.—The posts of Adjudicators (Industrial Tribunals) should be treated as belonging to a Non-vacation Department.

Note 3.—The Civil Judge-cum-Magistrates should be treated as belonging to a Vacation Department.

Note 4.—The posts of Chief Metropolitan Magistrate, Additional Chief Metropolitan Magistrate and Metropolitan Magistrate should be treated as belonging to a Non-vacation Department.

**5. Under the Police Department—**

Those members of the staff attached to the Police Training College at Nashik, who are allowed regular vacations.

*Note.*—The Assistant Superintendents of Police, Deputy Superintendents of Police and Language Master at Police Training College, Nashik do not serve in a Vacation Department. But the Inspectors and Sub-Inspectors undergoing training at the College serve in a Vacation Department.

**6. Under the Directorate of Fisheries—**

The staff attached to Government Fisheries Schools (except Class IV staff).

**7. Under the Maharashtra Institute of Labour Studies, Bombay—**

The Director and all other teaching posts in the Maharashtra Institute of Labour Studies, Bombay.

---

## APPENDIX III

(See rule 79)

**Rules regarding grant of concessions to Government servants suffering from Tuberculosis/Cancer/Leprosy or Paralysis****Rule 1—Scope**

(1) These rules are applicable to all Government servants on regular establishment as well as to the persons employed on work-charged establishment, except staff paid on daily wages and part-time employees.

(2) Temporary Government servant who has put in more than a year's continuous service shall be eligible to the concessions under these rules other than monetary concessions and concessions of T. B. leave on full pay. The monetary concessions and the T. B. leave on full pay will be admissible only to those temporary Government servants who have put in not less than three years' continuous service. Temporary Government servants with less than a year's service are not entitled to any of these concessions.

*Note.*—Continuous service of one year or three years means services of specified duration under the Government of Maharashtra till the commencement of leave for treatment of T.B.

(3) Government servants suffering from T. B. while they are under suspension are also eligible to these concessions.

(4) These concessions are not available to Government servants suffering from ordinary pleurisy.

**Rule 2—Suspectation and examination of the disease**

In respect of Government servants serving in Bombay city and who are suspected of Tuberculosis should be sent for examination and opinion to the J. J. Group of Hospitals or the G. T. Hospital, Bombay. In respect of Government servants, serving in the mofussil, should be referred to the nearest District Headquarters Hospital. No charge should be made for such examination. The Civil Surgeon, if he considers it necessary, will refer the case to the nearest Government Hospital where proper facilities, including X-Ray, are available, for a thorough examination. No charge will be made for X-Ray, Skiagrams, examinations and laboratory investigations.

**Rule 3—Confirmation of the disease and grant of leave**

(1) If, after careful consideration, the case is found to be an active one, the Government servant concerned should be granted such leave as is recommended in his case by the Authorised Medical Attendant until he has exhausted all the leave due to him under the Maharashtra Civil Services (Leave) Rules, 1981. When the end of this leave under sub-rule (3) is approaching he should be brought before a Medical Board for report whether there is any likelihood of his return to duty.

If the Board reports that he would be fit to resume duty after further treatment he should be granted extraordinary leave for the period recommended by the Board, provided that the total period of continuous absence from duty does not exceed three years, if the Board reports that there is no likelihood of his returning to duty, he should be invalided.

(2) In the case of a Government servant, who has more than six months' leave due to him, the examination by the Medical Board referred to above should be arranged six months after the commencement of the treatment, but before the expiry of the leave due. In cases where the total leave due is less than six months, such extraordinary leave as is necessary to complete that period may be given pending examination of the patient by the Medical Board.

(3) A Government servant irrespective of the pay drawn, after the expiry of all leave due and admissible to him on full pay be granted T. B. leave on full pay and the leave salary for such T. B. leave should be regulated under normal rules. The total T. B. leave should not exceed one year. After the expiry of this leave, leave on half pay, if due, should be granted in case it is found that a further period of leave is necessary for his recovery. After the expiry of leave on half pay, the Government servant should be placed before the Medical Board for his examination as to his physical fitness for further service and should be granted extraordinary leave recommended by the Medical Board subject to the condition that all leave granted under these rules does not exceed three years. The T. B. leave on full pay should not be debited to the leave account of Government servant.

(4) At places where there are no Medical Boards, the Civil Surgeon may with the sanction of the Director of Health Services convene a Medical Board to examine Government servants suffering from Tuberculosis with the help of two Medical Officers of the Institution where the patient is receiving treatment. The charges for the medical examination of a Government servant suffering from T. B. by a regular or a specially convened Medical Board, should be borne by Government, if the Medical Board is convened at a place it is ordinarily convened. However, if the Medical Board is convened at a place other than the one where it is ordinarily convened, on the request made by the Government servant on ground of health etc., the extra expenditure involved to Government in this respect, e.g. expenditure on travelling allowance of a Medical Officer attending the meeting of the Medical Board, etc., shall be borne by the Government servant concerned.

(5) In order to afford continuity of service to temporary Government servants, gazetted or non-gazetted, who contract Tuberculosis and undergo treatment in a recognised institution established for the treatment of the disease, and to enable them to return to their original

posts after treatment, they may, in addition to and/or half pay leave which may be admissible to them, be granted in relaxation of rule 63(2) of Maharashtra Civil Services (Leave) Rules, 1981, extraordinary leave upto a maximum period of twelve months on any one occasion, subject to the following conditions :—

(a) the post from which the Government servant proceeds on leave is likely to last till his return to duty;

(b) the extraordinary leave shall be granted subject to the production of a certificate from the Medical Board, specifying the period for which the leave is recommended; and

(c) the Medical Board, in recommending the leave shall bear in mind the provisions of rule 40(7) of Maharashtra Civil Services (Leave) Rules, 1981.

(6) The concession of extraordinary leave up to twelve months shall also be admissible to a temporary Government servant who, for want of accommodation in any of the institutions recognised for the purpose of the concession located at or near the place of his duty, receives treatment at his residence, provided that—

(a) the treatment is under a duly qualified Registered Medical Practitioner; and

(b) he submits a certificate signed by that medical practitioner to the effect that he is under his treatment and that he has reasonable chances of his recovery on the expiry of the leave recommended.

(7) Before the expiry of the maximum limit of extraordinary leave admissible under the rules, the Government servant concerned should be examined by the Medical Board to see whether he is fit to resume duty or should be invalided. If the Government servant is found to have greatly improved, but to be still in need of some more time, say 1 to 3 months, to consolidate the progress and to become fit to resume duties, further leave may be granted subject to the limit of 3 months provided it is certified that he is likely to resume duty by the end of that period.

(8) The Heads of Departments or Offices, as the case may be, should, while placing the Government servant suffering from T. B. before a Medical Board, invariably inform the Medical Board of the period of extraordinary leave already enjoyed by the Government servant concerned in pursuance of the T. B. concessions, and the balance of leave admissible, so as to enable the Medical Board to certify whether the Government servant is likely to be fit before the expiry of the full leave.

(9) (a) The extraordinary leave availed of by permanent Government servant on account of illness due to Tuberculosis should be counted towards increments subject to the condition that only such extraordinary leave falling during the period of three years

commencing from the date of absence from duty will count for increments under rule 39 of the Maharashtra Civil Services (Pay) Rules, 1981.

(b) the extraordinary leave availed of by the temporary Government servant to the extent admissible under the T. B. Concession rules should also be counted for increment if supported by the medical certificate of the competent authority.

*Note.*—Rules 3(2) and 3(3) be read together. These rules are in consistence with each other and as such each rule should not be read as an independent rule and interpreted.

#### **Rule 4—Authority competent to grant leave and monetary concessions**

The Regional Officer of the Department under whom the Government servant is serving or where there is no Regional Officer, the Head of the Department should be the authority to sanction these concessions for the first time.

#### **Rule 5—Treatment while on leave**

(1) While on leave, the Government servant should be required to undergo treatment in a Government Medical Institution, or if he so prefers, place himself for treatment under a competent private medical practitioner or in any of the approved non-Government Tuberculosis Sanatoria or Institutions mentioned below :—

- (a) The Bel-Air Sanatorium, Dalkeith, Panchgani.
- (b) Hillside Sanatorium, Vengurla.
- (c) Wanless Tuberculosis Sanatorium, Wanlesswadi.
- (d) The Nashik Tuberculosis Sanatorium, Mhasrul, Nashik.
- (e) The Group of Tuberculosis Hospitals, Sewree, Bombay.
- (f) The N. M. Wadia Charitable Hospital, Solapur.
- (g) The Talegaon General Hospital and Convalescent Home, Talegaon (Dabhade), District Pune.
- (h) The Shashikala Tuberculosis Sanatorium, Jaysingpur, District Kolhapur.
- (i) The Swastik T. B. Sanatorium, Wai, District Satara.
- (j) The Evangeline Booth Hospital, Ahmednagar, District Ahmednagar.
- (k) K.E.M. Hospital, Bombay.
- (l) Dr. Bandorwalla Leprosy Hospital, Kondhawa, Pune.

(2) The Medical Officers should have discretion to decide whether a patient should be asked to stay in a hospital or a Sanatorium, or whether he should take treatment while staying outside such institutions under such conditions as may be considered necessary.

(3) Reasonable facilities should also be provided as far as possible, for admission of a Government servant to the existing institutions (i. e. Government Hospital or approved non-Government Hospital or Sanatorium), provided he is deemed fit by the Civil Surgeon of the District concerned or the Superintendent, J. J. Group of Hospitals or G. T. Hospital, Bombay, for institutional treatment.

**Rule 6—Medical examination for physical fitness before resuming duties and grant of concessions.**

(1) The Government servant who was suffering from T. B. should be sent to Medical Board for his examination and the certificate regarding his physical fitness should be obtained from the Medical Board before he is allowed to resume his duties under the following conditions:—

(a) that he remains under suitable medical supervision and treatment of a qualified medical practitioner approved by the Government Medical Officer concerned who should maintain a special register of such cases so that the patient may be followed up regularly from time to time in his own interest as well as that of public health;

(b) that the Government servant suspected of Tuberculosis or suffering from "arrested" Tuberculosis shall undergo periodical re-examination by the proper Government Medical Officer and if necessary, by a competent authority in Tuberculosis approved by Government. The re-examination should be done by the Government Medical Officer free of charge.

(2) (a) For journeys to Government Medical Institutions and back in connection with the medical examination and for treatment, Government servant will be eligible to travelling allowance as on tour as admissible, under the relevant Travelling Allowance Rules, and for the purpose of payment of such travelling allowance his residence shall be treated as his headquarters. Similar travelling allowance will also be granted, if Government servant goes to approved non-Government Tuberculosis Sanatoria or Institutions for treatment.

(b) The attendant, if any, accompanying the patient (Government servant) should be granted actual single fare of the appropriate class in which the patient travels or a lower class by which the attendant actually travels.

(3) In the event of a Government servant suffering from Tuberculosis being declared fit for duty, the department concerned should, wherever possible, give him light duty for another year or so, and also allow him some period for rest daily or occasionally as advised by the Medical Attendant of the Government servant.

**Rule 7—Limits of monetary concessions**

(1) Government will assist in the payment of the cost of special diet, special medicines and sanatorium charges in case of Government servants with pay not exceeding Rs. 760 per mensem, when they are admitted as paying patients (and not against free beds reserved by Government) to private approved sanatoria or hospitals up to the following monetary limits:—

(a) Rs. 25 per mensem for sanatorium charges (which includes charges for ordinary accommodation, ordinary diet and ordinary medicines) or at the rate actually paid by the patients, whichever is less;

(b) An allowance of Rs. 50 per mensem during the period of high prices towards the cost of special diet, if any, prescribed by the Medical Superintendent of the Sanatorium; and

(c) A Government servant should be allowed reimbursement of medical expenses incurred by him on account of special medicines (excluding those included in the list of inadmissible medicines) under the Maharashtra State Services (Medical Attendance) Rules, 1961. Government servant should also be allowed reimbursement of expenditure incurred by him on account of P. P. sputum examination, blood test, injections and operations etc. at the private approved sanatoria or hospitals.

(2) A Government servant who cannot be accommodated either in a Government Hospital where proper facilities for the treatment of T. B. exist or in a reserved bed in one of the private T. B. Sanatoria where Government has reserved beds for the free treatment of Government servants and who is allowed to take treatment in a non-Government Sanatorium or Hospital or under a private medical practitioner, shall be entitled to the following concessions:—

(a) In case of a Government servant whose pay does not exceed Rs. 760 p.m. the expenses on Hospital or Sanatorium charges, special diet and special medicines subject to the limits mentioned in sub-rule (1).

(b) In case of a Government servant whose pay exceeds Rs. 760 p.m., only charges on medicines included in the latest National Health Formulary of the United Kingdom but not exceeding the limit mentioned in sub-rule (1) (c) above.

(c) A Government servant undergoing treatment under private medical practitioner or as out-patient at Government Hospital or recognised private institution should be granted the concessions subject to the following conditions:—

(i) The Medical Officer, i.e. the Civil Surgeon or the Superintendent of Government Hospital should certify that the Government servant can take treatment of such medical practitioner under such conditions as he considers necessary.

(ii) The Medical Officer who has examined the Government servant should, as far as possible, try to secure him admission in a Government hospital and at the same time furnish him with a list of approved sanatoria or institutions, so that the patient may also on his own seek admission to one of them.

(iii) The necessary vouchers for the special medicines purchased by the patient for himself should be produced and countersigned by the Medical Practitioner or the authorities of the Institutions concerned, as the case may be.

(3) The allowance for special diet at the rate of Rs. 50 p.m. or equal to the actual expenditure incurred, whichever is less, should be granted subject to the condition that declaration as stated below is given by the patient and is countersigned by the Medical Attendant:—

I hereby declare that, I Shri/Smt./Kum. .... was under the treatment of Dr. .... for tuberculosis, and under his advice, I have taken special diet, such as ..... for which I have incurred an expenditure of Rs. .... for the period from ..... to .....

(4) A Government servant taking treatment as indoor patient in Government Institution should be granted monetary concessions towards items on which he has incurred expenditure, subject to the maximum laid down in sub-rule (1) provided he produces necessary vouchers and certificates in support of his claim.

*Note.*—The requirement in regard to production of vouchers for special diet shall be waived provided a declaration is given by the Government servant concerned that he has taken special diet of the value of Rs. 50 per month.

(5) A Government servant who was suffering from Tuberculosis and who has been declared fit to resume duties should be granted the following monetary concessions:—

(a) Rs. 30 per month for extra diet. This is available for a period of one year with effect from the date of the Government servant resuming duty, subject to the conditions that the extra diet, medicines and tonics are recommended by the Civil Surgeon or the authorities of the hospital in which he was taking treatment and subject to the production of necessary vouchers in support of his claims.

(b) The Heads of the Departments while granting the concessions, should insist on the certificate of the Civil Surgeon or the authorities of the hospital in which the Government servant was taking treatment recommending extra diet, medicines and tonics. On the production of vouchers for medicines and tonics, a declaration given by the Government servant concerned that he has taken extra diet of the value of Rs. 15 per month in place of vouchers for extra diet, should suffice.

(c) The expenditure on account of monetary concessions extended under these rules should be debited to the appropriate budget head to which the cost on account of the general administration of the

department concerned is debited under the object of expenditure "Salaries".

**Rule 8—Authority competent to grant the concessions second or third time**

(1) A Government servant suffering from T. B. and declared fit to resume duty on expiry of leave, should report for periodical check-up at the nearest Civil Hospital where there is X-Ray facility or at the recognised sanatorium where free beds are reserved for Government servants. His periodical check-up should be done till the specialist examining the patient considers that such check-up is necessary in his case and not indefinitely. The expenditure on account of the travelling allowance of such Government servant should be borne by Government.

(2) A Government servant having once availed of T. B. concessions and having been certified to be fit for duty after treatment, may be granted these concessions if he contacts T. B. again.

(3) The Heads of Departments under whom the Government servant is serving shall be the authority to sanction these concessions for the second time. The vouchers required to be produced under rule 7 (4) should be submitted to the Head of the Department in order to enable him to authorise the concession. It is not necessary to attach these vouchers to the bills presented at the Treasury.

(4) If the concessions are to be sanctioned for the 3rd time after producing the necessary certificate from the Authorised Medical Attendant that the Government servant has scrupulously followed the provisions in rule 6 (1) and that it is still necessary to grant him T. B. concessions for the 3rd time, such cases should be referred to Government.

(5) The T. B. concessions should not be granted to a Government servant for the 4th time and that the Government servant asking for the concession for the 4th time should be placed before the Medical Board for invalidation.

**Rule 9—Re-employment of ex-T. B. patients in Government Service**

(1) The ex-T. B. patient who was once in Government service but was discharged on account of his affliction with T. B. will be eligible for re-employment provided he has been declared non-infective and medically fit for Government service by a T. B. specialist or a medical authority authorised in this behalf by Government.

*Note.*—The authority to declare ex-T.B. patients as non-infective and medically fit for Government service should be a Medical Board. The Civil Surgeon/ District Medical Officers in-charge of the Civil Hospitals, Superintendents of Medical Institutions in Bombay and Superintendents of Government T. B. Sanatoria including Superintendent, Hospital for the Diseases of Chest, Camp Aundh, Pune, are authorised to convene a Medical Board for the examination of the ex-T. B. patients and for issue of fitness certificates to them.

(2) Such a Government servant will be eligible for re-appointment to the posts previously held by him if vacancies exist or to equivalent posts in his own Department, the usual condition of age limit not being enforced in his case.

(3) Such a Government servant will be eligible for re-appointment by the Department concerned without the intervention of the Selection Board or the Employment Exchange as the case may be, whenever there are suitable vacancies.

(4) If such a Government servant cannot be re-employed in the Department concerned for want of vacancies, employment assistance to him will be rendered by the Selection Board or the Employment Exchanges as the case may be. For this purpose as also for purposes of age relaxation he will be treated as transferred Government employee.

(5) On his re-employment in the same post from which he was discharged; the actual previous service rendered by him should be treated as qualifying service for purposes of pension and seniority and for purposes of pay and he should be placed in the same position in which he was at the time of his discharge from service. The break in service between the date on which he was discharged from service and the date of his re-employment would itself, however, be regarded as continuous. The seniority of such a person re-employed in other post will be fixed in consultation with General Administration Department and his pay fixed in consultation with the Finance Department.

(6) On re-employment he will not be required to undergo a fresh medical examination if he had been medically examined on his first appointment. He will, however, have to undergo the usual medical examination before confirmation, if otherwise necessary.

(7) In a case in which he is re-employed in a post direct appointment to which can be made only in consultation with the Maharashtra Public Service Commission, the Commission will be consulted as usual. For this purpose his available record will be referred to the Commission. The Commission, if they also consider necessary, may interview him and his actual appointment will be made only after the Commission has certified him to be suitable for appointment to the post in question.

**Rule 10—Re-employment of Government servant who retires on invalid pension on account of affliction with T.B.**

(1) Whenever a Government servant who retires on invalid pension being incapacitated for further service on account of the affliction with T.B. is re-employed being cured of the disease—

(a) his pay on re-employment will be regulated according to relevant provisions of the Pension rules.

(b) he will not be required to undergo a fresh medical examination under rule 15 (1) of Maharashtra Civil Services (General Conditions of Services) Rules, 1981; and

(c) the leave standing to his credit will be carried forward as provided in rule 22 (4) of the Maharashtra Civil Services (Leave) Rules, 1981.

(2) The concessions mentioned in rule 9 and sub-rule (1) above are applicable to Government servants who were in service but were discharged on account of their affliction with T. B. Pleurisy, as distinguished from ordinary pleurisy. They are also applicable *mutatis mutandis* to those who were in service but were discharged on account of their affliction with leprosy.

**Rule 11—Extension of T. B. concessions to Government servants suffering from Cancer, Leprosy or Paralysis.**

Government servant who has put in not less than 3 years continuous service and suffering from leprosy/cancer or paralysis should be granted the concessions regarding T.B. leave on full pay admissible under sub-rule (3) of rule 3 of these rules and the monetary concessions admissible under rule 7. They should also be granted the special diet allowance of Rs. 50 p.m. or equal to actual expenditure incurred, whichever is less, even if they are not required to be on leave as per the rules in force from time to time. The special diet allowance should be for a period of one year or till the Authorised Medical Attendant recommends, whichever is earlier. They should also be granted travelling allowance for their journeys to Government Medical Institutions and back in connection with the medical examination and for treatment as per the provisions of these rules.

**Rule 12—Grant of concession dependant only on restricting family size.**

These concessions will not be available to those Government servants who do not restrict their family size to 3 living children, if they have less than 3 children or to their present size if they have more than 3 living children as on 15th August 1968 :

Provided that such Government servants who become disentitled to these concessions on account of the contravention of the directions issued in this rule, they should become re-entitled if the Government servant or the spouse being, in the reproductive group, thereafter undergoes sterilisation and produces a certificate to that effect by competent Medical Authorities in charge of the Hospital or Dispensary where the sterilisation operation has been performed. The Head of office should furnish the following certificate while sanctioning the concessions to the Government servant.

*CERTIFICATE*

Name of the Department .....

Certified that Shri/Smt.....  
 after contravention of the orders issued in rule 12 has produced  
 a medical certificate that he/she/his wife/her husband has undergone  
 the sterilisation operation as required in the proviso to rule 12.  
 He/She is eligible for the concession admissible under the rules  
 regarding T. B. concessions to Government servant.

Head of Office .....

Seal of Office.....

**Rule 13—Cessation of concessions on retirement**

The concessions available under these rules shall, in any case,  
 cease when the Government servant retires from Government service.

## APPENDIX IV

(See rule 95)

**Rules regulating the grant of leave to Government servants  
in non-continuous and part-time service****Leave Rules applicable to the Advocate General**

1. The Advocate General appointed in accordance with the provisions of article 165 of the Constitution of India, may be granted leave as follows :—

- (a) leave on full pay during the vacation of the High Court.
- (b) leave on half pay for a period not exceeding 30 days for each completed year of service;
- (c) on medical certificate, leave on half pay subject to a maximum of *12 months* during the whole service;
- (d) extraordinary leave on the conditions prescribed in rule 63.

*Note.*—When maximum period of *twelve months* is exhausted, further leave on medical certificate not exceeding *six months* in all may be granted in exceptional cases on the recommendation of a Medical Board.

2. Leave on half pay admissible under clause (b) or (c) of rule 1, is subject to maximum of Rs. 750 p.m.

3. Leave under any one of the clauses of rule 1 may be combined with leave under any other clause.

**Leave rules applicable to Government servants in non-continuous  
and part-time service**

4. No leave, except on half pay, shall be granted to the following:—

- (i) Part-time lecturers in regional languages;
- (ii) Part-time Professors and lecturers in the Medical Department who are remunerated wholly by pay.
- (iii) Part-time staff employed in the several offices under the Commissioner of Labour, Bombay.
- (iv) Part-time Professors, Assistant Professors, Lecturers and teachers.

5. Half pay leave admissible under rule 4 shall be allowed at the rate of 15 days for each year of duty.

*Note 1.*—The term “each year of duty” in this rule means a year comprising of 365 days of actual duty which may spread over a number of months.

*Note 2.*—Part-time Demonstrators in Government Medical Colleges in pre-clinical subjects of Physiology, Anatomy and also in the Department of Pharmacology and Preventive and Social Medicine and Pathology are not entitled to half pay leave.

6. The maximum amount of half pay leave to be granted at any one time under rule 4 shall be limited to ninety days on condition that such leave has been earned.

7. Officers serving in the Vacation Department will be allowed to prefix or affix half pay leave to a vacation but not both. They will be allowed full pay during vacation, which will be counted as duty, provided that no extra expenditure is thereby caused to Government.

*Note.*—In case where a Government servant has been allowed to prefix half pay leave to a vacation but is unable to resume duties for the circumstances beyond his control, the competent authority, on the merits of the case, and at its discretion, condone such an irregularity, as a special case.

8. Half pay leave will also be granted to officers mentioned in clauses (ii) of rule 4 if taken elsewhere in India, Sri Lanka, Nepal, Burma or Aden for purposes of study on the conditions that they will undertake to continue to serve Government on return from half pay leave for a period upto a maximum of five years if so desired by them and that in the event of default they shall re-imburse to Government all amounts received by them during the period of half pay leave.

9. The half pay leave shall, in no case, extend beyond the tenure of the appointment.

10. Half pay leave cannot be claimed as of right.

**Leave rules applicable to Government servants  
remunerated by honoraria**

11. Except as provided for in rule 74 (6) a Government servant remunerated by honoraria, may be granted leave on the terms laid down in rules 4 to 10 above, provided that he makes satisfactory arrangements for the performance of his duties, that no extra expense is caused to Government and that during leave of the kind contemplated in rule 95, the whole of honoraria is paid to the person who officiates in his post.

*Exception.*—This rule does not apply to Honorary Professors and Honorary Lecturers in the Medical Department.

## APPENDIX V

## Forms

## FORM 1

(See rule 24 )

## Application for leave or for extension of leave

1. Name of applicant ..
2. Post held ..
3. Department, Office and Section ..
4. Pay ..
5. House rent and other compensatory allowances drawn in the present post.
6. Nature and period of leave applied for and date from which required.
7. Sundays and holidays, if any, proposed to be prefixed/suffixed to leave.
8. Grounds on which leave is applied for.
9. Date of return from last leave, and the nature and period of that leave.
10. I propose/do not propose to surrender earned leave for ..... days during the financial year 19—19 .
11. Address during leave period ..
12. \*In the event of my resignation or voluntary retirement from service, I undertake to refund:—
  - (i) the difference between the leave salary drawn during 'commuted leave' and that admissible during half pay leave, which would not have been admissible had sub-rule (1) of rule 61 not been applied.
  - (ii) the leave salary drawn during 'leave not due' which would not have been admissible had sub-rule (1) of rule 62 not been applied.
13. \* I certify that I do not have three or more living children on the date of this application.

Signature of Applicant  
(with date)

---

(\*Score out whatever be not applicable)

14. Remarks and/or recommendation of the Controlling Officer.

Signature (with date)  
Designation.

CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

*(By Audit Officer in case of Gazetted Officer)*

15. Certified that earned leave ..... days/half pay leave ..... days/commuted leave ..... days is to his credit on the .....19....., under rule ..... of the Maharashtra Civil Services (Leave) Rules, 1981.

Signature (with date)  
Designation.

16. \*Orders of the authority competent to grant leave.

Signature (with date)  
Designation.

---

\* If the applicant is drawing any compensatory allowance, it should also be indicated in the orders whether on the expiry of leave, the Government servant is likely to return to the same post or to another post carrying similar allowance.

FORM  
(See  
Form of

Name of Government servant.....  
Date of commencement of continuous service.....

Earned Leave								
Duty			Leave Earned (in days)	Leave at credit (in days) [cols. 9+4] subject to appropriate limit	Leave taken			Balance on return from leave (cols. 5-8)
From	To	Period in days			From	To	No. of days	
1	2	3	4	5	6	7	8	9

Commuted leave converted into half pay leave (twice of cols. 20 & 23)	Leave not due limited to 360 days in entire service					
	On Medical Certificate			Otherwise than on Medical Certificate limited to 180 days		
	From	To	No. of days	From	To	No. of days
24	25	26	27	28	29	30

- Notes.—(1) Period of extraordinary leave taken should be noted in red ink in  
(2) The entries in columns 10 and 11 should indicate only the beginning commences. In cases where a Government servant completes be shown in columns 10 to 14 by making suitable additional entries  
(3) When a Government servant is transferred from service to any opened in this form in order to find out the amount of leave earned salary drawn outside India for the recovery of Income Tax at source.



## FORM 3

(See rule 40)

**Medical certificate for Gazetted Officers recommended leave or extension of leave or commutation of leave**

Statement of the case of .....

Name (to be filled in by the applicant in the presence of the Civil Surgeon or Authorised Medical Attendant.

Appointment held .....

Age .....

Total Service .....

Previous periods of leave of absence on medical certificate .....

Habits .....

Disease .....

I, ..... Civil Surgeon/Medical Officer of ..... after careful personal examination of the case hereby certify that Shri/Smt./Kumari..... is in a bad state of health and I solemnly and sincerely declare that according to the best of my judgement a period of absence from duty is essentially necessary for the recovery of his/her health and recommend that he/she may be granted leave for .....with effect from .....

\*In my opinion it is/it is not necessary for the officer to appear before a Medical Board.

Dated ..... Authorised Medical Attendant.

*Note 1.*—Where the period of leave initially recommended, or the period of leave initially recommended together with any extension thereof subsequently recommended, does not exceed *two months*, the Medical Officer should invariably certify whether in his opinion it is or it is not necessary for the Government servant to appear before a Medical Board.

*Note 2.*—This form should be adhered to as closely as possible and should be filled in after the signature of the Government servant has been taken. The certifying officer is not at liberty to certify that the Government servant requires a change from or to a particular locality or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Medical Board to decide the question of his/her fitness for service.

*Note 3.*—No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government servant.

\* This sentence should either be modified by scoring out the irrelevant words or altogether scored out according as the period of leave recommended is upto two months or exceeds that period.

## FORM 4

(See rule 41)

**Medical certificate for Non-gazetted Officers recommended  
leave or extension of leave or commutation of leave**

Signature of Government servant.....

I, ..... after careful personal examination of the case hereby certify that Shri/Shrimati/Kumari ..... whose signature is given above is suffering from ..... and I consider that a period of absence from duty of ..... with effect from ..... is absolutely necessary for the restoration of his/her health.

Authorised Medical Attendant,  
.....Hospital/  
Dispensary or other Registered  
Medical Practitioner.

Dated .....

*Note 1.*—The nature and probable duration of the illness should be specified.

*Note 2.*—This Form should be adhered to as closely as possible and should be filled in after the signature of the Government servant has been taken. The certifying officer is not at liberty to certify that the Government servant requires a change from or to a particular locality, or that he is not fit to proceed to a particular locality. Such certificates should only be given at the explicit desire of the administrative authority concerned, to whom it is open to decide, when an application on such grounds has been made to him, whether the applicant should go before a Civil Surgeon to decide the question of his/her fitness for service.

*Note 3.*—Should a second medical opinion be required, the authority competent to grant leave should arrange for the second medical examination to be made at the earliest possible date by a medical officer not below the rank of a Civil Surgeon who shall express an opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended and this purpose he may either require the Government servant to appear before himself or before a medical officer nominated by himself.

*Note 4.*—No recommendation contained in this certificate shall be evidence of a claim to any leave not admissible to the Government servant.

FORM 5

(See rule 47)

Medical certificate of fitness to return to duty

Signature of Government servant.....

We the members of Medical Board

I..... Civil Surgeon/  
Authorised Medical Attendant, of....  
Resident Medical Practitioner,

do hereby certify that we/I have carefully examined Shri/Chrimati/  
Kumari.....

whose signature is given above, and find that he/she has recovered  
from his/her illness and is now fit to resume duties in Government  
service. We/I also certify that before arriving at this decision, we/I  
examined the original medical certificate(s) and statement(s) of the  
case (or certified copies thereof) on which leave was granted or  
extended and have taken these into consideration in arriving at our/  
my decision.

Members of the Medical Board

(1) .....

(2) .....

(3) .....

Date .....

Civil Surgeon/  
Authorised Medical Attendant  
Registered Medical Practitioner

Note.—The original medical certificate(s) and statement(s) of the case on which  
the leave was originally granted or extended shall be produced before the  
authority required to issue the above certificate. For this purpose, the  
original certificate(s) and statement(s) of the case should be prepared in  
duplicate, one copy being retained by the Government servant concerned.

## FORM 6

[See rule 63]

**Bond for temporary Government servants granted extraordinary  
leave in relaxation of rule 63 (3) (a) for study leave in  
India or abroad**

KNOW ALL MEN BY THESE PRESENTS THAT WE .....  
resident of ..... in the District of  
..... at present employed as ..... in the  
Department/Office of ..... (hereinafter called "the  
Obligor") and Shri/Shrimati/Kumari .....  
son/daughter of ..... of ..... and  
Shri/Shrimati/Kumari ..... son/daughter of  
..... of .....  
..... (hereinafter called the sureties) do hereby  
jointly and severally bind ourselves and our respective heirs,  
executors and administrators, to pay to the Governor of Maha-  
rashtra, his successors and assigns (hereinafter called the " Govern-  
ment ") on demand the sum of Rs.....  
(Rupees ..... ) together with  
interest thereon from the date of demand at Government rates for  
the time being in force on Government loans or, if the payment is  
made in a country other than India the equivalent of the said amount  
in the currency of that country converted at the official rate of  
exchange between that country and India AND TOGETHER with  
all costs between attorney and client and all charges and expenses  
that shall or may have been incurred by the Government.

WHEREAS the Government has, at the request of the above bounden  
Shri/Shrimati/Kumari ....., employed as  
a ....., granted him/her  
regular leave, followed by extraordinary leave without pay and  
allowances, for a period of ..... months  
..... days with effect from .....  
..... in order to enable him/her to study at .....

AND WHEREAS the Government has appointed/will have to appoint  
a substitute to perform the duties of ..... during the period  
of absence of Shri/Shrimati/Kumari.....  
on extraordinary leave;

AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with two sureties with such condition as hereunder written;

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the bounden . . . . . ,

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the above bounden, Shri/Shrimati/Kumari . . . . . failing to rejoin on the expiry of the period of extraordinary leave, the post originally held by him/her and serve the Government after rejoining for such period not exceeding a period of . . . . . years as the Government may require or refusing to serve the Government in any other capacity as may be required by the Government *on a salary to which he/she would be entitled under the rules*, the said Shri/Shrimati/Kumari . . . . . or his/her heirs, executors, and administrators shall forthwith pay to the Government on demand the said sum of Rs. . . . . together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the obligor Shri/Shrimati/Kumari . . . . . and, or Shri/Shrimati/Kumari . . . . . and or Shri/Shrimati/Kumari . . . . . these sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in force and virtue.

PROVIDED always that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the obligor before suing the sureties Shri/Shrimati/Kumari . . . . . and Shri/Shrimati/Kumari . . . . . or any of them for amounts due hereunder.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The Government of Maharashtra have agreed to bear the stamp duty payable on this bond.

Signed and dated this ..... day of .....  
one thousand nine hundred and .....

Signed and delivered by the obligor  
above-named Shri/Shrimati/Kumari  
.....in the presence of .....

Witnesses 1

2

Signed and delivered by the surety  
above-named Shri/Shrimati/Kumari  
.....in the presence of .....

Witnesses 1

2

Signed and delivered by the surety  
above-named Shri/Shrimati/Kumari  
.....in the presence of .....

Witnesses 1

2

Accepted  
for and on behalf of the  
Government of Maharashtra.

## FORM 7

[ See rule 83 ]

**Bond to be executed by a Government servant in permanent employ when proceeding on study leave.**

KNOW ALL MEN BY THESE PRESENTS THAT I, .....  
 ..... resident of ..... in the District  
 of ..... at present employed as .....  
 in the Department/Office of ..... do hereby bind  
 myself and my heirs, executors and administrators to pay to the  
 Governor of Maharashtra (hereinafter called the Government) on  
 demand the sum of Rs. .... (Rupees .....  
 ..... only) together with interest thereon from the  
 date of demand at Government rates for the time being in force on  
 Government loans or, if payment is made in a country other than  
 India, the equivalent of the said amount in the currency of that  
 country converted at the official rate of exchange between that  
 country and India, AND TOGETHER with all costs between  
 attorney and client and all charges and expenses that shall or may  
 have been incurred by the Government.

WHEREAS I, .....  
 am granted study leave by Government;

AND WHEREAS for the better protection of the Government,  
 I have agreed to execute this bond with such condition as hereunder  
 is written;

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT  
 in the event of my failing to resume duty or resigning or retiring from  
 service or otherwise quitting service without returning to duty after  
 the expiry or termination of the period of study leave or at any time  
 within a period of three years after my return to duty, I shall forth-  
 with pay to the Government or as may be directed by the Govern-  
 ment on demand the said sum of Rs. ....  
 (Rupees ..... only) together with interest  
 thereon from the date of demand at Government rates for the time  
 being in force on Government loans.

AND upon my making such payment the above written obligations  
 shall be void and of no effect, otherwise it shall be and remain in  
 full force and virtue.

The bond shall in all respects be governed by the laws of India for  
 the time being in force and the rights and liabilities hereunder shall  
 where necessary be accordingly determined by the appropriate courts  
 in India.

The Government of Maharashtra have agreed to bear the stamp duty payable on this bond.

Signed and dated this... ..day of.....  
... ..one thousand nine hundred and.....

Signed and delivered by

.....

in the presence of .....

Witnesses (1) .....

(2) .....

Accepted.

for and on behalf of the  
Government of Maharashtra.

FORM 8  
(See rule 83)

**Bond to be executed by a Government servant in permanent employ  
when granted extension of study leave.**

KNOW ALL MEN BY THESE PRESENTS THAT I, .....  
.....resident of ..... in the  
District of ..... at present employed  
as ..... in the Department/Office of  
..... do hereby bind myself and my  
heirs, executors and administrators to the Governor of Maharashtra  
(hereinafter called "the Government") on demand the sum of  
Rs. .... (Rupees .....  
only) together with interest thereon from the date of demand at  
Government rates for the time being in force on Government loans  
or, if payment is made in a country other than India, the equivalent  
of the said amount in the currency of that country converted at the  
official rate of exchange between that country and India AND  
TOGETHER with all costs between attorney and client and all  
charges and expenses that shall or may have been incurred by the  
Government.

WHEREAS I, .....  
granted study leave by Government for the period from .....  
..... to .....  
in consideration of which I executed a bond  
dated ..... for Rs. ....  
(Rupees ..... only) in favour  
of the Governor of Maharashtra.

AND WHEREAS the extension of study leave has been granted to  
me at my request until .....

AND WHEREAS for the better protection of the Government I have  
agreed to execute this bond with such condition as hereunder is  
written.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT  
in the event of my failing to resume duty, resigning or retiring or  
otherwise quitting service without returning to duty after the expiry  
or termination of the period of study leave so extended or any time  
within a period of three years after my return to duty, I shall forth-  
with pay to the Government or as may be directed by the Government  
on demand the said sum of Rs. ....  
(Rupees ..... only) together with  
interest thereon from the date of demand at Government rates for  
the time being in force on Government loans.

AND upon my making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate courts in India.

The Government of Maharashtra have agreed to bear the stamp duty payable on this bond.

Signed and dated this ..... day of ..... one thousand nine hundred and .....

Signed and delivered by ..... in the presence of

Witnesses (1)

(2)

Accepted  
for and on behalf of the  
Governor of Maharashtra.

## FORM 9

(See rule 83)

**Bond to be executed by a Government servant not in permanent employ, when proceeding on study leave**

KNOW ALL MEN BY THESE PRESENTS THAT WE .....  
 .....resident of .....in the  
 District of .....at present employed  
 as .....in the Department/Office  
 of ..... (hereinafter called  
 "the obligor") and Shri/Shrimati/Kumari .....  
 ..... son/daughter of .....  
 of ..... and Shri/Shrimati/  
 Kumari ..... son/daughter of  
 ..... of .....  
 ..... (hereinafter called the sureties) do hereby jointly and  
 severally bind ourselves and our respective heirs, executors and  
 administrators to pay to the Governor of Maharashtra (hereinafter  
 called "the Government") on demand the sum of Rs. ....  
 ..... (Rupees ..... only)  
 together with interest thereon from the date of demand at Govern-  
 ment rates for the time being in force on Government loans or, if  
 payment is made in a country other than India, the equivalent of the  
 said amount in the currency of that country converted at the official  
 rate of exchange between that country and India AND TOGETHER  
 with all costs between attorney and client and all charges and expenses  
 that shall or may have been incurred by the Government.

WHEREAS the obligor is granted study leave by the Government;

AND WHEREAS for the better protection of the Government the  
 obligor has agreed to execute this bond with such condition as  
 hereunder is written ;

AND WHEREAS the said sureties have agreed to execute this bond as  
 sureties on behalf of the above bounden .....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT  
 in the event of the obligor Shri/Shrimati/Kumari .....  
 ..... failing to resume duty or resigning from  
 service or otherwise quitting service without returning to duty after  
 the expiry or termination of the period of study leave or at any  
 time, within a period of three years after his return to duty, the obligor  
 and the sureties shall forthwith pay to the Government or as may  
 be directed by the Government on demand the said sum of Rs.  
 ..... (Rupees .....  
 only) together with interest thereon from the date of demand at  
 Government rates for the time being in force on Government loans.

And upon the obligor Shri/Shrimati/Kumari .....  
 ..... and or Shri/Shrimati/Kumari .....  
 ..... and, or Shri/Shrimati/Kumari .....  
 ..... the sureties aforesaid making  
 such payment the above written obligation shall be void and of no  
 effect, otherwise it shall be and remain in full force an ' virtue :

PROVIDED ALWAYS that the liability of the sureties hereunder shall  
 not be impaired or discharged by reason of time being granted or by  
 any forbearance, act or omission of the Government or any person,  
 authorised by them (whether with or without the consent or know-  
 ledge of the sureties) nor shall it be necessary for the Government to  
 sue the obligor before suing the sureties Shri/Shrimati/Kumari  
 .....and Shri/Shrimati/Kumari .....  
 ..... or any of them for amounts due  
 hereunder.

The bond shall in all respects be governed by the laws of India for  
 the time being in force and the rights and liabilities hereunder shall  
 where necessary be accordingly determined by the appropriate  
 courts in India.

The Government of Maharashtra have agreed to bear the Stamp  
 duty payable on this bond.

Signed and dated this ..... day of  
 ..... one thousand nine hundred and.....

Signed and delivered by the obligor above-  
 named Shri/Shrimati/Kumari.....  
 in the presence of .....

Witnesses (1)  
 (2)

Signed and delivered by the surety above-  
 named Shri/Shrimati/Kumari. ....  
 in the presence of .....

Witnesses (1)  
 (2)

Signed and delivered by the surety above-  
 named Shri/Shrimati/Kumari.....  
 in the presence of .....

Witnesses (1)  
 (2)

Accepted

for and on behalf of the  
 Governor of Maharashtra.

## FORM 10

(See rule 83)

**Bond to be executed by a Government servant not in permanent employ when granted extension of study leave**

KNOW ALL MEN BY THESE PRESENTS THAT WE ..... resident of ..... in the District of ..... at present employed as ..... in the Department/Office of ..... (hereinafter called "the obligor") and Shri/Shrimati/Kumari ..... son/daughter of ..... of ..... and Shri/Shrimati/Kumari ..... son/daughter of ..... (hereinafter called "the sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Maharashtra (hereinafter called "the Government") on demand the sum of Rs. .... (Rupees ..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the obligor was granted study leave by the Government for the period from ..... to ..... in consideration of which he executed a bond dated ..... for Rs. .... (Rupees ..... only in favour of the Governor of Maharashtra.

AND WHEREAS the extension of study leave has been granted to the obligor at his request until .....

AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with such condition as hereunder is written:

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden .....

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri/Shrimati/Kumari ..... failing to resume duty resigning from service without returning to duty after the expiry or termination of the period of study leave so extended or at any time within a period of three years after his return to duty, the obligor and the sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. .... (Rupees ..... only) together with interest thereon from the

date of demand at Government rates for the time being in force on Government loans.

And upon the obligor Shri/Shrimati/Kumari..... and, or Shri/Shrimati/Kumari..... and, or Shri/Shrimati/Kumari..... the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue :

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the obligor before suing the sureties Shri/Shrimati/Kumari..... and Shri/Shrimati/Kumari..... or any of them for amounts due hereunder.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall where necessary be accordingly determined by the appropriate courts in India.

The Government of Maharashtra have agreed to bear the Stamp duty payable on this bond.

Signed and dated this ..... date of ..... one thousand nine hundred and .....

Signed and delivered by the obligor above-named Shri/Shrimati/Kumari..... in the presence of.....

Witnesses (1)  
(2)

Signed and delivered by the surety above-named Shri/Shrimati/Kumari..... in the presence of .....

Witnesses (1)  
(2)

Signed and delivered by the surety above-named Shri/Shrimati/Kumari..... in the presence of.....

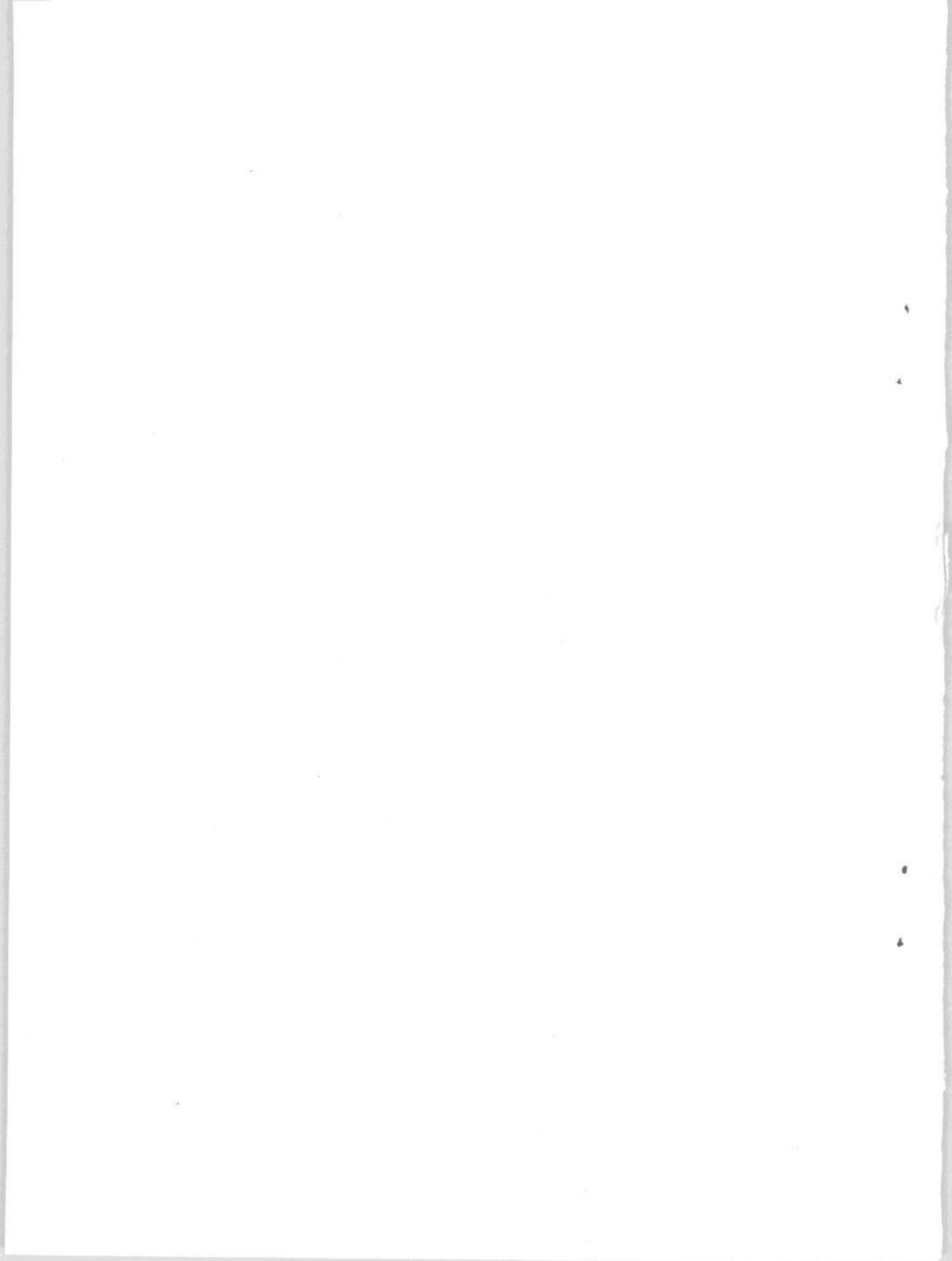
Witnesses (1)  
(2)

Accepted

for and on behalf of the  
Governor of Maharashtra.

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

V. PRABHAKAR,  
Special Secretary to Government.



COMPARATIVE TABLE

Note.—This comparative table has been prepared solely for the purposes of facilitating reference.

Rule Number from Maharashtra Civil Services (Leave) Rules, 1981	Corresponding Rule Numbers from Bombay Civil Services Rules, 1959 and Revised Leave Rules, 1935 (RLR)	Remarks	Rule Number from Maharashtra Civil Services (Leave) Rules, 1981	Corresponding Rule Numbers from Bombay Civil Services Rules, 1959 and Revised Leave Rules, 1935 (RLR)	Remarks
1	2	3	1	2	3
<b>Chapter I—General</b>			14 (2)	.. ..	New
1 (1)& (2)	.. 1		<i>Note</i>	.. ..	New
2 (1)	.. 613 & RLR-2		15	.. RLR-5	
<i>Note 1</i>	.. Proviso to Rule 613		<i>Explanation</i>	..	New
<i>Note 2</i>	.. <i>Note 2</i> below 613		16	.. 33	
<i>Note 3</i>	.. 148		17	.. 628	
2 (2)	.. 617 and 765-A(b)		18 (1)	.. ....	New
	.. 3		18 (2)	.. 658	
4	.. 3-A		18 (3)	.. 626	
5	.. <i>Exception 1</i> below RLR-2		18 (4)	.. ....	New
6	.. 5		19	.. 680	
7	.. 6		20	.. 638	
<i>Note</i>	.. <i>Note</i>		21	.. <i>Note 3</i> below RLR-12	
8	.. 8		22 (1)	.. ....	New
<b>Chapter II—Definitions</b>			22 (2)	.. 250 (c)	
9	.. 9		22 (3)	.. 618 (b)	
<b>Chapter III—General Conditions</b>			22 (4)	.. 618 (a)	
10 (1), (2) & (3)	.. 619 and <i>Note</i>		23	.. ....	New
11	.. 681		<b>Chapter IV—Grant of and return from leave</b>		
12	.. 620		24	.. 651	
13	.. 627		25	.. 650	
14 (1)	.. <i>Note 1</i> below RLR-12		26	.. 679	
			27	.. 623	

1	2	3	1	2	3
	<b>Chapter IV—Grant of and return from leave—contd.</b>		41 (4)	.. 674 (c)	
28	.. 624		41 (5)	.. 673	
29	.. 625		41 (6)	.. .....	New
30	.. .....	New	42	.. 677	
31	.. 683 and 683 (A)		43	.. 682	
32	.. 622		44	.. 629	
33	.. 660		45 (1)	.. 630	
34	.. 663		45 (2)	.. Note below 630	
35	.. 664		45 (3)	.. 631	
36	.. 665		Note 1	.. .....	New
37	.. 666		Note 2	.. .....	New
38	.. 672		46	.. 639	
39	.. 675		Note	.. Note	
40 (1)	661 and 671		47 (1)	.. 644 (1)	
40 (2)	.. 662		47 (2)	.. 644 (2)	
40 (3)	.. 668		47 (3)	.. 641 (1)	
Note	.. Note		47 (4)	.. 704	
40 (4)	.. 669		Note 1	.. .....	New
40 (5)	.. 670 (1)		Note 2	.. .....	New
40 (6)	.. 670 (2)		48	.. 645	
40 (7)	.. 659		49	.. 646	
40 (8)	.. 673				
Note 1	.. Note 1 below Rule 671		<b>Chapter V—Kinds of leave due and admissible</b>		
Instruction	.. Instruction below Rule 671		50 (1) (2) (3) & Exception	.. RLR-8 (1) (2) (3) & Exception	New
Note 2	.. Note 2 below 671		Note	.. .....	New
Note 3	.. Note 3 below 671		50 (1) (d)	.. 615	
41 (1)	.. 674 (a)		51	.. Instruction below RLR-8	
41 (2)	.. 659		52	.. 737 and 738	
41 (3)	.. 674 (b) and Note below it.		53	.. 739	

1	2	3	1	2	3
<b>Chapter V—Kinds of leave due and admissible—contd.</b>			68	.. ....	New
54	** RLR-9		69	.. ....	New
55	.. 742		70	.. RLR-14	
56	.. 743		71	.. 692 and 761 (1)	
Note	.. Note		72	.. ....	New
57	.. 744		73	.. ....	New
58	.. 745		<b>Chapter VI—Special kinds of leave other than study leave</b>		
Note	.. Note		74	.. 771, 773 and 803	
59	.. 746		75	.. 748	
60	.. RLR 4 (viii), 10 (a) and 11		76	.. 749	
61 (1)	.. RLR-10 (c)		77 (1)&(2)	.. 774	
61 (2)	.. RLR-10 (c)(i)		77 (3)	.. 775	
61 (3)	Note 5 below RLR-10		77 (4)	.. 777	
Note	..	New	77 (5)	.. ....	New
62 (1)	.. RLR-10 (d), Note 1		78	.. 779 & 780	
62 (2)	.. RLR-10 (c) (i) and (ii) and Notes 2 & 4		79	.. ....	New
63	.. RLR-13 } and Notes and 752 } thereunder		<b>Chapter VII—Study leave</b>		
64 (1)	.. 809		80 to 93	.. 751 & Note and Appendix L	
64 (2) } Note }	** Notes 1, 2 & 3 below 809		<b>Chapter VIII—Miscellaneous</b>		
64 (3)	.. 810		94	.. 784	
Note	.. Note 2 below 810		95	.. 804	
65	.. Note 2 below RLR-11 & 782-A		96	.. 805	
66	.. RLR 6 & 753		<b>Chapter IX—Repeal and Saving</b>		
67	.. 753 and RLR-6		97	.. 864	

## II

The following Rules/Notes/Instructions from the Bombay Civil Services Rules, 1959 stand deleted :—

Rule No.	Rule No.
Note 1 below 613	684
614	685
616	686
621	687
622-A	688
Note below 625 and instruction below 629 and Exception below 630 (a).	689
632	690
633	691
636 (a) } and	693
636 (b) } Notes	694 to 703
637	705 to 736
Note below 639	Notes 1 to 8 and Explanation below 747
642	Note 1 below 748
643	750
Note below 645	752 (c) and Notes 1 and 3 below 752
647	Notes 1 to 14 of 753 (b)
648	757 with notes
649	758, 759 and 760 alongwith notes
655	761 (2), (3) and (4) and Notes below it
656	763
667	764 and 765
Notes 2, 3 & 4 below 674	765 (A) (a) and Notes below it
Notes 1 & 2 below 682 (b)	766
	768
	769 and Note

Rule No.	Rule No.
769 (A) and <i>Notes</i>	806
<i>Notes</i> below 773	807
781	808
782	<i>Note 2</i> below 809
783	<i>Note 1</i> below 810
785	822
786	826-A & <i>note</i>
789	830

The following rules from the Revised Leave Rules, 1935 have also been deleted :—

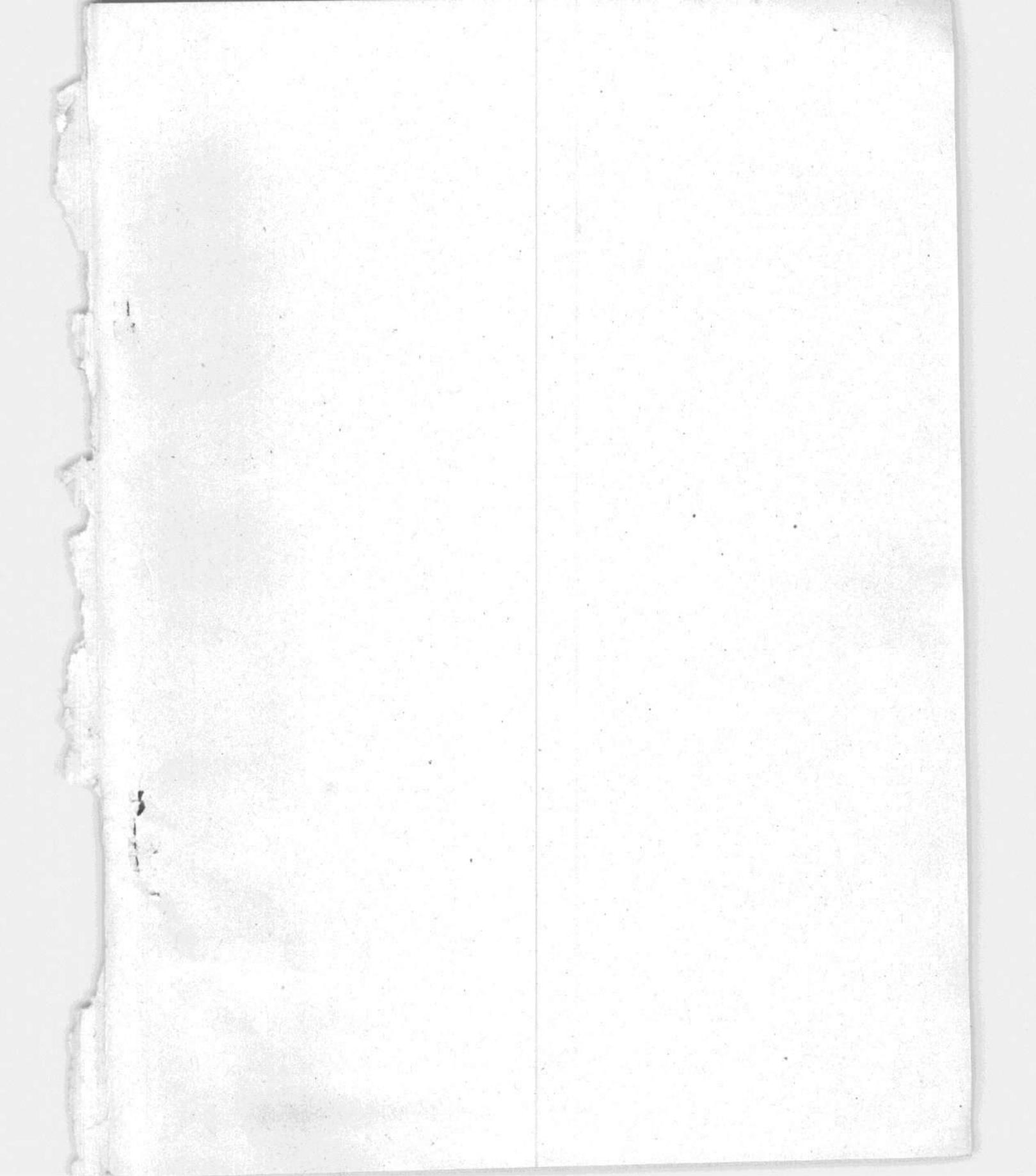
RLR No.	RLR No.
1	<i>Explanation</i> below RLR 6
<i>Exception 2</i> below rule 2	<i>Exception</i> below RLR 8
2-A	<i>Note 2</i> below RLR 9
2-C	<i>Notes 2</i> and 5 below RLR 13, 4
3	Annexure below RLR 15
4 [ <i>except 4 (viii) and Note 1, Note 2</i> ]	

### III

The following Rules/Notes/Instructions/Exception etc. from Bombay Civil Services Rules 1959, stand transferred to other sets of rules, as shown below :—

- 657 —Transferred to Maharashtra Civil Services (Joining Time, Foreign Service and Payments during Suspension, Dismissal and Removal) Rules, 1981.





---

## Maharashtra Government Publications can be obtained from—

- **THE DIRECTOR**  
GOVERNMENT PRINTING, STATIONERY AND PUBLICATION  
Maharashtra State  
Netaji Subhash Road  
MUMBAI 400 004.  
Phone : 2363 26 93      2363 06 95  
              2363 11 48      2363 40 49
  
- **THE MANAGER**  
GOVERNMENT PHOTOZINCO PRESS AND BOOK DEPOT  
Photozinco Press Area, Near G.P.O.  
PUNE 411 001.  
Phone : 2612 58 08      2612 89 20
  
- **THE MANAGER**  
GOVERNMENT PRESS AND BOOK DEPOT  
Civil Lines  
NAGPUR 440 001.  
Phone : 252 26 15
  
- **THE ASSTT. DIRECTOR**  
GOVERNMENT STATIONERY, STORE AND BOOK DEPOT  
Shaha Ganj, Near Gandhi Chowk  
AURANGABAD 431 001.  
Phone : 233 14 68
  
- **THE MANAGER**  
GOVERNMENT PRESS AND STATIONERY, STORE  
Tarabai Park  
KOLHAPUR 416 003.  
Phone : 265 03 95      265 04 02

**AND THE RECOGNISED BOOKSELLERS**

---